



Clare Local Area Grants Scheme (CLAGS) 2024

Guidelines for Applicants



Contents

Purpose of the Grant Scheme.....	2
Who can apply?.....	2
How much is funded?	2
What type of proposals are considered?.....	2
What items are ineligible under the Scheme?.....	2
Grant Support Categories 2024:	3
Support Scheme for Public Realm Initiatives and Amenity Projects	3
Support Scheme for Maintenance of Open Spaces in Private Housing Developments.....	3
Support Scheme for Community Playgrounds.....	3
Support Scheme for Burial Ground Maintenance and Provision.....	4
Support Scheme for Christmas Lighting.....	4
Support Scheme for the Best Kept Local Authority Estate	4
Support Scheme for the Arts.....	4
Support Scheme for the Irish Language	5
Support Scheme for Tourism Marketing & Promotion.....	6
Support Scheme for Sustainable Tourism.....	6
Support Scheme for Community Project Development	6
Quotations	7
How to apply	7
How will my application be assessed?	7
Acceptance of Offer	7
How do I draw down the grant? (online process).....	8
What else do I need to include with the on-line application?	8

Purpose of the Grant Scheme

Clare County Council recognises the important role of local communities and as part of our commitment to supporting communities, the Council has developed the Clare Local Area Grant Scheme for 2024 to provide financial support to assist communities and voluntary groups in projects they undertake which contribute to the development of their communities and improve the quality-of-life experience in their areas.

The available funding is based on Clare County Council’s Annual Budget 2024, as adopted by the Elected Members. It is available to support community and voluntary groups wishing to undertake specific projects under the relevant categories of the Scheme.

Who can apply?

Any Community and Voluntary group operating in County Clare may apply. Public sector organisations are not eligible to make an application. The Support Scheme for the Arts is the only category open to both groups and individuals. All other categories apply to community and voluntary groups only. Groups are encouraged to register with the Clare Public Participation Network (PPN) and be actively involved in the PPN.

Applicants are strongly advised to engage with the Rural & Community Development Officer and/or the Municipal District Office in their area to ensure projects align with work programmes in their respective municipal districts.

How much is funded?

The maximum grant available depends on the scheme category under which you are applying.

Requests for assistance usually exceed the funds available for allocation. In cases where the scheme is oversubscribed, applicants should be aware that offers of funding may be for a lesser amount than that sought.

Groups must hold a Bank or Credit Union Account in their legal name. As the funding represents a contribution towards the overall cost of a project, groups must demonstrate that they have sufficient funds to finance the balance i.e., submit an up-to-date statement showing sufficient funds are available to match fund the project. Applicants must also declare any additional Council, agency or governmental funding or grant-aid associated with their project.

What type of proposals are considered?

The Clare Local Area Grants Scheme comprises 11 different support types. These supports are coordinated through one single service contact point for applicants.

Proposals must meet the following general conditions:

- (1) Projects must be of benefit to the wider community by promoting well-being and quality of life for all or by making the area more attractive for locals/visitors.
- (2) Purchase of equipment is only eligible if it is required in relation to the project being proposed in the application.
- (3) Costs incurred during the grants scheme period (February to September 2024) apply. Grants will not be awarded retrospectively i.e. grants will be paid only for work/resources still to be purchased at the time the application is made.
- (4) Where the land/buildings, the subject of the grant application, are not in the ownership of the applicant, written consent from landowners/property owners will be required for any works undertaken.
- (5) Where the project involves children and young people, applicants must confirm they have a Child Protection Policy in place at the time of application.

What items are ineligible under the Scheme?

1. Routine operational/running costs such as wages, utility bills
2. Personal Equipment i.e. laptops

3. Capital sports projects
4. Large Capital projects i.e. construction of buildings, facilities or refurbishment works
5. Entry fees to competitions
6. Purchase of Vehicles
7. Food and Drink
8. Pesticides (gallop, roundup etc.)

Grant Support Categories 2024:

The following grant supports are included in the Clare Local Area Grants Scheme:

Support Scheme for Public Realm Initiatives and Amenity Projects

(Max Grant €3,000)

The aim of this category is to enhance the appearance of **outdoor** public amenity areas and public spaces through small-scale development works and projects such as streetscape enhancement works, street furniture, name plates, welcome signage, heritage and biodiversity initiatives including planting, waste minimisation projects. Potential applicants should focus on initiatives that will make a real impact in terms of public area enhancement. Priority will be afforded to such initiatives demonstrating this in their funding applications.

