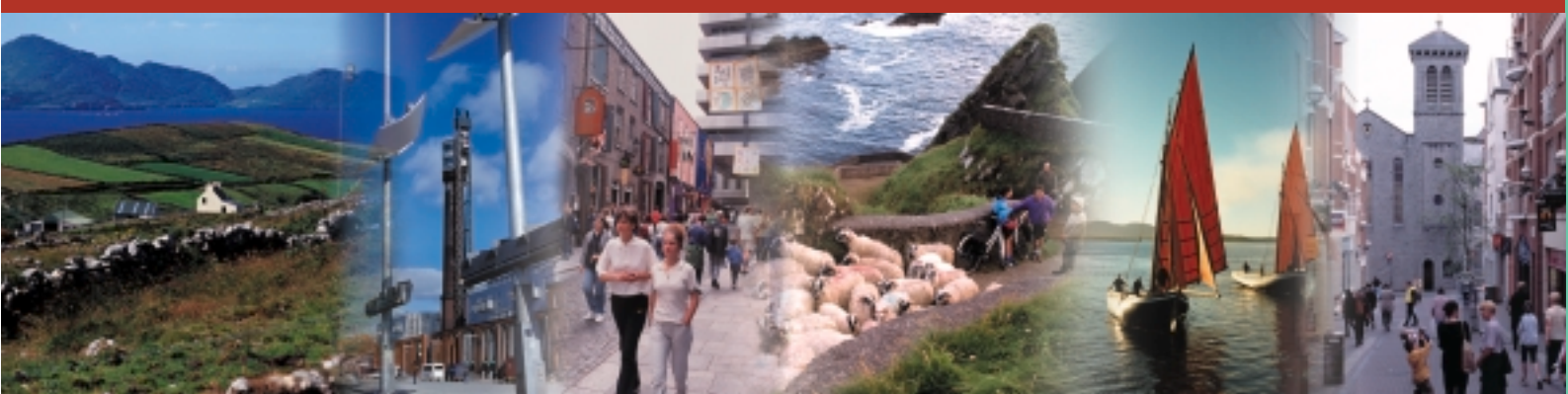


# Programme of Grants for Locally-Based Community & Voluntary Organisations 2005



A PROGRAMME OF ONCE-OFF SUPPORTS FOR THE LOCAL COMMUNITY AND VOLUNTARY SECTOR

This programme offers two schemes of once-off grants to local voluntary and community groups.

The **Scheme of Equipment and Refurbishment Grants** providing essential physical supports for the local community and voluntary sector,  
and,

The **Scheme of Education, Training and Research Grants** aimed at enhancing the capacity of local communities



**An Roinn Gnóthaí Pobail, Tuaithe  
agus Gaeltachta**  
*Department of Community, Rural  
and Gaeltacht Affairs*

## 1. THE SCHEME OF EQUIPMENT AND REFURBISHMENT GRANTS

### 1.1 Purpose of the Scheme

The objective of the scheme is to support the activities of local voluntary and community groups, addressing disadvantage in their community, by way of grants for the purchase of certain equipment and for the refurbishment of premises.

### 1.2 Grants Available

Grants are available for:

▶ Refurbishment of Premises

Applicants must be leaseholders or owners of the premises. (In the case of a leasing arrangement a minimum period of 3 years must remain on the current lease.)

▶ Purchase of Equipment

Equipment must be for the exclusive use of the group in the pursuit of its aims and objectives. Eligible equipment includes:

- ✓ Office/computer equipment necessary for the administration of the group's activities
- ✓ kitchen equipment
- ✓ other equipment directly related to achieving the aims and objectives of the group and not available from other sources

***NOTE: Where equipment is to be permanently fixed the applicants must be owners or leaseholders as required for refurbishment grants***

### 1.3 How much of the cost will be met?

All grant applications will be considered on their merits, up to 90% of the cost, subject to the following limits:

- ▶ The maximum refurbishment grant is €40,000.
- ▶ The maximum equipment grant is €10,000.

***PLEASE NOTE THAT GRANTS OF €5,000 AND OVER WILL BE PAID RETROSPECTIVELY ON THE BASIS OF VOUCHERED EXPENDITURE.***

**A detailed breakdown of costings/estimates must be provided with the application. In relation to activities where the costs exceed the maximum grant available, you should show on your application where the balance of funding will be obtained.**

***NOTE: Grants towards wages or salaries or other running costs are not available under this Scheme.***

## 2. THE SCHEME OF EDUCATION, TRAINING AND RESEARCH GRANTS

### 2.1 Purpose of the Scheme

The objective of the scheme is to support and enhance the effectiveness of voluntary and community groups addressing disadvantage by way of once-off grants to fund training, education or research initiatives in their community.

### 2.2 Eligible Activity

Community development education and training (including IT training) and research activity, in communities.

