



Community Support Fund Scheme 2022

Terms and Conditions of Funding

**PLEASE READ THE FOLLOWING TERMS & CONDITIONS OF FUNDING CAREFULLY
BEFORE COMPLETING THE APPLICATION FORM.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
AND WILL BE RETURNED TO THE APPLICANT.**

1. INTRODUCTION

1.1 Kerry County Council appreciates the valuable contribution that communities make to the overall well-being of the county and its citizens. In recognition of this, Kerry County Council has developed the Community Support Fund which provides flexible financial support to community groups and local organisations.

1.2 The Community Support Fund is available to ensure community groups can deliver projects which focus on the County's recovery plan from the coronavirus pandemic. This review has been informed by national policies such as the Governments Rural Development Policy 2021-2025 'Our Rural Future', 'The Tourism Recovery Plan 2020-2023' and Fáilte Ireland's business continuity scheme for the tourism sector 'Survive to Thrive'.

1.3 This Fund is facilitated through the Local Property Tax, through the decision of the Elected Council.

1.4 Contributions paid under the Community Support Fund will only be paid in respect of work to be carried out in 2022.

1.5 The Community Support Fund is co-ordinated by the Community and Tourism Department of Kerry County Council, applicants are advised to contact the Community and Tourism Department or their Municipal District Office for advice and guidance in advance of making an application for funding.

1.6 Applicants are encouraged to be registered with Kerry's Public Participation Network (PPN), if appropriate. Registration details are outlined on the application form.

2. ELIGIBILITY CRITERIA

Applications are welcomed from groups in County Kerry whose primary focus is the development or promotion of the local community or the development of a project that will benefit a group in the community. Preference will be given to local communities who work collectively with Kerry County Council, the Local Development sector and/ or other relevant partners. Preference will also be given to local groups who have not received funding under the Community Support Fund previously.

2.1 The following criteria must be met in order to be eligible for funding:

2.1.1 Grants will be given only to voluntary and non-profit making groups and organisations to support community initiatives that benefit residents of Kerry. Applications from individuals will not be accepted.

2.1.2 Grants should support the achievement of the Council's Corporate Priorities. In addition, projects and initiatives should fit with locally identified priorities or plans.

2.1.3 Organisations must have no outstanding debt owing to the Council. Grants will not cover loans or deficits.

2.1.4 Mass participation or community events run for either charity or for profit are not eligible for funding, e.g. events that benefit fundraising activities for local business/ organisations/groups.

2.1.5 Operational/running costs and general maintenance costs (e.g. energy bills, grass cutting, insurance etc.) will not be funded.

2.1.6 Grants will not be awarded retrospectively, i.e. grants will only be awarded for work or resources still to be purchased at the time the application is made.

2.1.7 Purchase of vehicles is outside the scope of the fund.

2.1.8 Major infrastructural/refurbishment projects are outside the scope of the fund.

2.1.9 Projects which are the responsibility of other Government Departments are ineligible, e.g. applications from schools, day care centres, parents associations etc.

2.1.10 Funding will not be awarded if it will result in displacement, e.g. closure or loss of business for another enterprise.

2.1.11 Defibrillator support will only be awarded to Community First Responder Groups.

3. CATEGORIES OF SUPPORT

Applications for funding must come within the definition of one of the following four categories:

1. Rebuilding and Reconnecting Communities

This category is intended to offer community groups funding to reconnect and return to operations during the recovery phase of the COVID 19 pandemic.

Funding under this category is targeted at piloting new ideas which empower local communities to reconnect and to support ideas and new ways of working that might not otherwise be supported or identified.

Examples of projects:

- Activity to reconnect communities (either virtually or in line with guidance around social distancing and permitted activities).
- Pilot imaginative new approaches to meet safely.
- Minor improvements to provide safe indoor and outdoor meeting facilities and spaces.
- Develop/enhance safe outdoor recreational/social spaces for young people to reconnect safely.
- Provide small capital support to local voluntary groups, providing community services to assist in the development of new services and/or enhance existing services.

