

Comhairle Chontae na Gaillimhe

**Scéimeanna Tacaíochta Pobail
2024**

TREOIRLÍNTE D'IARRATASÓIRÍ

Galway County Council

**Community Support Schemes
2024**

GUIDELINES FOR APPLICANTS



Welcome to Galway County Council's Community Support Schemes Guidelines for 2024. We hope you will find this document useful and informative, however, feel free to contact our offices if you require any further information:

By Phone: 091 509521

By E-Mail: communitysupportscheme@galwaycoco.ie

Introduction:

Galway County Council recognises that local communities are one of our greatest resources, and in recognition of this, the Council has developed the Community Support Schemes to provide financial support to Community and Voluntary Groups and Organisations for a diverse range of events and projects.

Purpose:

The purpose of the support schemes is to encourage and promote community and voluntary groups to take an active part in the development of their communities, and to improve the economic, community, and cultural/heritage aspects of their surrounding areas by funding projects and events which are of benefit to the wider community.

How much is funded?

Funding will be awarded under the Community Support Schemes subject to the applicant meeting the minimum match funding proportion – the maximum grant which will be awarded under any Support Scheme will generally not exceed €3,000 in most categories, unless the quality of the application and project proposal merits a higher award, in particular if it can be demonstrated it will have a strong economic impact and/or will enable the development of proposals which can be built on in terms of growing projects/sustainability. Groups must hold a Bank or Credit Union Account in their legal name. As the funding represents a contribution towards the overall cost of projects/events, groups must submit their up-to-date statement showing sufficient funds are on hand to finance the balance. To fully assess the financial viability of projects/events, applicants must also fully declare any additional Council, agency or governmental funding or grant-aid associated with their activities.

Who can apply?

Any community and voluntary group and non-profit making organisation who is registered as either a Voluntary Non-Profit Making Organisation or Charity by the Revenue Commissioners and carry out community initiatives which are of public benefit to the wider community (Schools can apply under Heritage and Irish Language Promotion Activities categories). Applicants must be located and/or have a significant proportion of their activities within the administrative area of Galway County Council - applicants whose activity is across the city and county must clearly demonstrate the proportion / percentage of activity in both. Organisations must have no outstanding debt owing to the Council.

Individual persons or individual businesses are not eligible to apply for funding. Organisations that receive substantial core funding from other Government Departments and/or public sector organisations are generally not eligible to apply unless their core funding does not cover the project/activity and it is contributing towards the delivery of Council objectives, e.g., Green School activities contributing to Tidy Towns activities, extra-curricular activities of Schools promoting the Irish language. Where Organisations are receiving core funding, they must show a clear rationale for additional Council funding. Groups that are primarily voluntary in nature will be prioritised.

Is it important to be a member of the PPN?

Priority will be given to members of the PPN, therefore, please ensure your Group is registered at <https://www.galwaycountypn.ie/registration-form/>

What types of proposals are considered?

The proposals which can be funded are separated into 3 Support Schemes which are aimed at promoting sustainable economic, community and cultural/heritage development. To ensure that the limited financial resources available are used to the maximum benefit of the community at large, proposals must meet the following general conditions:

- a) Projects/Events must be of benefit to the wider community by promoting wellbeing and quality of life for all citizens, or by making the area more attractive to visitors / tourists and enticing them to stay longer.
- b) Purchase of equipment is eligible only if it is required in relation to the project/event being proposed in the application.
- c) Routine operational costs such as wages/utilities/insurance cannot be funded.

Quotations:

For grants up to €3,000, applicants must submit at least one quotation supporting the estimated costings (e-mailed or written quotes, excerpt from catalogue), and must be satisfied they are getting value for money. In the exceptional circumstances where a grant exceeds €3,000, applicants must have submitted 3 written quotations. The Council encourages applicants to '**SHOP LOCAL**' where possible as collectively, this can make a big difference to the local economy.