All Groups who carry out enhancements in public amenity areas including Tidy Towns Groups can apply under this category. Priority will be given to projects which benefit the wider community. Large scale capital projects are not eligible under this scheme

Support Scheme for Maintenance of Open Spaces in Private Housing Developments

This Scheme is designed to encourage private resident associations/groups to take an active role in the maintenance of open spaces in their estates by providing funding towards grass cutting and landscaping works. The estate must be in the administrative area of Clare County Council. Any/All Contractors engaged by the Residents Association/Group should have sufficient insurance (including public liability and employer's Liability insurance) in place to carry out the work they are being assigned. The onus is on the Resident's Association/Group to ensure this is in place. Any Residents Association/Group who are undertaking work themselves should ensure that they have adequate insurance in place.

Support Scheme for Community Playgrounds

Small scale funding supports will be provided under this scheme which will benefit existing community run playgrounds located in County Clare. Eligible costs include insurance, annual certified safety inspections and reports, audit fees, general playground maintenance costs and the purchase and installation of smoke-free and vape-free playground signage. Also, to make playgrounds inclusive, enjoyable, and accessible for all children, the scheme will also support the installation of Communication Boards in community playgrounds.

Small scale capital works (e.g. improvements to boundary walls etc.) will also be considered. Maintenance works to be carried out must have regard to the actions specified in the annual safety inspection reports completed for each respective playground.

Community Playgrounds are being afforded the opportunity to be included in Clare County Council's insurance schedule, subject to meeting specific conditions. Applications for insurance cover will be assessed on a case-by-case basis.

Playground Committees who are seeking inclusion in Clare County Council's insurance schedule should continue to apply for funding under this scheme towards equipment upgrade and maintenance works associated with their continued ownership, management and operation of these community facilities.

Playground Committees who intend to continue to source insurance cover in the open market may apply under this scheme for funding towards insurance and maintenance costs as in previous years

Support Scheme for Burial Ground Maintenance and Provision

Max Grant €1,000 for burial ground maintenance and €10,000 for provision of community burial ground extensions

(a) Funding is available to groups that carry out maintenance works within burial grounds. The grant can be used for the purchase of trees, shrubs, maintenance equipment, petrol and other items which are required to carry out maintenance works in a burial ground. Clare County Council discourages the use of weedkillers in burial grounds and therefore this is not an eligible cost. Please refer to 'The Care and Conservation of Graveyards' booklet in relation to all works in burial grounds carried out under the scheme. **Proposed works on national monuments/protected structures within burial grounds, or on burial ground walls must be notified to Department of Culture, Heritage and the Gaeltacht - Historic Monument Service, two months before the proposed start date.** Grants cannot be paid to groups who do not adhere to these requirements.

(b) Funding is available to community groups towards the cost of extending an existing burial ground or providing a new community-operated burial ground. The maximum grant is €10,000. These costs can include acquisition and initial development costs. **Please contact the Burial Ground Unit directly on burialgrounds@clarecoco.ie to submit an Expression of Interest under this element of the scheme.**

Please note the following must be in place prior to a request for funding being made under (b) above:

- Approval has been received from National Monuments Service (if required)
- Full planning permission has been granted and confirmed in writing. A copy of the planning permission for the development should be provided.
- Evidence of Ownership/purchase of the site for the development must be submitted
- Committee have in place plans/actions for funding of said project

Support Scheme for Christmas Lighting

Max Grant €500 per town/village

Groups wishing to avail of small scale funding towards the cost of purchasing or upgrading town/village christmas lighting displays can apply under this scheme.

Support Scheme for the Best Kept Local Authority Estate

Max Grant €500

The aim of this scheme is to encourage social housing residents to take an active role in improving the physical appearance of the estate e.g. litter control/litter awareness projects, general appearance and presentation of dwellings and open spaces, recycling initiatives, wildlife and general environmental projects, community projects including links with the tidy towns committee. This scheme will support small-scale projects.

Support Scheme for the Arts

Assistance under this scheme supports artists and organisations who stimulate public interest in, promote knowledge, appreciation, and practice of or improve standards in the arts.

Due to the large interest in this scheme only one application per artist / organisation can be considered.

This is a highly competitive scheme and not all eligible applications will be funded. Applicants will be assessed on the basis of:

- a) The artistic merits of the proposal
- b) Quality of community engagement / participation proposed
- c) Experience /potential of artists involved

- d) For the Artists Support section artists should clearly demonstrate the impact the award will have on their practice.