2. Community Tidy Town Initiatives and Amenity Projects

To help sustain community activity, small scale funding supports will be provided to community groups developing and/or enhancing visual amenities in their area and to support community awareness campaigns to promote a positive behavior change in line with Kerry County Council's Climate Action Plan.

Examples of Projects:

- Develop/enhance safe outdoor recreational/social spaces to make them vibrant hubs for community enjoyment,
- Provision of information boards, sheltered meeting areas, picnic areas and wheelchair accessible benches in outdoor public spaces.
- Climate Action Awareness training for local community groups.
- Develop community garden and/or biodiversity projects,
- Waste minimization/management projects,

In general, funding will only be available for development work and not general maintenance.

Note: General maintenance such as grass cutting is ineligible for funding.

3. Community Economic Innovation

Funding will be provided under this theme to projects that create new business opportunities and enhance the retail and visitors experience so that consumers feel assured that they can enjoy amenities and support businesses in a safe way. Projects must be innovative and clearly demonstrate how they will help rural economies to recover from the impact of COVID 19.

- Support the upgrade and enhancement of street facades for the adaptation of towns and villages for safe outdoor socializing.
- Enhance and adapt recreational amenities in town and village centres.

Priority will be given to projects that demonstrate collaboration between the Business Sector, Local Chamber Alliances, the Local Community and Kerry County Council. Supported projects should provide valuable learning for other communities across the county.

4. Community Based Tourism, Festivals and Events

Funding under this theme will be provided to festivals, activities and reimagined events while adhering to the relevant COVID 19 Government advice at the time. Funding under this theme will be provided to new and established projects that are managed by local festival committees, community groups and/or business and chamber alliances that support tourism growth and generate a sense of place and community pride. In 2022, added priority will be awarded to festivals participating in 'An Turás Mor – The Journey Home Festival Series' planned for October 2022 as part of Fáilte Ireland's Global Irish Festival Series.

4. THE SELECTION PROCESS

An Advisory Panel of senior staff in Kerry County Council will assess all applications and recommend applications for funding to the Elected Members of the five Municipal Districts in Kerry.

All applicants will be notified if their application has been awarded or declined.

The criteria that will be applied by Kerry County Council when assessing applications are:

4.1 The project must come within the definition of one of the categories as listed and must comply with the eligibility criteria.

4.2 Evidence that the project will impact positively on the local community should be demonstrated.

(Please refer to Section 2 of the application form for relevant questions/information).

4.3 The extent to which the proposed actions relate to an identified need to bring direct benefit to the priority areas/groups and impact positively on the community will be assessed.

(Please refer to Section 3 of the application form).

4.4 The capacity of the applicants to implement the proposal within the designated timeframe and within budget will be assessed.

(Please refer to Section 4 of application form).

4.5 Quality of the application.

5. CONDITIONS OF FUNDING

5.1 Successful applicants will be required to acknowledge the financial assistance of Kerry County Council, including the display of the Council's logo on all printed matter including sports gear.

Reference must be made to Kerry County Council's Community Support Fund in all publicity relating to the activity/event.

5.2 The successful applicant is obliged to invite An Cathaoirleach and/or An Leas Cathaoirleach of the relevant Municipal District of Kerry County Council to all grant aided events, in particular festivals and unveilings.

5.3 The funding offered must only be used for the purposes specified in the application and in the letter of offer, any alterations to the proposed use of the grant must be approved in advance by Kerry County Council.

5.4 The Fund must be spent within the designated timeframe i.e. by 30th September, 2022 **or the funding awarded will be revoked.**

5.5 Applicable grantees should hold adequate public liability insurance and, where necessary, Employers Liability Insurance and should ensure that any Contractor employed by them has an adequate level of cover. Kerry County Council will not be responsible in

any way for insurance of grant aided events or projects.

5.6 While the Council does not require copies of these insurances, this does not exempt the firms or groups from their insurance requirements, nor does it exempt the group which is receiving the Council contribution from its responsibility to ensure the works and groups/firms carrying out the works are adequately insured.

5.7 Applicant groups will be expected to have ownership or effective control of the land and/or buildings affected by the grant and have a constitution to ensure continuity of responsibility into the future.

