



## Guidelines to assist you to complete the online application for Local Enhancement Programme 2024

**Closing date for applications: 4pm on Wednesday 28th February 2024**

**CLOSING DATE WILL BE STRICTLY ADHERED TO**

Grant Element and Offaly Allocation	Choose Online Application Link Below
<p><b>€127,369.50 General Fund for Community Groups</b> This is capital funding for the Local Enhancement Programme to use towards carrying out necessary repairs and improvements to facilities, energy efficiency type projects, purchase of equipment, community playgrounds etc.</p>	<p><b>COMMUNITY GROUPS and WOMEN'S GROUPS</b></p> <p><b>ONLINE APPLICATION</b> <a href="https://submit.link/2en">https://submit.link/2en</a></p>
<p><b>€27,099.89 for Women's Groups</b> The ring-fenced funding for Women's Groups is capital in nature for community projects and groups that support the ethos of women's sheds and other such groups or projects aimed at providing social networks for women.</p>	

### Follow These Steps to submit your application

To prepare for the online application, you will find below all questions that will be asked on the application form.

During the application form you will be asked to upload supporting documentation these include Tax Clearance letter or Charity Status letter and bank statement. Please have this ready when you complete your application as you will not be successful without the required documentation.

At the start, you will be presented with the Terms and Conditions which you must agree to before you can proceed. You can then start your application.

ALL questions must be answered.

## SECTION 1 YOUR ORGANISATION / GROUP

## **(Questions contained within this section)**

- Name of Group or organisation /group
- Address for correspondence
- Email for correspondence
- Contact Name # 1
- Contact # 1 Telephone Number
- Contact Name # 2
- Contact # 1 Telephone Number
- Which municipal district does your organisation / group operate in? Birr/ Tullamore/ Edenderry/ Other (e.g. countywide)
- Please input exact location (X-Y co-ordinates) of where the proposed project will be based. This information is required in **ITM format**. The simple guide we have provided with this form will show you how to find these on <https://irish.gridreferencefinder.com/> . Enter a general location into the search field where the proposed Project will be based and select GO. Place your mouse pointer on the exact location and press the right button on your mouse – This will create a point with exact coordinates. **Please note and record the X (ITM) 6 Digit coordinate and the Y(ITM) 6 Digit coordinate.**
- Please provide the following details in relation to your organisation / group:
  - What is the purpose / function of your organisation / group
  - How many committee members are there within your organisation / group including Chairperson, Secretary and Treasurer
  - How many volunteer's help out with your organisation / group
  - How many people would utilise the services within your organisation / group
  - What year was your organisation / group established
  - How often does your organisation / group hold meetings and events
  - Is your organisation / group registered as a charity
- What is your organisation / group PPN registration number
- Has your organisation / group received funding under any Community, LEADER, Climate, Arts, Clár or Sports grant schemes from 2019 to date?

## **SECTION 2 – TAX REGISTRATION FOR NON-PROFIT ORGANISATIONS / GROUPS**

### **(Questions contained within this section)**

- Upload an up-to-date copy letter of your organisation / groups Tax Clearance Number  
Or
- Upload up-to-date copy letter of your organisation / groups Charity status (if applicable to your organisation / group)

## **SECTION 3 – FUNDING & PROJECT DETAILS**

### **(Questions contained within this section)**

## FUNDING

- How much funding is your organisation / group applying for
  - €500 to €1,000
  - €1,001 up to a maximum of €5,000
- Which grant element will your organisation / group be applying for
  - COMMUNITY GROUP - Capital Funding: to carry out necessary repairs and improvements to their facilities, and to purchase equipment for example tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.
  - WOMEN'S GROUP - Capital Funding to carry out necessary repairs and improvements to their facilities, and to purchase equipment for example tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.

### What is a Women's Group?

To be eligible for funding a **Women's Group** must:

- Must have an appropriate organisational structure.
- The number of members of the group will be considered by the LCDC Evaluation Committee.
- Groups affiliated with another parent association e.g. ICA, LGFA, Irish Girl Guides etc are acceptable but must be registered with Offaly PPN.
- If the organisation / group is a Shed, it should demonstrate that their ethos is consistent with the ethos of the Men's Shed movement. Information on this is available on: <https://menssheds.ie/about-mens-sheds/>

The ring fenced funding for Women's Groups is capital in nature for community projects and groups that support the ethos of women's sheds and other such groups or projects aimed at providing social networks for women.

- As a COMMUNITY GROUP specify the amount of funding your organisation / group is looking for
- As a WOMEN'S GROUP specify the amount of funding your organisation / group is looking for

### What is not eligible for funding

The following expenditure is **NOT** eligible for funding:

- Utility Bills
- General operating costs
- Any project not in keeping with the ethos of the Programme
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations Costs which are being paid for by another funder or department
- CCTV

- Christmas Lights

**What can the funding be used for**

- IT Equipment
- Safety Equipment
- Machinery
- General Equipment
- Training Equipment
- Sports Equipment
- Renovation / construction of building/premises – specify
- Maintenance of building/premises – specify
- Energy efficient upgrade – specify
- Development of community facilities – specify
- Improved access for persons with a disability – specify
- Upgrade to community playgrounds – specify
- Other - specify

## **PROJECT DETAILS**

- Are all relevant permissions in place (e.g. planning permission, written consent from landowner/property owner if your organisation / group project involves the development of a property)
- Please upload one or more written quote.
- Please state how your organisation / group will publicly acknowledge the Department of Rural and Community Development.
- The LCDC will check to ensure that this application works towards addressing priorities within the current Local Economic and Community Plan (LECP) 2016-2021 which you can access via the below link:  
<https://www.offaly.ie/app/uploads/Final-LECP-complete-with-adopted-date-1.pdf>

From the multiple choice option below please click on which strategic goal(s) you feel your organisation / group project addresses priorities within this LECP Plan 2016-2021

- Employment, Enterprise & Innovation
- Tourism & Promoting Place
- Green Economy & Sustainable Living
- Education, Training & Skills
- Local & Community Development
- Empowering Communities

## **SECTION 4 – DECLARATION**

**\*The applicant must enter their details and confirm the following to be able to submit the form:**

- I declare that the information given on this form is accurate and correct.
- I confirm I have read and fully understand the *Guidelines* prior to completing this form.
- I confirm that I have read the Terms & Conditions prior to completing this form.

- I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
- I confirm that the applicant group/organisation is tax compliant.

**Name of applicant on behalf of group**

**Position held in group**

**Date**

Your application does not have to be completed in one go. You may use the Save and Quit button to save your application for completion later, provided you fully complete the application before the deadline.

Once you are happy that you have included everything on your application (you can use the 'Back' button to go back to previous pages), please click the 'Submit' button to finalise and send your application, including uploads.

You will receive an acknowledgment and copy of the submitted details to the email address you have entered on the form.

**Important:** All grants must be drawn down by **31<sup>st</sup> December 2024** or the award may be rescinded by the LCDC and the funding will be awarded to another community group.

If you have any queries in relation to the online process, please contact the Community Section by emailing [community@offalycoco.ie](mailto:community@offalycoco.ie) or by calling 057 93 46800.

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