



# **Guidelines, Terms and Conditions**

**For**

**Kilkenny County Council  
Application for**

**Community and Cultural Facilities Capital  
Scheme (CCFCS) 2011**

# *Responding to the need for provision of improved community, cultural and recreational facilities for communities through financial assistance*

## **Aims of the scheme**

Kilkenny County Council created the Community and Cultural Facilities Capital Fund as a means of providing community groups with a fund that would support:

- The creation of ‘needs-based’ facilities to deal with the deficit in community/cultural infrastructure
- Opportunities for communities to give added value to their existing facilities
- The strengthening of community relationships by supporting them to work together to provide much needed facilities
- The community in providing small to medium scale projects
- The community to get back what they have already paid through development levies
- General activity in the community
- Equality of access to all community facilities

## **Section 1: Guidelines for filling in your application**

### **1. Information about your organisation-**

This section looks for information about you and your organisation. It requires the name, address and contact details of the person in your organisation or group that can be contacted in relation to the application.

It also looks for a few lines about the main aim of your group or organisation (Examples: Community Playgroup, Arts, Project for women, Community Association, Estate Management Group, Active Retirement Group).

Your group **must have legal status**. Examples of the legal status of your group could be Company Limited by Guarantee, Charity, Trust or a Co-operative.

### **2. Information about your project-**

This section looks for the name or title of the proposed project as well as the location of the project and a brief description of the project that you are looking for funding for. (If you are providing a map the map must be of a scale of 1:2500)

The application also asks you to clarify whose ownership the land or building is in and whether permission has been sought. A letter that indicates permission from the land owner or owners should support the application. If you are leasing the land or building a lease of no less than 20 years is acceptable.

If you require planning permission for your project further information is available from the Planning desk at City Hall or County Hall.

Details in relation to the management of your project should include both the management structure of your organisation or group – (i.e. Chairperson, secretary, treasurer) , and their contact details as well as any staff that may be employed who will have responsibility for the project. If there are specialists skills within the group that relate to the project these should be highlighted also.

Information about the funding of the project should include what specific costs are involved with the actual project. This must be accompanied by 3 tenders for the work you are applying for. You must also show proof of your matching funding. This part of the application requires you to **outline the total costs**, your contribution and how much you are seeking under the scheme.

### **3. Information about benefits of the project and future maintenance**

Your group or organisation must operate from a policy of social inclusion. You are required to submit a Social Inclusion Statement. Social inclusion means that you undertake to include all people in the community and have a **positive discrimination policy** towards the following groups of people: Older people, people with disabilities, women, youth and children, Travellers, Migrants, Refugees and foreign nationals (different ethnic groups) as well as people living in rural areas.

If you are developing a play facility for children or young people you must also demonstrate how you have **consulted with children in relation to the project**. Kilkenny Local Authorities has developed guidelines for consulting with children as well as a Local Play Policy. Further information can also be sought from the National Children’s Strategy and or the National Play Policy (these are all available from the Community and Enterprise Section of Kilkenny County Council)

***The project must actively benefit the whole community but those projects that meet the needs of any one or all of the groups above will be considered favourably. Kilkenny as an Age Friendly County will consider projects that benefit older people or encourage intergenerational activity as a key priority over 2011.***

The quality of the project will be ensured through giving evidence of and demonstrating appropriate policies and or practices including health and safety.

The future maintenance of the project should be clearly set out including who will be responsible for maintenance, how you plan to undertake maintenance as well as identify the ongoing budget your group has for maintenance.

#### 4. Information about the funding for your project

This section of the application should be detailed in relation to funding you already have available and funding you are seeking. Eligible matching funding sources include:  
Funding from other statutory agencies, Voluntary labour, Community ownership of land

##### **Amount we will fund:**

Minimum project cost for *small scale* community projects is **€15,000** ~ this means €11,250 of a grant can be awarded (i.e.75%) and matched funding required by applicant is €3,750 (25%).

*Maximum grants* will cover 75% of the project costs to a maximum of **€133,333** which ever is the lesser. This means a project costing €133,333 can be awarded a grant of €100,000 (i.e.75%) and matched funding required by applicant is €33,333 (25%).