5.8 Where required, written consent from landowners/property owners will be required for any works undertaken.

5.9 Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.

5.10 Successful applicants must have in place a policy and proper procedures regarding working with children and young people prior to the draw-down of funding.

5.11 Groups may choose to combine funding from the Scheme applied for with other sources of financial assistance. However, the Fund will not become a substitute for other existing funding programmes. In all cases, groups seeking funding will be required to demonstrate an element of local contribution.

5.12 Where the group is not registered for VAT, contributions can be paid on costs inclusive of VAT.

5.13 It is a requirement of Kerry County Council that the applicant group has a dedicated Bank/Credit Union account.

5.14 A Tax Reference No. and Revenue Access No. (as included on etax clearance certificate) is required for all projects and audited accounts will be required for grants of €10,000 and over.

5.15 All applicants must adhere to Public Procurement requirements.

5.16 Applications for funding under the scheme will be required to indicate whether or not funding applications have been made to other Council schemes and whether or not funding is available from, received from, or approved by other agencies.

5.17 As part of the conditions of funding, applicants will be required to complete and return a Project Completion Report when claiming funding. Organisations or groups who do not complete and return a satisfactory Project Completion Report may have their funding revoked. All projects must be completed within the current year.

5.18 Where funding from the Community Support Fund has previously been awarded and receipts on foot of same remain outstanding, the Council will be precluded from processing payment of the current grant pending receipt of same.

5.19 Misinformation may lead to disqualification and/or the repayment of any grant made.

5.20 Kerry County Council's Community & Tourism Department reserves the right to publish a list of all grants awarded on its website www.kerrycoco.ie

6. PROJECT COMPLETION REPORTS

6.1 The Project Completion Report (PCR) process is designed to assist applicants in evaluating the success of the project. As part of the PCR applicants will be required to provide supporting documentation i.e. original receipts, photographs of events, acknowledgement of Kerry County Council's support from the Fund, etc.

6.2 Organisations or groups who do not complete and return a satisfactory PCR may be required to return their funding and will not be considered for future funding.

6.3 Staff from the Community & Tourism Department may make contact to ask for more details about your project or may possibly arrange to visit your project.

7. APPLICATION PROCESS

7.1 Applications for funding must be made on the Community Support Fund 2022 application form and supported by all requested supporting documentation.

7.2 Applications should be made online using the following link <https://arcg.is/HKngQ>:

7.3 Incomplete application forms cannot be considered for funding and will be returned to the applicant.

7.4 A guideline to assist in completing the application form is incorporated within the form.

8. ACCEPTANCE OF OFFER

8.1 A legally binding agreement must be entered into between the Council and the body receiving the contribution, dealing with the conditions of the Scheme.

8.2 Any offer must be accepted in writing and conditions of grant signed within 1 month of notification of the contribution offer. Offers will lapse in the absence of such acceptance.

8.3 The applicant must comply with Tax Clearance procedures.

8.4 Successful applicants will be required to provide original receipts and a project completion report. Statements of expenditure may also be periodically required for larger projects.

8.5 A current Tax Reference No. and Revenue Access No. from the Revenue Commissioners will be required when the group is requesting final draw down of the approved contribution.

8.6 Before final payment, Kerry County Council may

require a site inspection or project visit to ascertain that all work has been carried out.

Please Note: Minimum grant amount available in 2022 is set at €500.

9. OFFER & LEVEL OF FUNDING

Please Note: Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge, and receive support.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the fund may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

If the fund is oversubscribed, projects/events which may have received funding in the past under the Community Support Fund may receive a reduced level of funding.

10. THE CODE OF GOVERNANCE FOR COMMUNITY AND VOLUNTARY ORGANISATIONS

The Community & Tourism Department is encouraging funded groups to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more efficiently in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

11. CONTINGENCY FUNDS

The Council also reserves the right to retain an amount of contingency funding from the Scheme to facilitate strategic project development in each Municipal District Area.

12. CLOSING DATE

The closing date for receipt of applications for the 2022 Community Support Fund is **Monday 21st February, 2022.**

Please Note: Any extension of the closing date cannot be facilitated in any circumstance.

