



Comhairle Chontae Uíbh Fhailí
Offaly County Council



Local Enhancement Programme 2025

Information for Applicants

Deadline to Apply is 4pm Wednesday 12th February 2025



Rialtas na hÉireann
Government of Ireland



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Ár dTodhchaí
Tuaithe
Our Rural
Future



What is the Local Enhancement Programme 2025?

The Local Enhancement Programme (LEP) 2025 is funded by the Department of Rural and Community Development (*the Department*) and administered by the Local Community Development Committees (LCDCs) in each Local Authority area. The fund aims to support local strategic priorities through linkages with Local Economic Community Plans (LECPs).

The **total LEP 2025 fund available for Offaly is €186,553**, and is split as follows:

- **Capital Expenditure €150,575** for small scale capital works/repairs and improvements to facilities, energy efficiency works, purchase of equipment such as tables and chairs, tools and signage, laptops and printers, lawnmowers, training equipment, etc. The Department requests that LCDCs ring-fence 30% of its funding for grants of €1,000 or less.
- **Current Expenditure €26,650** for support with running costs such as energy or operational costs, e.g. rental/lease costs, utility bills, electricity bills, insurance, refuse costs, audit and accountancy fees, etc. Energy/operating costs must be incurred in the period **1st June 2024 to 30th May 2025** to be eligible.
- Local Authority Administration fee is 5% of allocation.

Who can apply?

Any not-for-profit community or voluntary group can apply for funding to allow them to provide valuable services to the people in their area, and in the process strengthen the bonds that tie communities together.

Applications should relate to one or more key priority areas identified in their LCDC's [Local Economic and Community Plan 2024-2029](#) to be eligible for consideration.

Applicants are eligible to apply if they meet the LCDC's qualifying criteria and are asked to use a group specific email address e.g. [groupname@gmail.com](#) .

How much can you apply for?

This scheme is for **small-scale projects**. Grant sizes under Capital Expenditure will be **up to €3,000** maximum, with most grants being in the €1,000 to €2,000 range. Grant sizes in the Current Expenditure category will be **up to €500** maximum. The fund is normally oversubscribed, so grants awarded will reflect this.

What can be funded?

- The development/renovation of community centres
- Accessibility improvements
- Community amenities
- Development of youth clubs or facilities
- Development of sports/recreation facilities
- Development of play/recreation spaces
- Improving energy efficiency of community facilities to reduce ongoing costs
- Purchase of equipment
- Purchase of laptops, tablets
- Maintenance of premises

- Capital work to increase biodiversity, or to reduce the carbon footprint of a facility
- Cleaning equipment
- Energy costs (electricity costs, refuse charges, heating charges) – current funding only
- Operating costs (existing rental/lease costs, insurance bills) – current funding only
- Audit & Accountancy fees– current funding only

To ensure appropriate monitoring and governance, only operating/running costs related to the period **1st June 2024 to 30th May 2025** are eligible.

What is not funded?

Costs such as employment costs, legal fees, project management fees, Christmas lights projects, CCTV schemes, feasibility studies, private or commercial operations, are not eligible under this scheme.

Will the grant be paid in advance?

No, the expenditure must be incurred first by the group or organisation to draw down the grant.

When will I find out if we have been successful?

The applications will be assessed by an LCDC evaluation committee and shortlisted. The final shortlisted applications will be submitted to the Department of Rural and Community Development at the end of March 2025 for their approval. We anticipate that the Department will notify us of the successful applications by June 2025 and we will contact you when the LCDC has been notified.

What is the deadline to apply?

The deadline to apply through *submit.com* and to upload any required documentation is strictly **4pm on Wednesday, 12th February 2025**.

How do I apply?

Applications are made through our online portal at *submit.com*.

[Click here](#) to get started.

Contact Details for Help

If you need to contact us for help or advice, please:

Email: community@offalycoco.ie, or

Phone: 05793 57401

Detailed Terms & Conditions:

- This is a **capital** and **current** funding scheme, and groups are entitled to apply for funding under one or both funding elements.
- Costs such as employment costs, legal fees, project management fees, Christmas lights projects, CCTV schemes, feasibility studies, private or commercial operations, **are not eligible** under this scheme.
- The scheme **provides funding** for the development/renovation of community centres; accessibility improvements; community amenities; development of youth clubs or facilities; development of

sports/recreation facilities; development of play/recreation spaces; improving energy efficiency of community facilities to reduce ongoing costs; purchase of equipment; purchase of laptops, tablets; maintenance of premises, capital work to increase biodiversity, or to reduce the carbon footprint of a facility; cleaning equipment; energy costs (electricity costs, refuse charges, heating charges) – current funding only; operating costs (existing rental/lease costs, insurance bills) – current funding only; Audit & Accountancy fees– current funding only. To ensure appropriate monitoring and governance, only operating/running costs related to the period **1st June 2024 to 30th May 2025** are eligible.

- Any not-for-profit community or voluntary group can apply.
- Commercial organisations and individuals are not eligible for funding.
- Organisations/Groups who have previously failed to submit evidence of expenditure, including receipts / invoices, bank statements and photos of completed projects/purchases under the following previous grants; Community Enhancement Programme 2021, Community Activities Fund 2021, Community Support Fund 2023; Community Recognition Fund 2024, will be ineligible for funding under the Local Enhancement Programme 2025.
- **Under this programme FUNDING WILL ONLY BE PAID TO ORGANISATIONS / GROUPS UPON FULL COMPLETION OF PURCHASES / PROJECT WORKS** and when all the documents listed below are uploaded online via Phase 3 SUBMIT (when the organisation/group is invited to this phase).
 - Upload of evidence of CAPITAL expenditure, including copies of invoices and paid receipts
 - Upload of evidence of CURRENT expenditure (if applicable) incurred in the period 1st June 2024 to 30th May 2025
 - Proof of Payment via bank statements or electronic transfer or online banking. This applies to both Capital and Current Expenditure projects
 - Photos of completed project(s) / purchased items

Hard copies of these documents will not be accepted, nor will these documents be accepted by email.

- It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place, including:
 - **Appropriate insurance** (where relevant)
 - **Registered** non-profit group/organisation with a valid **Tax Reference Number**
 - Up-to-date **Tax Clearance Number**
 - Be **registered with Offaly Public Participation Network (PPN)**
- The application must be completed by the Chairperson, Secretary or Treasurer of the group/organisation making the submission. No third party or intermediary applications will be considered.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECF.
- Offaly County Council/LCDC shall not be liable for any accidents, illnesses or claims arising out of any work grant aided by the Council.
- The requirement for applicants to supply co-ordinates for the location of their proposed project is part of the Department of Rural and Community Development Data Identifier Policy, which is to have consistent collection of data identifiers for projects funded by the Department's programmes/schemes. This information is mandatory and must be included for all projects. To assist with sourcing the co-ordinates, the Department has developed a simple guide for use by applicants within the online application process.
- The information supplied by the organisation/group must be **accurate and complete**. Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- Grant monies must be expended and drawn down from the LCDC by **31st October 2025**.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- The Department's contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- Late applications will not be considered.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.

- To process your application, it may be necessary for Offaly County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on [Privacy Statement - Offaly County Council](#)
- Please email community@offalycoco.ie should you have any queries or require assistance with your LEP application.