



Grants Schemes Policy

Kildare County Council

Community Department

Kildare County Council Grants Schemes Policy

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1. PURPOSE OF THIS POLICY

This policy has been prepared in order to provide a simple, clear and concise reference document for grants schemes administered by the Community Section of Kildare County Council. All applications for grants submitted by voluntary community groups and residents' associations will be processed in accordance with this policy.

2. GRANTS SCHEMES COVERED BY THIS POLICY

As of 10/01/2023, this policy applies to the following schemes:

Community Grants
Festival Grants
Residents' Associations Grants

Note that there are separate arrangements for other schemes such as Drecht Community Grants, Education Bursaries and the Community Activities Fund and they are not covered by this policy.

3. PURPOSES OF THE GRANTS SCHEMES COVERED BY THIS POLICY

The community and festival grants schemes are designed to provide financial assistance to voluntary community groups engaged in the planning, organisation and roll-out of activities, events or projects which encourage local community participation and development in County Kildare.

For residents' associations, the grants represent a contribution towards open space annual maintenance costs.

4. WHO MAY APPLY FOR GRANTS ASSISTANCE?

Community Grant Scheme

The Community Grants Scheme is open to all not-for-profit groups engaged in activities or projects which encourage community participation, volunteerism and benefit local communities in County Kildare.

Festival Grant Scheme

The Festival Grants Scheme is open to all not-for-profit groups which organise and run key festival events in County Kildare, such as community fun days, historical re-enactments, drama/musical/food festivals, intercultural days or annual parades.

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Residents' Associations Grants

This scheme is for all established and recognised residents' associations in either local authority or privately developed estates.

All groups must be formally established and must produce, if required:

- Satisfactory evidence of the group's existence
- Minutes of AGM/meetings
- Income and expenditure records

5. PROJECTS OR ACTIVITIES WHICH DO NOT QUALIFY FOR GRANT ASSISTANCE

The following are examples of some of the activities or projects that will not qualify for grant aid:

- Projects which benefit individuals or businesses.
- Activities not located within County Kildare.
- Projects which are clearly the remit of another agency.
- Ongoing running costs e.g. stationery, phones, energy costs, affiliation fees etc.
- Sports clubs /competitive events (unless specific provision has been made by councillors to include such groups).
- Charity and fund-raising events.
- Hire of bouncing castles.
- Purchase of equipment which will not be held communally.

This list is not exhaustive and the final decision on any grant application is a matter for the Director of Services for the Community Department.

6. GRANTS APPLICATION PROCESS

These grants schemes will be publicised in January each year with a closing date in March. The publicity campaign will consist of local newspaper advertisements, information on the council's website and its social media platforms. Direct notifications will be sent to groups registered with the County Kildare Public Participation Network.

Applications must be submitted via the online grants application system on the council's website which is located at: <http://kildare.ie/CountyCouncil/AllServices/Community/CommunityGrants/>

Community section staff will be available to assist anyone who needs help in completing the online form (by email at **grants@kildarecoco.ie** or by telephone 045 980538 or in person at Grants Administration Team, Community Department, Level 7, Áras Chill Dara, Naas, Co Kildare).

Applications must not be submitted by email or by post.

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All applications must be completed online and in full and must be accompanied by any supporting documentation required. The applicant's signature must be verified by response to the security email sent to the group's email address following submission of the application.

- It is recommended that an email account in the group's name be set up for the online grant application process (instead of personal email addresses).
- A copy of the group's bank statement must be uploaded with the application even if it has been submitted on previous occasions.
- The closing date for applications will be as advertised and late applications will not be accepted.
- While more than one application from the same group may be submitted, budgetary constraints mean it is possible that only one project will be funded.
- Multiple applications from groups with a county-wide remit will be assessed along with all other applications in the relevant Municipal District.
- In larger housing estates, there may be two or more residents' associations in existence and the council will accept applications for funding from each group.
- Applications seeking double funding from Kildare County Council Community & Cultural grants schemes will not be accepted.
- ***All applications will be acknowledged by email but will not be assessed until the applicant's signature has been verified as above. This must be done before the scheme closing date.***

7. GRANTS ASSESSMENT PROCESS

Community & Festival Grants

Applications will be assessed by a panel of staff from the Community Department. This may include the Senior Executive Officer, Administrative Officer, Staff Officer, Arts Officer and Community Development staff as appropriate.

Grants applications will be assessed no later than the end of April and the list of proposed awards will be brought to municipal district meetings for approval no later than the end of May.

Residents' Associations Grants

Grants are calculated based on the agreed formulae in place:

- Local Authority Estates- standard amount of €12 per house. (Min €300, Max €1,200).
- Private Estates- the available budget for the grants in each Municipal District is allocated as follows:
 1. The budget amount will be divided by the total area of green space maintained by all residents' associations that have applied for grant assistance.

