

Carranstown Community Grant Scheme

Guidelines

PLEASE READ THIS SCHEME IN FULL BEFORE YOU SUBMIT YOUR APPLICATION

ALL SECTIONS OF YOUR APPLICATION FORM MUST BE COMPLETED IN FULL OTHERWISE THE APPLICATION WILL BE DEEMED INVALID

Grant aid is available to Voluntary and Community groups / organizations “...towards the provision of environmental improvement and recreational / community facility projects in the vicinity of the proposed waste management facility...” (Condition 7 of PL 17.126307)

1. Aim

To identify appropriate environmental, recreational and community projects which will mitigate the impact of the waste to energy facility on the local community.

2. Areas that qualify for the Grant Scheme

As per the terms of reference of the Carranstown Community Grant Scheme

3. What is the grant for?

3.1 Amenity / Environmental Projects in public open spaces:

The scheme proposes to give grants to community groups engaged in environmental type activities in public open areas. Such activities may include:

- Tree / shrub planting
- Public area enhancement
- Hanging baskets / window boxes
- Installation of seats / picnic tables
- Name stones / welcome signs
- Purchase of gardening equipment etc.
- Creation of wildlife areas
- Heritage / restoration projects
- Environmental Protection

3.2 Community Grants

The scheme proposes to give grants to community groups engaged in community and recreation activities and projects. **There must be a community gain element to these projects.** Such projects and activities may include:

- Upgrading / general maintenance of community facilities that are owned or leased on a long term basis to the community
- Community days / weeks
- Development of a local community owned newsletter / Publications
- Community Games events in the local community
- Social Inclusion Projects benefiting the community
- Sports Projects
- Community run Youth Projects
- Technical Assistance

- Community Festivals
- Equipment for community use excluding personal equipment. Personal equipment is defined as equipment that can be used by an individual for individual benefit e.g. personal laptops, football jerseys etc. as opposed to being available to the community at large
- Preparation of development and action plans for local groups, local research, feasibility studies and training.

3.3 Match funding: Applications will be considered from groups who require match funding to access national funding schemes such as the Sports Capital Programme.

Who can apply for the grant?

- Community Groups
- Residents Associations
- Community Youth Groups
- Tidy Towns Committees
- Charities working with community groups
- Sporting Organisations
- Schools Parents associations – Extra Curricular Community Activities only

4. General Overall Criteria

- Projects must show community gain and fall within the scope of the Scheme.
- Incomplete applications will be deemed invalid and will not be considered.
- For projects exceeding €2,500, **3 No.** official quotes must be submitted with your application; otherwise a minimum of **1 No.** official quote must be submitted. Quotes must be on headed paper, include VAT numbers and items listed must relate to the project.
- In relation to **Part D**, copies of relevant leasing agreements and / or deeds must be supplied.
- Groups / organisations must be located within the general vicinity of the Carranstown facility **or** must be of benefit of the residents who live within this vicinity **or** carry out the bulk of their activities within this area.

5. Group Registration

Groups / organisations availing of a grant must be formally established, and must produce at least one of the following:

- **Proof of Registration of the Meath County Council Public Participation Network PPN**
- **Articles of Association / Constitution and Minutes of last AGM**
- **Income and Expenditure Account**
- **Banking Documentation in name of Community Group**
- **Charitable Status Number**
- **Sports Exemption Number**
- **Confirmation letter of registration from Governing Body e.g. National Tidy Towns**

6. Background Documentation

The following documentation, where applicable, will be required before claim of grant can be arranged.

- Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out.
- Application for a grant must be made on the **official claim form**.

- Bank accounts must be in the name of the group.
- Full details of purpose of grant must be provided.
- If the proposed project impacts on the work of any Department of Meath County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
- Applications must be submitted prior to expenditure being incurred.
- Indaver Ireland Ltd and Meath County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
- In general, except in special circumstances, **a group / organisation shall not receive a grant for the same purpose more than once in any twelve-month period.**
- Community Grants are not available to individuals / organisations that are engaged in business or for profit community activities.
- Evidence of fundraising and other sources of income must be included in the application.

7. Insurance

- The group shall obtain any necessary employers liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in by them under the terms of this grant. Each successful applicant must indemnify Meath County Council, Indaver Ireland Ltd and the Indaver Community Liaison Committee against any claim arising from the activities of the supported project now or in the future. **A copy of this insurance policy must be provided in order to drawdown payment of grant.**

8. Tax Affairs

- It is the responsibility of the applicant group to ensure their tax affairs are in order.
- Any applicant approved must supply a current tax clearance certificate before grants can be paid. Tax clearance certificates are available from the revenue commissioners; information and relevant forms are available on www.revenue.ie
- All Contractors employed by groups / organisations must also produce current tax clearance certificates

9. Annual Disbursement

- Applications will be sought from eligible groups on an annual basis.
- The total grant fund available will be determined as per the relevant planning conditions.
- Applications received after the closing date will not be considered.

10. Applicant Funding / Match Funding

- No match funding required for projects up to €3,000
- 20% match funding required for applications from €3,000 to €10,000
- 30% match funding required for projects in excess of €10,000
- Voluntary Labour, fees paid etc will be considered as part funding
- All projects and funding for same will be considered individually on its merits by the Liaison Committee
- The committee reserves the right to modify these terms at their discretion.

11. Payment of Grants

- Meath County Council will facilitate the payment of the grants to successful applicants.
- 100% of the grant will be paid on completion of project to acceptable standard
- Groups must submit all receipts and required documentation or they will be ineligible to apply for the grant in the future.
- Grants must be fully drawn within the year unless otherwise agreed whereby an extension of time application will be considered.

12. Appraisal Process

- The Indaver Carranstown Liaison Committee will appraise applications and recommend funding accordingly. The decision of the Committee is subsequently approved by the Full Council of County Meath.
- Late applications will **not** be considered.
- Additional information may be requested from applicants during appraisal by committee.

Return Completed Applications to:

Community Section, Meath County Council,
Buvinda House, Dublin Road
Navan, Co Meath C15 Y291

E-mail: communitygrants@meathcoco.ie

Closing Date: Friday, 26th February 2021 at 5pm

Applications received after the closing date will not be considered