How to apply:

The award process will be as follows:

- i. All applications must be made online and submitted with all compulsory supporting documentation – incomplete applications will not be accepted.
- ii. Applicants may make a maximum of 1 application per Support Scheme.
- iii. All applications must be received on or before the closing date – no exceptions will be made.
- iv. All applications must comply with the eligibility requirements - ineligible applicants will be notified.

How will my application be assessed?

Applications for financial assistance usually exceed the funds available, therefore, all applications fulfilling the conditions may not be successful or may be for a lesser amount. It is important therefore that the process of evaluation is rigorous, to ensure that the best projects, taking all factors into account, emerge and receive support. Applications will be assessed by senior staff across all disciplines who will collectively agree recommendations based on budgetary constraints, quality, and priority of applications. A list of recommended applications will be referred for approval at the earliest available Council meeting, and letters to applicants will issue immediately afterwards. The Council reserves the right to retain a proportion of the overall budget for this funding scheme to support strategic developmental projects in the Municipal Districts.

How will I know if my group has been successful?

Successful applications will receive a Letter of Offer (Form A) which forms the contract between the Council and applicant, and this must be signed and returned within 14 days from the date of offer, otherwise, the Council reserves the right to re-assign the grant aid.

What conditions apply to carrying out our project/works/event?

Applicants must comply with the Terms and Conditions relating to the Community Support Scheme which are set out at the end of this document.

How do I draw down the grant?

Funding is allocated on an annual basis and cannot be carried forward. You must carry out the project or proposal and submit your drawdown application within 30 days of the event, or in the case of projects/works, no later than 31st October (unless agreement to defer grant has been approved for exceptional circumstances). Your drawdown application must include the following:

- a) Completed Project Completion Report (Form B)
- b) Official Invoices on the headed paper of the supplier detailing the expenditure items accompanied by excerpt from Bank Statement showing cleared payments.
- c) Photographs of events held, OR, before and after photos of improvements to amenities/facilities
By submitting photos, the applicant is giving permission to the Council to use the image(s) for promotional purposes, and confirming they have the permission of the photographer and any people who appear in the photo.
- d) Proof of acknowledgement of Galway County Council funding for the event/works.
- e) E-Tax Clearance Certificate Access Number to ensure compliance with tax clearance

Freedom of Information:

The Freedom of Information Act applies to all records held by Galway County Council.

Data Protection:

It is the responsibility of each Group/Organisation to ensure they comply with the General Data Protection Regulations. By submitting their application, applicants agree to the processing and disclosure of the applicant's information by Galway County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Grant Scheme. Galway County Council agrees to employ appropriate measures to keep applicants' data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.

Corporate Governance:

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 publicly funded assets without prior approval.

ECONOMIC DEVELOPMENT SUPPORT SCHEME

A. Community-based Tourism: Festivals and Participative Events (min. 20% match funding)

The aim of this category is to support a diverse range of high quality, innovative, and ambitious festivals and participative events which will engage residents and visitors alike, and deliver a Calendar of Events with social, cultural, tourism and economic benefits to the county. The Council wishes to assess all applications for festival/participative events together to ensure that the best overall projects are put forward for funding. By categorising festivals/events according to their scale, all similar-size festivals and participative events will be fairly and objectively assessed against the same criteria. Events which show a range of own and other funding sources and are not solely reliant on this source of funding, may be prioritised for funding. Funding will be allocated to festivals and events that best drive the economic contribution of towns and villages and/or tourism in County Galway.

Who can apply?

Eligible applicants are Non-Profit Festival/Event Organisers and Community-Led Tourism Venues who have a business address in Galway and are delivering a festival or participative event in the county which meets the above criteria and fits into one of the following categories: arts, community/family, environmental, food & drink, heritage/architecture, outdoor/sports/recreation. The Council may consider funding a festival/event involving a commercial organisation where it is organised on a collaborative basis with the local community and business representative groups and has proven tourism and economic benefits for the wider community.

Events not eligible under this category:

- Purely commercial events with limited tourism appeal.
- Agricultural Shows and countryside fairs with limited tourism appeal.
- Spectator-based sporting events.
- Circuses and Carnivals.
- Christmas Fairs and Markets.