There are 4 categories of support under the Arts Act Grants:

1. Events and Projects / Organisational Support: maximum grant award is €1,000
2. Traditional Arts: Maximum grant award is €1,000
3. Artists Support : Maximum grant award is €1,000
4. Arts festivals: : Only for festivals in receipt of Arts Council funding. **All other festivals should apply under the Events and Projects stand.**

Specific requirements for support under this Scheme are as follows:

- a) Applications should align to Flourish – Clare Arts Development Plan 2019 – 2024 and our mission to
- Provide open and accessible opportunities for all
 - Offer strategic support for artists
 - Foster continued appreciation and development of the arts
- b) Support for groups or individuals applying under this category can make contact with Clare County Council Arts Officer (065 6899084).
- c) The following are **not eligible** for funding assistance under this specific category of the Community Supports Scheme:
- (i) Artists costs associated with exhibiting at the Clare Museum, Scariff Library or Cultúrlann Sweeney in Kilkee.
 - (ii) Studio rental.
 - (iii) Provision of classes
 - (iv) Competitive or charity events and activities.
 - (v) Food and drink and refreshments served at events and launches.
- d) Individual artists must be able to provide proof that they are primarily living and/or working in Clare and that they have a proven track record / professional qualifications of working in the arts. CV and samples of work are required.
- e) Individual artists must be registered on the Artists Showcase at www.clarearts.ie
- f) Successful organisers and organisations must be able to provide proof that artists are being paid for their work.
- g) Only groups who are in receipt / have been in receipt of Arts Council of Ireland funding will be eligible to access the Arts Festivals fund. All other festivals and events should apply under Events and Projects / Organisational Support

Support Scheme for the Irish Language

Max Grant €800

Cuireann Scéim Deontais na Gaeilge fáilte roimh iarratais ó eagraíochtaí atá ag eagrú imeachtaí a spreagfadh spéis phoiblí sa Ghaeilge agus a chuirfeadh eolas, tairbhe agus cleachtadh na Gaeilge chun cinn nó a chuirfeadh feabhas ar chaighdeán na Gaeilge. Tá an Scéim seo dírithe ar imeachtaí a bheidh ag tarlú ón 1 Eanáir go dtí an 31 Nollaig, 2024.

Scéim Deontais na Gaeilge invites applications from organisations hosting an event, which would stimulate public interest in the Irish Language, provide a knowledge, appreciation and practice of the language or improve the standard of the language. This Scheme is aimed at events which will take place between January 1st and December 31st, 2024.

Assistance shall be given only in respect of an exhibition, project or other event which when held would, in the opinion of the Council, stimulate public interest in the Irish language, provide a knowledge, appreciation and practice of the Irish language or improve the standard of the Irish language. Assistance shall be given only in respect of an exhibition or other event held in County Clare or having significance to Clare. The organiser or organisation must be Clare based. The maximum grant in respect of any exhibition or other event shall be €800. Payment of a grant will be in respect of specific activities and not towards the payment of former debts. (Applications for Irish traditional arts projects should be submitted under the Arts Act Scheme above)

Support Scheme for Tourism Marketing & Promotion

This fund aims to support new and established Tourism Networks to market and promote Clare as a destination. The objective of this funding measure is to encourage and support tourism networks to re-commence marketing and promoting parts of Clare through innovative means, in a manner that is safe to do so.

Applications to this scheme should be consistent with Visit Clare promotions, with the Clare Tourism Strategy 2030 ‘Guiding our journey to a Vibrant new Future in Tourism’ and with the Fáilte Ireland destination brands, Wild Atlantic Way and Ireland’s Hidden Heartlands.

Support Scheme for Sustainable Tourism

The Support Scheme for Sustainable Tourism fund aims to support community-based Tourism Operator Networks that work towards continuous improvement in sustainable tourism practice and implementing an approved Code of Practice and an established accreditation process (where relevant).

The incorporation of sustainable management practices must be the focus of each member of the Network, there should also be clear strategic focus on expanding their mentoring and support role to other Tourism Networks.

New for 2024:

Funding allocated in 2024 under the Sustainable Tourism Category of the Clare Local Area Grant Scheme **must** be directly linked and measurable to the **Clare Tourism Strategy 2030 – Guiding our Journey to a Vibrant New Future in Tourism.**

In order for the funding applicant to be successful, there must be a **detailed report** outlining how each of the three outputs have been delivered by the respective Tourism Network.

Outputs Expected:

- **Output 1.0 – Clare Tourism Strategy Sustainable Tourism**
- **Output 2.0 – Clare Tourism Strategy Accommodation Challenge**
- **Output 3.0 – Mentoring and Support to Tourism Networks**

See County Clare Tourism Strategy 2030:

- <https://www.yumpu.com/en/document/read/65325108/county-clare-tourism-strategy-2030>
- <https://www.clarecoco.ie/services/tourism/publications/county-clare-tourism-strategy.pdf>

Support Scheme for Community Project Development

Max Grant €5,000

This fund is a new addition to the scheme for 2024 providing support to Community Groups in the development of projects. The majority of medium-to-large scale community-led projects require at some stage the input of specialist expertise to help bring a forward a project from initial concept stage to being ‘shovel-ready’ for implementation. This fund will assist groups to acquire technical expertise for project development. A one-off

grant to groups up to a maximum of €5,000 will assist groups in preparing technical reports, planning costs, design, drawings in order to assist groups trying to develop projects to funding application stage to support their ability to access various funding opportunities.