Please outline clearly and provide evidence (*including a bank statement*) of sources of funding available to you for the project.

#### 5. Declaration

The form will not be considered for funding without signing the declaration under section 5.

## Section 2: Terms and Conditions

### 1. **The Terms of the Community and Cultural Facilities Grant:**

The funding limits are set out above. All applicants must meet the stated aims of the Community and Cultural Facilities capital Scheme.. Applicant organisations must demonstrate a policy of inclusion and be a recognised legal structure operating on a ‘not for profit’ basis. Applicant groups must demonstrate the capacity to manage and operate the proposed facilities. Projects that can bring about collaboration with other local groups, who operate publicly funded facilities, will be encouraged.

### 2. **Examples of Eligible Projects:**

Projects eligible for support could include community facilities, sports/recreation facilities, development of open spaces- walks/parkland, playgrounds, arts projects and projects that conserve the built and natural heritage of the county and projects that encourage intergenerational activity. Enhancement upgrades and refurbishments (**not including repairs**) to existing facilities will also be considered.

### 3. **What will not be eligible:**

Projects that compete with or duplicate existing facilities, will not receive support. Assistance will not be available for maintenance or day to day running expenses. Mobile assets will not be considered for financial assistance nor will repairs to existing facilities be considered.

### 4. **How Projects will be evaluated:**

Once an application is received it is checked by the relevant Community Development Officer to ensure that all areas of the application have been filled and that all supporting documentation is enclosed.

Only applications that are fully complete with all the necessary supporting documentation will be considered for funding. Applications are assessed in- house by the Community, Culture and Housing Directorate and staff with the appropriate expertise brought in from Planning, Finance, Parks , Arts and Heritage as appropriate.

Their role is to independently evaluate applications forwarded to the committee according to criteria supplied, to give applications a mark based on scoring criteria provided and to make recommendations to SPC 5 Arts, Culture, Heritage, Tourism and Education based on evaluation findings and scoring of applications. Criteria will include:

- Assessment of the existing level of community and recreational infrastructure in the target area
- The number of people likely to benefit from the project/facilities
- The level of relative disadvantage and the social circumstances of the communities where facilities would be located.

Once the applications have been assessed; only the successful applications are forwarded onto SPC5 Arts, Culture, Heritage, Tourism and Education for recommendation. The final decision is made by the elected representatives of Kilkenny County Council at their monthly Council meeting.

Projects should conform to the stated aims and objectives of local area plans/policies such as the County Development Plan, Local Area Plans, Kilkenny Open Space, Sports and Recreation Study, and the Kilkenny Arts Strategy, Kilkenny County Play Policy, Kilkenny Age Friendly Strategy. Account will also be taken of the National Children's Strategy, the National Play Policy, National Heritage Plan and the Biodiversity Plan. To refer to these plans/policies please go to [www.kilkennycoco.ie](http://www.kilkennycoco.ie) or [www.irlgov.ie](http://www.irlgov.ie)

## 5. How to Apply:

By completing a standard hard copy application form

**Standard Application Form:** You can download a form in either MS Word format or as a PDF file and then fill in by hand. You can also request a copy of the application form by contacting:

**Community, Culture and Housing**  
**Kilkenny County Council**  
**John's Green House**  
**Johns Green, Kilkenny**  
E-mail: [Community@Kilkennycoco.ie](mailto:Community@Kilkennycoco.ie)

## 6. What will happen if your application is successful

If your application is successful, we will write to tell you that you have been granted *provisional* funding and inform you of the conditions you must meet to secure formal approval. You should not sign any contracts or start any work on the facility, until *formal approval* has been issued.

### *Conditions for all projects:*

- You must make sure that projects start promptly. If there is a delay in the project you must notify us within 2 months. If you do not tell us, we may withdraw the grant without further notice.
- You must send us copies of at least **three quotations or tenders** for each aspect of the works being funded.
- The payment of a grant will be subject to the applicant organisation providing up to date details of a C2/Tax Clearance Certificate.
- You must send us a tax clearance certificate or C2 certificate details from each contractor you employ, on the grant-aided portion of the project, prior to any payment of grant aid.
- Depending on the size and scope of the project, we may require you to employ an architect or consultant to prepare drawings and schedules of work and to offer technical supervision.