What can be funded?

- Marketing - the cost of marketing activities with a local, regional, national, and international reach. This may include advertising, public relations, digital marketing, and eligible costs may include the cost of branding of the location during the event.
- Programming and Production Costs – the cost of activities/events included in the festival programme.
- Development - feasibility studies, training, consultancy costs for branding or audience research, may be covered once it is clearly of long-term benefit and or/raises the profile of the event nationally or internationally.

How much is funded?

A maximum grant of €3,000 will apply, unless in exceptional circumstances. Priority will be given to project proposals which clearly demonstrate economic benefit to the area in an inclusive manner, i.e., through a collaborative approach between Business Representative Groups, Community Groups, and the local authority. In this regard, joint applications will be accepted from collaborating groups if they wish to share the costs of an initiative between them.

B. Economic Development Initiatives (min. 20% match funding)

The aim of this category is to provide financial assistance to non-profit groups and organisations engaged in projects, events, or developments at local level, which promote local economic activity or create new business opportunities. Other initiatives may involve projects or works to enhance the visitor and retail experience - consumers are enticed to visit and spend money along vibrant streets that have attractive shopping vistas and a diverse retail mix, and this increased footfall enhances local economic development.

Who can apply?

Eligible applicants are voluntary Groups/Organisation such as Business Representative Groups, Chambers of Commerce, Traders Associations.

What can be funded?

- Provision of enterprise support services by community and voluntary sector that create employment in their local area.
- Installation costs associated with Broadband for community buildings. Notably this does not include buildings that are planned Broadband Connection Points.
- Targeted promotional campaigns for tourism, foreign direct investment, promotion of locations as quality retail and visitor destinations, promotion of local food etc.
- Shop local campaigns and collective local business promotion.
- Funding towards the marketing costs of events or shows, development of farmers or community markets.
- Unique social events and activities that benefit the local economy and generate a sense of civic and community pride.
- Promoting sustainability in the community, e.g., information boards regarding Community Car Pooling Schemes and public transport services, greening of local activities such as installing Rainwater Harvesting system in town/village centre, energy audits, replacement of existing Festive Lighting with energy efficient lighting.
- "Site Assessment Reports" – these reports are a prerequisite to apply for the development of Outdoor Trails under the Outdoor Recreation Infrastructure Scheme. Further details on the requirements are available in "A Guide to Planning and Developing Recreational Trails in Ireland" www.sportireland.ie/outdoors Email trails@sportireland.ie

How much is funded?

A maximum grant of €3,000 will apply, unless in exceptional circumstances. Priority will be given to project proposals which clearly demonstrate economic benefit to the area in an inclusive manner, i.e., through a collaborative approach between Business Representative Groups, Community Groups, and the local authority. In this regard, joint applications will be accepted from collaborating groups if they wish to share the costs of an initiative between them.

COMMUNITY DEVELOPMENT SUPPORT SCHEME

A. Community-Owned Buildings (min. 10% match funding)

The aim of this category is to improve community-owned buildings by reducing costs through energy efficiency measures.

Who can apply?

Owners/Trustees of Community-Owned Facilities.

- The building must be available for the general use and enjoyment of the public at all reasonable times, either free of charge, or for a small fee to cover overhead costs or build up funds for further development.
- The applicant must submit satisfactory evidence of title or written consent from the owner/diocese for the proposal.

What can be funded?

- Energy Efficiency Works (priority will be given to areas of the County not covered by the Local Enhancement Programme).
- Energy Audits.

How much is funded?

A maximum grant of €3,000 will apply unless there are exceptional circumstances.

B. Community-Owned Amenities and Public Spaces (min. 10% match funding)

The aim of this category is to enhance the appearance of outdoor public amenities and open spaces through development works and projects.

Who can apply?

All Groups who carry out enhancements in outdoor public amenity areas, and in particular, Tidy Towns Groups.

