

MUNICIPAL DISTRICT OF SHANNON

SMALL COMMUNITY GRANTS SCHEME 2024



COMHAIRLE CLARE
CONTAE AN CHLÁIR COUNTY COUNCIL

Guidelines for Grant Applicants

The Municipal District of Shannon will consider applications for grant assistance in respect of projects designed to improve the quality of life of the people in the Municipal District of Shannon.

The objective of the grants scheme is to encourage and support local community organisations and community groups active in the cultural, artistic and community development areas of the district.

The total budget allocation under this scheme for 2024 is €24,000. Maximum grant payable is €1,000.00.

This guidance document sets out the eligibility criteria and other matters in respect of the requirements of the grants scheme for applicants.

Who can apply?

- Successful applicants will be voluntary community groups who are delivering projects within the Municipal District of Shannon. A map of the district is attached.
- The scheme is open to community organisations. The scheme is not open to individuals.
- Public sector organisations are not eligible to make an application under this scheme.
- Multiple applications from one organisation will not be accepted under this scheme. All such applications will be returned to the parent group with a request to resubmit only ONE application.
- Applicants are encouraged to be registered with the Public Participation Network. To register, email info@clareppn.ie or alternatively you can register online at www.clareppn.ie
- For Data Protection purposes and for ease of access to information

communicated, it is recommended that your committee set up a group community email address, if not already done.

What types of projects are considered?

The project must be directly related to one or other of the following categories:

- Projects which promote culture, local heritage and life-long learning.
- Projects which generate civic pride and local community development.
- Grant assistance under this scheme may be applied for in respect of special projects/initiatives only. Subvention of a group's routine operating costs is *excluded* under this scheme.
- Projects must be capable of being fully completed within the calendar year. Projects which of their nature will not come to fruition within the year are not eligible under this scheme. An absolute deadline of project completion and draw down is 25th October, 2024. **Approved projects which are not completed and drawn down by this date will have deemed to have missed the deadline and they will be unable to drawdown the funding.**
- Applications must show that the project is well planned and must indicate the immediate and potential future benefit of the project to the people it is to serve.
- Please note that large sporting organisations that have access to other large scale funding streams, should utilise these in the first instance.

On-line Applications

Applications for funding can be made via an on-line application system. The link to the online system is available on the Councils website at the following address <https://submit.link/2vE>

Queries can be addressed to smdcommunitygrantscheme@clarecoco.ie or alternatively on telephone no. 061-362319.

The Closing date for receipt of online applications is 5pm Friday 19th April, 2024.

You are encouraged to submit your on-line application in advance of the closing date.

Please see attached checklist of items to include with your application. Incomplete applications or failure to attach all necessary documentation will result in your application not being considered for funding.

How will my application be assessed?

- Having regard to budgetary provisions and the number of applications received, the Members of the Municipal District of Shannon may set a maximum limit on the amount of any one individual grant.
- Applications for funding under the scheme will be required to indicate

whether or not funding applications have been made to other Council/Public body schemes and whether or not funding is available from, received from or approved by other agencies, the amount of such funds and the year of receipt or approval.

- The allocation of funds under the scheme for projects/initiatives is aimed at supplementing an organisation's or group's own resources. Applicants must provide funding from their own resources towards the cost of the project and they must indicate the level of this 'own resources' financial commitment on their application form.
- Grants will, in general, be allocated on a once off basis and will be paid on the basis of a final report and on the provision of receipts in respect on the project.
- In the interests of avoiding duplication of resource provision, availability of funding from other Council grant schemes will be taken into account in determining grant decisions under this scheme and applicants successful in gaining funding from another Council scheme, for the same project, will not be eligible for further funding under this scheme.

How will I know if my community group has been successful?

Following the approval of grants at the Shannon Municipal District Statutory Meeting, the Shannon Municipal District Office 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 and conditions attached. The funding must then be accepted formally in writing within 10 days of receipt of the approval letter.

