



## Terms and Conditions

# LOCAL ENHANCEMENT PROGRAMME 2024

PLEASE READ THE FOLLOWING GUIDELINES BEFORE SUBMITTING ONLINE APPLICATION

### 1. Introduction

The **Local Enhancement Programme 2024 (LEP2024)** 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 Local Enhancement Programme 2024 is a once-off fund, funded by the Department of Rural and Community Development. This fund will replace the Department's Community Enhancement Programme (CEP) and will be administered locally by the Offaly Local Community Development Committee (LCDCs).

The Department provides funding to each Local Authority (LA) and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

The total fund available for Offaly is €154,469.39.

**Grant Size:** €500 - €5,000

#### **NOTE:**

**Under this programme FUNDING WILL ONLY BE PAID OUT TO ORGANISATIONS / GROUPS AFTER FULL COMPLETION OF PURCHASES / PROJECT WORKS** and when all of the following documents listed below are uploaded online via Phase 2 SUBMIT (when the organisation / group is invited to this phase).

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

- evidence of expenditure, including copy of **receipts / invoices** and
- up to date copy of the organisation / group **bank statement** showing the BIC and IBAN numbers and
- **photos** of completed project(s) / purchases items.

Applications can be made online for the following grant elements.

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 style="text-align: center;"><b>COMMUNITY GROUPS and WOMEN'S GROUPS</b></p> <p style="text-align: center;"><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>	

The Department has recommended that LCDCs ring-fence approx. 30% funding to provide small grants of €1,000 or less which will allow a larger volume of those with limited resources to receive some funding.

Online applications may be made by **4pm on Wednesday 28<sup>th</sup> February 2024**

## 2. Who is eligible to apply?

Any not-for-profit community or voluntary group can apply.  
Commercial organisations and individuals are not eligible for funding.

## 3. What projects are eligible for funding?

### 3a. What costs are eligible for funding?

The following provides a list of **projects** that could receive capital funding under the programme:

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

The scheme is designed to ensure local priorities are identified and met, so as to improve and enhance community facilities for all.

### Target groups

This funding is targeted towards supporting communities that are impacted by disadvantage as identified in the LECP.

### **3b. What is not eligible for funding?**

This is a **capital** funding scheme. The scheme **does not** provide funding for any project not in keeping with the ethos of the Programme. 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

## **4. Requirements of the Programme**

The following conditions apply to the relevant project. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. The LCDC/LA will discuss this with you, if your application is successful.

Offaly County Council/LCDC shall not be liable for any accidents, illnesses or claims arising out of any work grant aided by the Council.

### **PROCUREMENT**

**Capital works or purchase of Equipment.**

**For grants less than €5,000 excluding VAT please obtain one or more written quote from a competitive supplier and select the lowest price most suitable to your organisation / groups project.**

If the project involves building, renovation or construction works please ensure the group / organisation meets all statutory requirements such as:

- Health & Safety requirements under the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)

- Adequate supervision arrangements are put in place regarding the management of the project works.
- If applicable ensuring all necessary planning requirements, permissions and consents are in place prior to commencing those works.

If the project involves works on buildings or lands that are not owned by the group/organisation, a minimum five-year lease must be in place from the date of final payment of grant aid or commissioning of the project, whichever is longer.

### **Tax Requirements**

**In order for a grant application to be considered for funding organisations / groups must be a registered as a non-profit group/organisation with a valid Tax Reference number and have an up-to-date Tax Clearance number.**

All grants must be drawn down by **31<sup>st</sup> December 2024**. Please note that any grant approval that is not drawn down from the LA/LCDC by 31<sup>st</sup> December 2024 may be rescinded by the LCDC and re-allocated to other applicant groups.

**It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place and be a registered non-profit group/organisation with a valid Tax Reference number and up-to-date Tax Clearance number.**

**Under this programme FUNDING WILL ONLY BE PAID OUT TO ORGANISATIONS / GROUPS UPON FULL COMPLETION OF PURCHASES / PROJECT WORKS and when all of the following documents listed below are uploaded online via Phase 2 SUMBIT (when the organisation / group is invited to this phase).**

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

- evidence of expenditure, including copy of **receipts / invoices** and
- up to date copy of the organisation / group **bank statement** showing the BIC and IBAN numbers and
- **photos** of completed project(s) / purchases items.

Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative when requested.

**Organisations/Groups who have failed to submit evidence of expenditure, including receipts / invoices, bank statements and photos of completed projects/purchases under the following previous grant schemes; Community Enhancement Programme 2021, Community Activities Fund 2021 and Community Support Fund 2023 will be disqualified for applying for funding under the Local Enhancement Programme 2024.**

**Insurance** - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

**Acknowledgment of funding** - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms. Where signage is developed it should acknowledge the contribution of the Department.

**Match-funding** - this is **not** a requirement under this programme.

### 5. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its LECP. Projects must be in keeping with the ethos of the programme, which is to provide funding to communities across Ireland to enhance facilities in disadvantaged areas.

The ring-fenced funding for Women's Groups (i.e. Sheds, Groups, Clubs, Networks etc) 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.

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

- Have an appropriate organisational structure.
- The number of members in the group along with other details will be considered by LCDC in their application evaluation.
- 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/>

Projects may also be judged having regard to how they:

- support local groups and clubs, which serve their communities.
- invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- have a positive impact on the environment, for example, a reduction in energy consumption;
- demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- support the creation of a sense of place within the community including through the enhancement of the built environment;
- address health and safety issues; and/or,
- invest in technology which will be accessed by individuals and communities that are impacted by disadvantage.

Projects may also be judged having regard to additional criteria deemed appropriate by the LCDC which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in each Local Authority administrative area.

### 6. Corporate Governance

#### **6a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

#### **6b. The Code of Governance for Community and Voluntary organisations**

The Department is encouraging funded bodies 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 effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [Governance Code for Community and Voluntary Organisations \(governancecode.ie\)](http://governancecode.ie)

### 7. Approval Procedures

All applications for funding under this programme received by each LCDC will be reviewed and assessed to ensure consistency with the relevant Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, the LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve)<sup>1</sup>.

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will

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<sup>1</sup> This may include cross-referencing the location of the facility/group (or the area it serves) with the Pobal Hasse deprivation index which is available on [www.pobal.ie](http://www.pobal.ie).

be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

**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. It is Departmental policy to ensure that every application is treated fairly and impartially.

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

The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

## 8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The LCDC reserves the right to request further information from you in order to assess your application if so required.

### Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process. When evaluating the applications received the LCDC may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

### Other

- Applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding and the maximum grant awarded will be €5,000.
- The Programme is 100% exchequer funded. Match funding is not a requirement of this programme.
- It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- 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.
- 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.
- Organisations / groups **must** be registered with Offaly Public Participation Network (PPN).
- 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.
- In order 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](#)

## 9. How to Apply

Only projects that meet the criteria outlined above will be considered eligible.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a



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grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

Thank you for taking the time to read these guidelines and we look forward to receiving your application.

Please apply online at the following link <https://submit.link/2en>

**Closing date for applications: 4pm on Wednesday 28<sup>th</sup> February 2024**

**INCOMPLETE, LATE OR POSTAL APPLICATIONS WILL NOT BE CONSIDERED.**

For any queries please email: [community@offalycoco.ie](mailto:community@offalycoco.ie) or telephone the Community Section, Offaly County Council at 057 93 46800

**CLOSING DATE WILL BE STRICTLY ADHERED TO**