- The amenity must be available free of charge for the general use and enjoyment of the public.
- Applicants must comply with the Council's policy "Voluntary and Community Activities on Roads, Amenity Areas and Other Areas in the charge of Galway County Council" and submit an Application Form to the Area Engineer - <https://www.galway.ie/en/services/roads/downloads/>

What can be funded?

- Tidy Towns activities including general enhancement of public amenity areas, streetscape enhancement, street furniture, name plates, welcome signage, heritage / conservation, and environmental protection projects, etc.
- Planting of trees, shrubs, plant containers, etc, in public spaces, i.e., native trees and shrubs or permanent planting which must show compliance with the National Pollinator Plan and Galway County Heritage and Biodiversity Plan. Alternatively, landscaping assessments and enhancement plans which will lead to sustainable planting initiatives will be funded provided they are completed by an Ecologist or Landscape Architect
- Small-scale improvements to existing public parks, walkways, and other public recreational areas, e.g., access works, landscaping, information boards, picnic tables, chess tables and benches, etc.
- Small-scale improvements to community run Playgrounds, i.e., small-scale capital works or maintenance works which should have regard to the actions specified in the Annual Safety

Inspection Report (ROSPA) for the playground which must be submitted with your application (Community Playgrounds covered under the Council's Insurance Cover do not need to submit proof of insurance cover).

- Development of Community Gardens or Allotments.

How much is funded?

A maximum grant of €3,000 will generally apply and priority will be given to projects which benefit the wider community.

CULTURAL DEVELOPMENT SUPPORT SCHEME

A. Arts Act Grants (no match funding requirement)

The aim of this category is to provide financial assistance to voluntary arts groups/organisations to carry out an arts activity or project within the community. [Arts festivals must apply and be assessed under the 'Arts Festivals and Events' category in the Economic Development Support Scheme.]

Under the Arts Act 2003, the activities or projects must either:

- a) stimulate public interest in the arts
- b) promote the knowledge, experience, and practice of the arts, or
- c) improve standards in the arts throughout the county.

Who can apply?

Community & Voluntary Arts Groups/Organisations.

What can be funded?

The "arts" means any creative or interpretative expression (whether traditional or contemporary) in whatever form, and includes:

- Literature: community-writing groups and workshops with input by full-time or part-time writers; readings by full-time or part-time writers. Special projects, e.g., publications, undertaken by community writing groups.
- Visual Arts: classes and workshops in the visual arts with input by professional artists / art teachers. Special projects, e.g., exhibitions, undertaken by community art groups.
- Music: music education projects (but not individual tuition fees), classical and choral recitals; writing, recording, and performing of new popular music and musical theatre material.
- Traditional Music and Dance: classes and activities designed to pass on the tradition; performance by new and established traditional musicians; workshops and classes in traditional dance.
- Drama: theatre in education; drama workshops; writing and performing of new work.
- Film & Electronic Media: showing of non-mainstream films; activities designed to widen participation in film, video, and electronic media.
- Community Arts: activities such as mural painting, community drama, community participation events, etc.

The following are examples of costs which are ineligible for funding:

- The purpose of these grants is to support a broad range of artistic disciplines; therefore, funding **will not** be provided for capital works, operational or running costs, third-party costs for insurance, regular events such as weekly/monthly classes, etc.
- Projects focusing primarily on community rather than artistic outcomes

- Grants cannot be given to for-profit organisations, fund-raising/charity events, competitive events, projects which could be undertaken on a commercial basis, individual artists.
- Events which are funded under separate funding sources, e.g., Culture Night.
- Projects/programmes where most of the costs relate to equipment hire/administrative costs

How much is funded?

A maximum grant of €3,000 will apply, unless in exceptional circumstances.

B. Heritage Grants (no match funding requirement)

The aim of this category is to support schools, voluntary/community and heritage groups/organisations to undertake projects which will be of benefit to the community. Activities and projects must either:

- a) Gather and share knowledge.
- b) Increase awareness, appreciation, and participation in heritage activities.
- c) Manage and protect our heritage.

Who can apply?

Heritage Groups, Tidy Towns Applicants, Environmental Groups, Community Groups, Schools.