## 2.3 How Much of the Cost Will Be Met?

Grant applications will be considered on their merits up to 90% of the cost, subject to a maximum grant of a 10,000.

**PLEASE NOTE THAT GRANTS OF €5,000 AND OVER WILL BE PAID RETROSPECTIVELY ON THE BASIS OF VOUCHERED EXPENDITURE.**

**A detailed breakdown of costings/estimates must be provided with the application. In relation to activities where the costs exceed the maximum grant available, you should show on your application where the balance of funding will be obtained.**

## 2.4 What costs can be included?

The following costs may be included:

- ▶ room rental
- ▶ small scale equipment and materials related to the proposal
- ▶ books
- ▶ fees for tutors
- ▶ crèche facilities for participants' children
- ▶ assistance with transport (including hire) to training venues where suitable public transport is not available

***NOTE: Funding is not available under this scheme for equipment or capital costs, or costs associated with the ongoing running of the group.***

## 3. CONDITIONS COMMON TO BOTH SCHEMES

All proposals must be locally based and target local communities. Priority will be given to stand-alone funding i.e. funding which is not used to meet shortfalls arising from grant applications made to other Departments or agencies.

### 3.1 Organisations which qualify for grants

- ▶ local voluntary and community organisations/groups with a focus on disadvantage.

### 3.2 Ineligible Organisations/Activities

Ineligible organisations/activities include:

- ▶ Sports and social clubs
- ▶ Local Development Partnerships
- ▶ ADM funded community groups
- ▶ Community Development Projects
- ▶ Family Resource Centres
- ▶ Family support groups
- ▶ Childcare groups and activities (other than those described at Par. 2.4)
- ▶ Services for the elderly including day centres and related eldercare provision
- ▶ National offices of organisations in the community and voluntary sector
- ▶ Providers of Social Housing
- ▶ Health Service Provision
- ▶ Meeting ongoing running costs of the organisation
- ▶ Funding appropriate to other public bodies.

## 4. CRITERIA FOR ASSESSMENT OF APPLICATION

### 4.1 Assessment Priorities

Priority will be given to disadvantaged communities with a greater priority accorded to self-help initiatives by disadvantaged groups and communities over proposals involving direct service provision. These priorities include:

- ▶ Proposals designed to benefit disadvantaged communities
- ▶ Proposals which encourage participation of the local community.

### 4.2 Assessment Criteria

In addition to the general application requirements, the Department will assess the applications by reference to the following criteria:-

- ▶ Extent to which the proposal tackles disadvantage
- ▶ Extent to which the group tackles disadvantage
- ▶ Overall quality and merit of the proposal
- ▶ Value for money represented
- ▶ Evidence of forethought and planning in the proposal
- ▶ Management and monitoring of the proposal
- ▶ Capacity of the organisation to undertake the proposal
- ▶ Need for and impact of funding
- ▶ Extent to which the proposal involves participation of the local community.

## 5. TAX CLEARANCE PROCEDURES

The Government's tax clearance procedures apply to all grants allocated. These procedures mean that groups must give their tax number, give the name of the tax office dealing with their affairs and must certify that their tax affairs are in order.

If you do not already have a tax number, you can obtain one from your local tax office. Applications cannot be accepted from groups which do not quote their tax number.

For grants over €6,350, a **current tax clearance certificate must be** submitted with the application.

Groups recognised as Charities by the Revenue Commissioners are exempt from the requirement to produce a tax clearance certificate. Therefore, if you have a CHY number, it should always be quoted on your application.

## 6. APPLICATIONS

### 6.1 Completion of Applications

Applicants should note the following:

- ▶ Applications will be accepted on the official form only
- ▶ All applications will be acknowledged. Please ensure that the address on the tear-off page provided with the application form is correctly completed
- ▶ Use only one application form if making an application under each scheme. The same application form **must** be used for both schemes.
- ▶ **Applications will not be considered from groups who have failed to submit accounts / documentation in respect of the previous years' schemes.**

## 6.2 Assessment Process

### Meeting Eligibility Criteria

Applications will be screened initially for scheme eligibility [i.e. compliance with the requirements set out in these guidelines]. Applications which fail to meet these eligibility criteria will not be assessed further.

### Meeting Assessment Criteria

Applications which meet the eligibility criteria will be assessed by reference to the scheme priority and assessment criteria at Paragraphs 4.1 and 4.2.

### Decisions on Eligible Applications

Applicants reaching a sufficiently high score based on the assessment will receive funding from the limited funding available. All unsuccessful applicants will be notified in writing of the reasons for the decision in relation to their application.

## 7. FURTHER INFORMATION

If you require any further information or application forms you should contact:

Voluntary and Community Supports

**Department of Community, Rural and Gaeltacht Affairs**

Dún Aímhígin,  
43/49 Mespil Road,  
Dublin 4,

Telephone: (01) 647 3236 / 647 3237 / 647 3238 / 647 3239