- You must comply with the Building Regulations, 1997, and the Safety, Health & Welfare at Work (Construction Regulations) 2006 and any amendments thereafter.
- You must get planning permission, a fire safety certificate and commencement notice, if required. You will need to pay any costs associated with these.
- If the Revenue Commissioners recognise your organisation as a charity, you must supply your 'CHY' number.
- Any beneficiary receiving assistance under this scheme will be required to enter into a legal agreement conferring the right of Kilkenny County Council at its absolute discretion to seek a refund on the grant paid, in whole or in part, where the facility is disposed of at any time or if the beneficiary ceases its activities.
- Kilkenny County Council reserves the right to seek submissions of the minutes of any Annual or Extraordinary General Meeting or the audited Financial Accounts of any beneficiary funded under this Scheme.
- Where the beneficiary claims wages as part of the expenditure, these wages are subject to income tax and should be returned to the Revenue Commissioners by the beneficiary.
- Receipt of assistance under this Scheme must be appropriately recognised by the erection of a permanent sign in a manner and location to be approved by Kilkenny County Council.
- Appropriate evidence of financial need and proposals for matching resources must be produced and efforts to source alternative funding must be outlined.
- Facilities aided under this Scheme shall comply fully with all statutory and/or licensing requirements. In particular they shall comply with the provisions of the Local Government (Planning and Development) Acts and the Building Regulations.
- Payments in respect capital financial assistance will be made, in full or in part, on the basis of original invoices of expenditure, vouched as paid, in such a manner as may be required by Kilkenny County Council.
- The beneficiary must meet Public Procurement provisions as laid down by Kilkenny County Council.
- The beneficiary shall agree to be responsible for any loss, damage or injury to persons or property arising out of the provision or use of the facility and shall effect and produce evidence of appropriate Employers Liability Insurance and Public Liability Insurance to limits specified by Kilkenny County Council. All grant-aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding. All compensation paid under such insurance shall be used to restore the property so damaged or lost, and any shortfall shall be made good by the beneficiary.
- The beneficiary must produce appropriate satisfactory evidence of clear and valid title to the lands or buildings to be funded under the Scheme. Where title is leasehold, the interest must be for a minimum of 10 years and such matters will be taken into consideration by Kilkenny County Council in deciding the amount of grant to be paid.
- All or any portion of a grant which has been unpaid may be withheld by the relevant Local Authority or any portion of a grant paid may be recovered where any of the terms or conditions of this Scheme are not being complied with or where there is a material change in the proposals for which the application was made.

- Grant-aided facilities shall not be alienated, assigned, sold or otherwise disposed of without the consent of Kilkenny County Council.
- Grant allocations may be reviewed or revoked at any time if progress on the development of the facility is not satisfactory.
- A formal Legal Agreement will be signed between the beneficiary and Kilkenny County Council to reflect the terms and conditions of this Scheme prior to payment of a grant or any part thereof.
- The conditions of this Scheme may be amended by Kilkenny County Council as it deems appropriate.

### **7. How Grants Are Paid:**

We pay grants in stages as your project proceeds by reimbursing up to 75% of your costs to the maximum grant of €100,000 when you submit original, paid, valid invoices or certificates of payment to us. *Copies of invoices or certificates of payment will not be accepted.*

We will only reimburse you for works for which we have approved your grant. You also must adhere to the description of those works as you stated and laid down in your application.

### **8. How the local Authority will monitor projects:**

Along with the requirement that you provide original, paid, valid invoices/certificates of payment, Kilkenny County Council will require that you:

- Submit at least three tenders for each aspect of the works funded,
- Return a signed acknowledgement form after you receive funding payment
- Keep all documents relating to the facility for at least three years after the facility has been completed
- Representatives from Kilkenny County Council may also inspect your facility at any time during the build or on completion.

### **IMPORTANT:**

If you are found to have submitted false or fraudulent documentation or are found to be purposely misleading Kilkenny County Council in any way funding will be withdrawn and the Council will bar you from applying for future funding.