What can be funded?

Examples of funding for projects/events related to natural, built or cultural heritage include:

- Surveys and Mapping of Graveyards, Heritage Sites, Wildlife, etc. in a local area.
- Funding for Biodiversity Action Plans, Pollinator Plans, Invasive Species Action Plans, etc.
- Events / exhibitions / publications promoting the preservation and protection of local built, natural, and cultural heritage.
- Workshops and training aimed at enhancing knowledge and skills of local heritage and promoting participation in heritage activities.
- Heritage Week and Biodiversity Week activities, e.g., walks, talks, etc.
- Oral Heritage Recordings.
- Conservation of heritage collections and objects, including documents, and conservation, planning, and habitat management works to restore important wildlife habitats, etc.
- Funding for works to remove invasive species such as rhododendron from woodland.
- Funding for heritage gardens, trails, etc., and associated signage and information boards
- Equipment that is directly associated with any proposed project.

Note: provision or maintenance of Memorials, Plaques, Busts or Statues will not be considered for funding.

How much is funded?

A maximum grant of €1,500 will apply, although most awards will be less than €500.

C. Irish Language Promotional Activities (no match funding requirement)

In the context of our European heritage, Irish is the oldest spoken literary language in Europe (source: 20 Year Strategy for the Irish Language 2010 – 2030). Activities and projects must either:

- a) Increase the knowledge of Irish.
- b) Create opportunities for the use of Irish.
- c) Foster positive attitudes towards its use.

Who can apply?

Community and Voluntary Groups/Organisations, Business Representative Groups, Chambers of Commerce, Sports Groups, Youth Groups, Schools.

What can be funded?

Examples of projects are:

- Funding for research on specific Irish language heritage, e.g., placenames, townlands, etc.
- Initiatives aimed at strengthening Irish as the main language of communication in the Gaeltacht.
- Community workshops / classes to promote use of Irish in communities, e.g., to encourage businesses who wish to offer a bi-lingual service to their customers, to assist voluntary organisations who wish to increase their use of Irish.
- Irish-language based activities and events held through the Irish language, e.g., community events or cultural, social, leisure and sporting activities run through the medium of Irish (the Council's Irish Language Officer must be invited to the event).
- Seachtain na Gaeilge activities and other events which celebrate our culture and heritage through the Irish language during the year.

How much is funded?

A maximum grant of €1,000 will apply, although the majority of awards will be less than €500.

TERMS & CONDITIONS OF FUNDING SUPPORT

Applicants must comply with the following to receive their funding and to be eligible for consideration for funding the following year:

1. Works cannot **commence** or expenditure be incurred in relation to grant-aided elements of the project/event until the signed letter of offer is returned.
2. Funding may only be used for the purpose specified in the letter of offer and any **alterations** to the proposed use of the grant must be approved in writing by the Council, prior to commencement.
3. Funding is allocated on an annual basis and cannot be carried forward. Applicants must submit their **drawdown** application **within 30 days of their event, or in the case of projects/works, no later than 31st October**. The Council reserves the right to omit applicants from consideration if they have failed to draw down funding the previous year (unless agreement to defer grant was approved for exceptional circumstances).
4. Festivals and Participative Events which received financial support are required to submit material to promote their event to the Council at community@galwaycoco.ie for our Calendar of Events, and events are encouraged to publicise their event on www.discoverireland.ie (send e-mail to irelandwestinfo@failteireland.ie for inclusion in their What's On Guide). Events in Conamara are also encouraged to publicise their event on www.connemara.ie. The organisers are also required to invite the Cathaoirleach of Galway County Council and the Cathaoirleach of the Municipal District to the launch of the festival/event, including an invitation to speak at the launch. Any Press Release relating to the Festival/Event must **acknowledge the funding support** and include an opportunity for a quote/comment from the Council as part of the Press Release. Any other promotional material must acknowledge the funding support and include our logo.

