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| *Meath County Council* *Community Amenity Project Scheme 2024* |

**1.0 Introduction**

The **Community Amenity Project Scheme** is a grant scheme which provides financial assistance to Groups and Communities within the County for the development of social, sporting, recreational, environmental, amenity, heritage and cultural facilities.

The scheme provides Capital Assistance for qualifying projects. The allocation of funding is the responsibility of the Elected Members of each of the 6 Municipal Districts.

**N.B: The scheme is not intended to match fund or top-up other grant schemes such as LEADER, Sports Capital Grant and other similar schemes.**

**2.0 Scheme Details**

The Community Amenity Project Scheme is available to new projects or refurbishment of existing facilities/amenities (subject to conditions). Priority will be given to projects that will provide an overall enhancement of the local area, work in collaboration with other local groups and that provide the maximum potential for the town/village/rural area to grow socially and economically and enhance facilities in disadvantaged areas.

The minimum project application is €10,000 with a maximum project application of €100,000 per Municipal District per annum.

Where proposed works could be classified under climate action, groups should consider applying for funding under the community climate action fund in the first instance.

**3.0 Eligibility**

* **Who is Eligible to apply?** 
  + Any group (non-profit/voluntary) who wish to undertake a capital project that demonstrates Community gain.
* **Projects Eligible for Funding**
  + Funding must be for specific distinct elements of a project which are not being funded by other grant schemes.
* **Eligible projects can include the following**
  + Community Amenity areas
  + Improvement to town parks/ common areas and spaces
  + Development/renovation of Community Centres (excluding energy efficiency works)
  + Sports/Recreational facilities (excluding energy efficiency works)
  + Community arts and cultural projects
  + Heritage projects
  + Professional Fees to a max of €3,000
  + Capital investment in Community services
* **What is Not Eligible for Funding**
  + Routine maintenance, minor repairs, ongoing costs due to wear and tear
  + Day to day expenses
  + Employment costs
  + Legal fees
  + Project management fees
  + Purchase of lands or buildings
  + Feasibility fees
  + Existing applicant debt
  + Project which have been previously grant funded and additional funding is now being sought to upgrade/improve the initial project

## 4.0 General Conditions

1. Projects relating to climate action, e.g., energy efficiency projects, must first have sought funding under existing grant funding schemes such as the community climate action programme or SEAI grants. Applications under this category must have been refused grant funding in the other relevant grant schemes before they can be considered for the Community Amenity Scheme.
2. Projects must show community gain and should demonstrate added value
3. Incorporation of universal design in any projects which have an element of building design
4. Incomplete applications will be deemed invalid and will not be considered
5. Copies of relevant leasing agreements and or deeds must be supplied.
6. Groups/organisations availing of a grant must be formally established, and must provide the following, where applicable:  
   1. Articles of Association/Constitution and Minutes of last AGM
   2. Income and Expenditure Account
   3. Banking Documentation in name of Community Group
   4. Charitable Status Number if applicable
7. When making your claim, documentation, including receipts & photographs, must be produced as evidence of goods purchased or of works carried out.
8. Procurement Process to be followed as set out below:
   * All groups must comply with procurement guidelines
     + Goods/Services
       - Value less than €2,500, 1 written quote is required
       - Value between €2,500 - €25,000 then seek a minimum of 3 written quotes
       - Value greater than €25,000 then etenders must be used
     + Works Related
       - Value less than €2,500, 1 written quote is required
       - Value between €2,500 - €50,000 then seek a minimum of 3 written quotes
       - Value greater than €50,000 then etenders must be used
   * All figures are ex VAT
   * Quotes must be on headed paper, include VAT numbers and items listed must relate to the project.
   * If you require assistance with this please contact the Community Section.

**5.0 Other Conditions**

* Application for a grant must be made on the **official application 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 or area of responsibility 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 and approved for funding prior to expenditure being incurred.
* Meath County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
* Community Grants are not available to individuals/organisations that are engaged in community activities or operate on a commercial basis
* Evidence of fundraising and other sources of income must be included in the application.
* Applications received after the published closing date will not be considered.

## 6.0 Applicant Funding / Match Funding

* No match funding required for projects
* Funding is not intended to be used to match fund other grant schemes.
* All projects will be considered individually on its merits by each of the Municipal District members
* The committee reserves the right to modify these terms at their discretion.

## 7.0 Appraisal Process

1. The Community Section of Meath County Council will appraise applications and make recommendations as to the level of support which can be provided
2. For 2024, priority will be given to groups who have not received funding under the Community Amenity Project Scheme in previous rounds
3. Project will be considered under the following criteria with 1000 marks available overall
   1. Community gain – how does the project benefit the community & add to the facilities already available (**300 marks** available)
   2. Value for money – this is where 3 quotes are essential (**50 marks** available)
   3. Need/Potential – demonstrate that this project is needed for the growth/expansion etc of the club/group/organisation (**100 marks** available)
   4. Collaboration – is the project being developed in partnership with other groups or will the project be used by other groups, details should be provided (**200 marks** available)
   5. Has the groups received funding under this scheme in previous years? (3**00 marks** available allocated on a sliding scale) –
      1. if no funding previously received under CAS – 300 marks,
      2. if received one allocation of funding - 100 marks and
      3. anything greater than one allocation of funding – 50 marks
   6. Track record of the group – how long has the group been in existence and general work of the group (**50 marks** available)
4. The recommendations of the Community Section will be submitted to the Municipal District Members for the area where the projects are situated for recommendation and forwarded to the Full Council of Meath County Council for approval. The decision of the Elected Members is final; there is no appeal process.
5. Additional information may be requested from applicants during appraisal process

## 8.0 Payment of Grants

* Meath County Council will facilitate the payment of the grants to successful applicants.
* 100% of the grant will be paid subject to an inspection being carried out by an MCC engineer and verifying that all works are carried out as per the approved application.
* The grant must be drawn down strictly within 12 months of the grant offer letter, no extensions will be given.
* In cases where an applicant has limited financial means, phased payments of the grant can be facilitated by agreement with the council.
* Groups shall submit all receipts and required documentation otherwise the grant will not be paid.

***Late applications will not be accepted.***

***Please return completed application form to Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email*** [***communitygrants@meathcoco.ie***](mailto:communitygrants@meathcoco.ie)

***by 12noon on Monday 4th March 2024.***