

## MCC Community Grant and Burial Ground Grant Schemes 2022 – Frequently Asked Questions

### 1. What is the public sector equality and human rights duty and what is the Meath County Council equality and human rights values statement?

Meath County Council is bound by the public sector equality and human rights duty as set out in section 42 of the Irish Human Rights and Equality Commission Act 2014. This requires public bodies to have regard to the need to eliminate discrimination, promote equality and protect human rights in carrying out all our functions, including this grants scheme.

The duty covers the ten grounds of: gender (including transgender), civil status, family status (including carers and lone parents), age, disability, sexual orientation, race (Black and minority ethnic groups), religion, membership of the Traveller community, and socio-economic status.

Meath County Council has prepared an equality and human rights values statement to guide us in our work of implementing the duty, which in turn informs the criteria for this grants scheme. This is available at: <https://www.meath.ie/system/files/media/file-uploads/2021-04/Meath%20County%20Council%20Equality%20and%20Human%20Rights%20Values%20Statement.pdf>

### 2. How are groups informed when the scheme is open for applications?

Grant schemes are advertised in local newspapers, on [www.meath.ie](http://www.meath.ie), Meath County Council's social media accounts and through the Public Participation Network (PPN) website: [www.meathppn.ie/grants/](http://www.meathppn.ie/grants/)

### 3. Who can apply?

The Community Grant and Burial Ground Grant schemes are open to Community Groups, Tidy Towns/Village Committees, Residents Associations and other not for profit organisations.

### 4. What can our group apply for?

Groups can apply for assistance with general maintenance costs, projects that will benefit the community, local festivals and events etc. some examples include; grass cutting or planting of public spaces, purchase of equipment, assistance with costs for a family fun day or a festival.

### 5. What is the process?

After the closing date the applications will be assessed to ensure they are eligible under the scheme and a draft grant amount allocated. The draft allocations will be presented to the Housing, Community & Cultural Development Strategic Policy Committee for their review and recommendation to the Full Council. The draft allocations will be presented to the Full Council at their next scheduled meeting.

Groups will be informed of the decision and if successful their grant allocation after the Full Council meeting. This is usually in early April. Groups must then submit their grant claim form and receipts; the deadline for the submission of these documents is the 30<sup>th</sup> September. The Community Department will arrange payment of the grant as quickly as possible following the receipt of all of the necessary documents.

### 6. When will we be informed of the application decision?

The Community Department will endeavour to inform applicants as quickly as possible following approval by the Full Council. This is usually in early April.

**7. What are the timelines for the scheme?**

The closing date for the receipt of completed application forms is close of business on Friday 11<sup>th</sup> March 2022.

Completed grant claim form, eft form and receipts must be submitted to the Community Department by 30<sup>th</sup> September 2022.

**8. What is Meath Public Participation Network (PPN)?**

Meath PPN is a network to bring community groups together in Meath. You can find more information on the PPN at [www.meathppn.ie](http://www.meathppn.ie)

**9. Do we have to register with the Public Participation Network (PPN)?**

No, you don't have to be a member of the PPN in order to apply for a community grant.

**10. What permissions are required to include with our application?**

It is recommended that Tidy Towns groups discuss their proposals with the Municipal District Engineer and get prior approval as appropriate.

In the case of Burial Ground grants, please discuss your proposals with the Loreto Guinan, Heritage Officer, Meath County Council.

If planning permission is required for the project please include a copy of the planning decision.

**11. Do we need match funding?**

Match funding is not required for the Community Grants or Burial Ground Grant schemes.

**12. Can we apply for more than one category**

Groups may apply for a maximum of 2 grants under the Community Grant scheme with a maximum of one in any category. Please note that a separate application form must be submitted for each category.

Under the Burial Ground grant, one application is permitted in the case of each graveyard.

**13. We don't have a bank account setup, can the grant be paid into a nominated persons bank account?**

Groups must have a valid BIC & IBAN led current Bank or Credit Union account in the name of the group to which the approved grant aid will be paid.

**14. Is voluntary labour eligible?**

Voluntary labour is ineligible under the Community Grant and Burial Ground grant schemes

**15. Does a member of our group have to attend the Care and Conservation of Graveyards workshop?**

It will be mandatory in 2022 for a member of the group to attend the Care and Conservation of Graveyard workshop. It is possible that this will be a virtual event in 2022 and details of the workshop will be confirmed to successful applicants.

**16. We don't have a Residents Association in our estate; how do we go about setting one up or who can advise us?**

Here are some examples of PPN "How to Guide To Setting Up a Resident's Association."

If you have any questions, please contact David Griffin (Meath PPN) on [meathppn@meathcoco.ie](mailto:meathppn@meathcoco.ie)

**17. Have I to send in all the invoices / receipts for the expenditure incurred with the grant?**

It is not necessary to submit all paid invoices/receipts for the expenditure incurred; groups must submit paid invoices/receipts up to the value of the grant awarded.

**18. How will I know if you require a Tax No. or not? When is it required?**

If your group is in receipt of a payment or payments from Meath County Council which equate to €10,000 or more in a calendar year a valid tax reference number and tax clearance access number will be required to process the grant payment

**19. Where do I apply for a tax number?**

Please see [www.revenue.ie](http://www.revenue.ie) for advice on applying for a tax number.

**20. Can I purchase the goods or carry out the work before my grant has been approved?**

In the case of Community Grants - yes, once the expenditure has been incurred in the year of grant award it is eligible.

For Burial Ground Grants – no works should commence until after a member of the group has attended the Care and Conservation of Graveyards workshop.

**21. When will I receive the funds?**

The Council will process the grant payment as quickly as possible after the receipt of all the required claim documentation.

**22. Do I have to spend the money before I get it back?**

Yes, grant payments will only be made following the receipt of the required documentation, these are; the grant claim form, completed supplier setup form and receipts or invoices noting payment.

**23. What do I do if my project does not or cannot go ahead?**

Please advise the Community Department as soon as possible if your project is not going ahead so that the next step can be discussed.

**24. What if I spend more or less than the amount I was approved funding for?**

Grant payments will only be made on the basis of paid receipts submitted.

If your group spends more than was approved your group will still only receive the approved grant amount. If your project costs less than anticipated the grant payment will be for the value of the receipts submitted.

**25. Is a lease required?**

A lease is not required for Community Grants or Burial Ground grants.