If my community group is successful how do I drawdown the grant?

- Applicants must complete the project or proposal before you can draw down the grant.
- Applicants must then submit a claim by a date which will be stated on the approval letter. This claim must include:
 - (a) Receipts for the full costs supporting the expenditure incurred. Receipts must reference the name of the Grantee e.g. name of the Community Group
 - (b) A final report on the project
 - (c) Written statement from the chairperson & treasurer that the grant has been used for the purpose for which it is claimed.
 - (d) Other documentation which will be notified to you at approval stage.
- 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.
- Funding not claimed by the agreed deadline will be cancelled.
- The contribution of the Municipal District of Shannon must be acknowledged in all publicity material, etc. in relation to the event/project and copies of this material must be provided with the final report on draw down of funding.

Application Checklist		
1.	Online application must be fully completed.	
2.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant)	
3.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland	
4.	Where the group does not own the lands involved, evidence of permission to use the lands is required (if relevant).	
5.	Details of any planning permission sought and/or agreed (if relevant).	
6.	Copy of relevant quotations of all costs.	
7.	Any relevant further information on the activities of your Group in support of your application (annual report, leaflets).	
8.	Evidence of matching funding required for proposals.	
9.	Tax reference number or CHY number (where a group has been granted charitable status by the Revenue Commissioners).	
10.	Child Protection Policy if you are organising an event or programme that involves children.	

Conditions Relating to the Shannon Municipal District Community Grant Scheme 2024

1. For proposals to qualify under the scheme, the facilities / service to be provided must be available for the use and enjoyment of the general public at all reasonable times, either free of charge or subject to moderate charges to cover any management and maintenance costs. Satisfactory arrangements for future management and maintenance of the facility must be made by the Group.
2. All works should be compliant with Public regulations i.e. Planning Law, Fire Safety Requirements, Health & Safety Requirements and Universal Accessibility. Written evidence should be supplied unless otherwise exempted.
3. Written consent from landowners / property owners (public and private) will be required for any works undertaken.

4. Confirmation of necessary consents required under heritage legislation such as National Monuments and National Parks and Wildlife or the National Museum of Ireland.
5. Proposals involving landscaping / public space works / works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.
6. All projects must have evidence of adequate and comprehensive Public Liability insurance. Clare County Council accepts no responsibility and concedes no liability in respect of any accident, injury, or damage to property or person however arising regarding any incident, occurrence or claim which may take place. Groups awarded financial support may have to provide specific indemnity for Clare County Council on their Insurance policy in respect of their project. All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding.
7. The Council may receive more applications than it can fund. This means that we may have to prioritise applications according to objectives.
8. All applicants are required to furnish their tax reference number. In the case of a Group which has been granted the status of a charitable organisation by the Revenue Commissioners, the "CHY" number issued to that body is required.
9. The support from Clare County Council must be acknowledged in any publicity material produced in regard to the Project. This will involve including the Clare County Council logo on any printed/promotional material associated with the project and erection of a plaque /sign if requested.
10. Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place.
11. Where a contractor is appointed, the successful applicant will be required to obtain all necessary consents and comply with legislation and codes of practice particularly those related to Health & Safety which apply to such work and/or approved schemes.
12. Works must not commence prior to formal approval in writing from Clare County Council, otherwise grants will not be paid.
13. Subvention of a group's routine operating costs is excluded under this Scheme
14. Projects must be completed and drawn down by 25th October 2024. Approved projects which have not been completed and funding claimed by this date will have the funding withdrawn.
15. Payment of the grant will be subject to receipt of the following:
 - A final report on the project
 - Receipts supporting the expenditure incurred. Receipts must reference the name of the Grantee e.g. name of the Community Group
 - Written statement from the Chairperson and Treasurer that the grant will be used for the purpose for which it is claimed
 - Other documentation which will be notified to you at approval stage.
 - 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.