All other funded activities and events must ensure that any promotional material, such as online, newspaper, radio, etc., should acknowledge the grant-aid received from Galway County Council, and include our logo. Where improvement works are carried out on buildings or amenity / recreation areas, a plaque may be supplied by the Council to be erected at the location.

5. All works/projects must have evidence of adequate and comprehensive Public Liability **Insurance**. Galway County Council accepts no responsibility and concedes no liability in respect of any incident, occurrence or claim which may take place. Evidence of Public Liability Insurance cover (€6.5m cover) and Employers Liability Insurance Cover (€13m cover) must be submitted and the applicant must submit **proof of indemnification for Galway County Council** against any claims arising. 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 or equipment so damaged or lost and any shortfall shall be made good by the beneficiary. The interest of the Council shall be noted on all policies and the Council shall be notified of any claims.
6. All applicants are required to submit proof that they are properly constituted by furnishing their **tax reference number**. In the case of a Group which has been granted the status of a charitable organisation by the Revenue Commissioners, the "CHY" number issued to that body is required. Contact details for obtaining a tax reference number are 091-547700 or <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/applications-unregistered-voluntary-bodies.aspx#:~:text=If%20the%20voluntary%20body%20does,Unit%20listed%20on%20the%20form.>
7. It is the responsibility of applicants to ensure compliance with all **statutory requirements**. Improvements to facilities or provision of amenities must comply fully with all statutory and/or licensing requirements such as the Local Government (Planning and Development) Acts, the Building Regulations and any other relevant legislation, including Health and Safety, universal accessibility, public procurement. Heritage projects must ensure that consent from the NPWS or National Monuments Service / National Museum of Ireland is sought if required. Festivals and events must consult with their Municipal District Office to ensure that all permissions such as Casual Trading / Temporary Signage, and any other permissions are in place prior to the event.
8. If the application is in respect of works on lands or in buildings, the applicant must submit satisfactory **evidence of title - written consent** from the landowner / property owner / Council must otherwise be submitted. If the proposed project is taking place in public spaces or places, applicants must comply with the Council's policy "Voluntary and Community Activities on Roads, Amenity Areas and Other Areas in the charge of Galway County Council" and submit an Application Form to the local Area Engineer.
9. Groups implementing projects involving persons aged under 18 years of age will be required to have a **Child Protection Policy** in place and to submit a signed declaration under the Children First Act 2015.
10. Any community amenities/facilities/services provided will be **available for the use and enjoyment of the public** at all reasonable times, either free of charge, or for a small fee to cover overhead costs or in appropriate cases, to build up funds for further development.
11. Galway County Council must be satisfied about arrangements for the **future maintenance** of the projects it funds. Applicant Groups will be expected to have ownership or effective control of the land and/or buildings affected and have a Constitution to ensure continuity of responsibility into the future Constitution (a template is available from resourceworker@galwaycountypnn.ie). In some cases, the Council may, as a condition of grant assistance, require the Applicant Group to enter into a Covenant or Agreement to ensure the future maintenance and management of the amenity for the purpose for which the project has been funded. The property may not be sold, let or otherwise disposed of without the consent of Galway County Council.

12. By accepting funding, applicants agree to make their Group/Organisation aware of waste, litter, energy and water management, and to make efforts to '**Green**' your facility, events and projects over time. We would advise groups to try to source sustainable and renewable materials within their projects. To get advice on '**greening**' your facility and event, contact the Council's Environmental Awareness Officer or log onto any of the following websites for tips:
<https://greenyourfestival.ie/green-events/>
<http://www.greencommunitiesireland.org/>
<https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/>
<http://www.epa.ie/begreen/>
<https://localprevention.ie/>
13. The Council must be satisfied that the grant recipient complies with all the conditions of the Scheme and all or any portion of funding may be **withheld** by the Council where any condition of funding has not been met, or an unapproved material change to the proposal is made without consent. The Council may also carry out unannounced site visits to verify compliance.
14. The Council reserves the right to alter and/or include any other requirements for payment of approved funding as deemed fit. In any case, the Council reserves the right to amend and **review** the operation and conditions of this Scheme at any time.