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2. The resulting figure (hectares) will be multiplied by the area in each applicant estate to arrive at a grant amount for that estate.

Residents' associations must provide satisfactory evidence of how the maintained green area figure was calculated. Failure to do so will exclude any such application for consideration of a grant award.

It should be noted that the allocation from revenue budget varies by MD.

8. CRITERIA USED IN ASSESSING COMMUNITY & FESTIVAL GRANTS APPLICATIONS

- The available budget versus the number of applications.
- Evidence of local need and benefit to the community.
- Level of community participation in the project/event.
- Volunteering element.
- Social inclusion/accessibility aspects of the project/event.
- Environmental sustainability (e.g. reduce, re-use, recycle)
- The applicant's capacity to deliver the project or run the event.
- Use of innovation or imaginative approaches.
- Clear evidence of costs/quotations for all elements.
- Funding from the group's own or other sources.
- Ability to deliver project in the event of partial funding.
- Overall quality of the application.

Final approval to all grants awards proposed is given by the elected members of Kildare County Council, after which a letter of award will issue to your group.

9. VALUE OF GRANTS WHICH MAY BE AWARDED

The maximum grants that may be awarded are as follows:

Community Grants Scheme	€3,000
Festival Grants Scheme	€2,000*
Residents' Associations Grants	
Local Authority Estates	€1,200
Private Estates	No set maximum.

There is no guarantee that the maximum (or any) grant will be awarded.

*This limit does not apply to any projects which have been historically supported to higher levels by former town councils pre-2014.

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10. PAYMENT PROCESS

Arrangements will be made to pay out all grants as soon as possible following approval by the relevant municipal district councillors.

All payments will be made by bank transfer to a nominated account in the name of the applicant group; cheques will not be issued.

Groups must have a bank or credit union account. Post Office accounts will not be accepted.

Remittance advice will issue to the supplied email address.

Payment will only issue when all relevant paperwork has been submitted, including all receipts / proof of spending for previous grants awarded.

11. RESPONSIBILITIES OF GROUPS

- Read and understand this policy and the application form.
- Complete the online application fully, include all required documents and verify application as required.
- Acknowledge the award of the grant from Kildare County Council in any promotional material (including social media) associated with the project.
- Include the Kildare County Council crest where possible.
- Obtain all necessary permissions relating to personal data and retain them in accordance with data protection legislation.
- Secure all necessary insurances.
- Obtain permissions from all relevant authorities (e.g. Gardaí/ Municipal Engineer /Planning/ Parks Department)
- Ensure compliance with all relevant legislation and regulations.
- On completion of projects, submit to the Community Department a simple project report (including photos) and evidence of the spending of the grant awarded.

Acceptable forms of evidence of the spending of a grant awarded are:

- receipts on headed paper/till receipts or
 - invoices stamped as "Paid" by the supplier or showing a zero-balance due or
 - invoices/cheque details accompanied by a bank statement showing relevant payments.
- All evidence of spending must be itemised and show clearly the items purchased.

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Any monies unspent must be returned to Kildare County Council.

12. DEVELOPMENT AND APPROVAL OF THIS POLICY

This policy was prepared by staff members of Kildare County Council under the direction of Ms. Sonya Kavanagh, Director of Services.

The draft policy was approved by the Local Community & Cultural Strategic Policy Committee on 3rd September 2020. It was approved by the Corporate Policy Group on 15th February 2021 and was adopted by Kildare County Council on 29/03/2021.

Changes to the calculation criteria for private residents' associations grants were approved by Kildare County Council at its meeting held on 26/09/2022 following a recommendation from the Local Community & Culture Strategic Policy Committee and Corporate Policy Group.

13. POLICY REVIEW PERIOD

This policy will be reviewed by the Community Department on an annual basis and any significant changes will be approved by the Local Community & Culture Strategic Policy Committee as required.

14. FURTHER INFORMATION

Website: <http://kildare.ie/CountyCouncil/Community/GrantSchemes/>

Email: grants@kildarecoco.ie

Telephone: 045 980538

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15. CONTACT DETAILS FOR OTHER AGENCIES

Kildare Public Participation Network	http://www.kildareppn.ie	045 980700
Health & Safety	https://www.hsa.ie/eng	0818 289389
Child Safety	https://www.tusla.ie/children-first	045 986332
Garda Vetting	https://vetting.garda.ie/	0818 488488
Revenue Commissioners	www.revenue.ie	Various
Kildare Newbridge MD Area Office		045 437556
Celbridge Leixlip MD Area Office		01 6286236
Naas MD Area Office		045 980425
Athy MD Area Office		045 980203
Clane Maynooth MD Area Office		01 6286236
Roads Administration General	roads@kildarecoco.ie	045 980 421