Criteria: Groups ***must*** –

- Engage with the Rural & Community Development Officer for their area in advance of making an application.
- Demonstrate the need for project development funding.
- Demonstrate how the project concept/description aligns with the Local Economic & Community Plan
- Demonstrate the longer-term aim/intended outcome of the project.
- Demonstrate community consultation on the proposed project.
- Demonstrate the potential wider impact on the local community.

Quotations

Applicants applying for less than €500 in grant funding may submit an estimate of the cost of their proposal based on verbal quotations. Applicants who are applying for in excess of €500 must submit one quotation supporting the costings (emailed or written quotes, catalogue extract). Clare County Council encourages applicants to ‘Shop Local’ where possible.

How to apply

Applications for funding are required to be made via an **online application system**.

The link to the online system is available on the Councils website at the following address:

<https://www.clarecoco.ie/services/community/grants/clarelocalareagrantscheme/>

How will my application be assessed?

Your application will be assessed **only** on the information provided in or along with the completed application form. You are encouraged to include documentation with your application to support any information given.

An internal Evaluation Group within the Council, comprising members of the executive, will assess your application and make a recommendation. The internal Evaluation Group will draw on the professional staff expertise of the relevant Council departments related to the specific project and grant type.

Following this evaluation, the Elected Members will consider the Evaluation Group’s recommendation initially at the relevant Committee of Council: the *Working Group for the Action Plan for Rural Ireland*.

This comprises Elected Members nominated from each of the Municipal District Committees. Subsequently at the full Council meeting, Elected Members will consider the recommendation of this committee (*Working Group for the Action Plan for Rural Ireland*). Final approval of funding rests with the Elected Members of Clare County Council based on a decision at a full Council meeting.

The following criteria will be used when assessing applications

- (i) The project must come within the definition of one of the categories listed and must comply with the eligibility criteria.
- (ii) Evidence that the project is aligned with the Local Economic and Community Plan and will impact positively on the local community should be demonstrated
- (iii) The capacity of the applicants to implement the proposal within the designated timeframe and within budget will be assessed
- (iv) Quality of the application

Acceptance of Offer

Following the approval of grants at the full council meeting, the council’s Rural Development Directorate will

formally write to the applicant informing the applicant if the application has been successful or not and will indicate the level of support on offer. The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer. This Agreement must be signed by the relevant persons and a signed copy must be returned to the Rural Development Directorate within 10 days of receipt of the letter of offer. Offers will lapse in the absence of the return of a signed Funding Agreement.

How do I draw down the grant? (online process)

- Claims are processed online, through email or post and must be submitted upon project completion.
- Funding is allocated on an annual basis and cannot be carried forward.
- Projects/Proposals **must be completed** before you can draw down the grant. Before final payment, Clare County Council may require a site inspection or project visit to confirm that all works have been carried out.
- A Project Completion Report must be submitted with any claim. This is a short summary report on the funded project/event. The Report must be accompanied by:
 - Invoices and original receipts detailing expenditure on the project – Invoices and Receipts must reference the name of the Grantee e.g name of the Community Group
 - Before and after photos or improvements to amenities or facilities or photographs of events held. By submitting photos, the applicant is giving permission to Clare County Council to use the image(s) for promotional purposes, and confirming they have the permission of the photographer and any people who appear in the photo.
 - Any other documentation which will be notified to you at approval stage.

Please note that:

- Once the project/proposal has been completed, applicants can submit a **claim online**. However, all projects must be completed by **6^h September 2024** and **all approved funding claimed by the 27th September 2024**. After this time, the funding will be withdrawn.
 - Funding not claimed by the agreed deadline will be withdrawn.
 - The applicant must comply with Tax Clearance procedures
- Please ensure that your current financial details (i.e. Bank Account number, Treasurer's name, address and contact details etc) are up to date and notified to our Accounts Payable Team, Finance Directorate. [A Supplier Setup / Amendment Form](#) may need to be completed.

What else do I need to include with the on-line application?

- For grants in excess of €500, copies of relevant quotations of all costs.
- Evidence of matching funding required for proposal for example current bank statement
- Evidence of Land Ownership/Permission to use land (If relevant)
- Where a project is proposed on public land, written confirmation from the Municipal District offer, consenting and supporting the application.
- Evidence of Public Liability Insurance for any one claim with Clare County Council named as an indemnified party.
- Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant)
- Where applicable any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland
- Details of any planning permission sought and/or agreed/proof of exemption (if relevant)
- Child Safeguarding Statement and Child Protection Policy if you are organising an event or programme that involves children.
- Any relevant further information on the activities of your Group in support of your application (annual report, leaflets)

Note:

1. You are encouraged to submit your **on-line** application in advance of the closing date.
Closing Date for Submission of Completed On-line Application Forms:

5.00 pm, Friday 2nd February 2024.