



Cork
County Council
Comhairle Contae Chorcaí



Cork County Council
Community Development Initiative 2018
TERMS AND CONDITIONS

CLOSING DATE FOR RECEIPT OF APPLICATION:

3PM ON FRIDAY, 14TH DECEMBER, 2018

Funded by Cork County Council in association with their Local Community Development Committees (LCDCs) in co-operation with Local Development Companies.



Please ensure that you are familiar with these terms and conditions before you begin filling in the application form.

Cork County Council is committed to supporting local communities through its three Local Community Development Committees across County Cork. The LCDC is a public private partnership that provides governance to community development and financial oversight to community funding spent in the community.

The aim of this scheme is to fund local community development with small scale capital projects to a minimum of €1,000 and to a maximum of €25,000 per project to improve the range and/or quality of community based facilities within Cork County communities, thus leading to a better quality of life.

- Applications should relate to one or more key priority areas identified in the LCDC Local Economic and Community Plan (LECP).
- Projects should provide the broadest possible benefits and reach to communities across the LCDC area and should be community based having no secondary economic benefit.
- Full applications must be made in advance to the designated Municipal District Officers and approved by Cork County Council appointed Evaluation Committee prior to any work commencing.
- All applications received will be acknowledged.
- The information supplied by the applicant group /organisation 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. Cork County Council reserves the right to publish a list of all grants awarded on its website and other media outlets.
- The Freedom of Information Act applies to all records held by Cork County Council
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- If Planning Permission is required then it must be obtained before you apply for this fund. Priority will be given to projects where the applicants are in a position to commence works.
- Evidence of expenditure, receipts /invoices must be retained and provided to nominated Local Development Company and Cork County Council on completion of project.
- Grant monies must be expended by end of September 2019. Photographic evidence may be required to facilitate draw down of grants.
- Cork County Council and the LCDC's contribution in co-operation with the Local Development Companies must be publicly acknowledged in all materials associated with the purpose of the grant including the use of Cork County Council & LCDC logos.
- Any unspent funding under this phase of the fund will roll over onto the next phase to be released at a future date.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date of **Friday, 14th December 2018 at 3pm**. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- **Please ensure all relevant information, including estimates from two independent suppliers, is included on / with your application. Incomplete applications will not be considered for funding.**

- Applicants should be aware that an equity/fairness approach will be taken by Cork County Council to ensure an even distribution of funding.
- Please be aware that applications will be forwarded by Cork County Council to nominated Local Development Companies in your LCDC area. Local Development Companies are not permitted to submit applications associated with their own in house projects or associated Local Development Company entities.
- Please note that you may be contacted by a Local Development Company in relation to clarification/verification of your application form.
- In order to process your application, it may be necessary for Cork County Council to collect Personal information from you. Such information will be processed in line with our [Privacy Statement](https://www.corkcoco.ie/privacy-statement-cork-county-council) which is available to view on Cork County Council website: <https://www.corkcoco.ie/privacy-statement-cork-county-council>

	Eligible Proposals		Ineligible Expenditure & Activities include but are not limited to:
	New facilities for communities, local sporting organisations and clubs – particularly those that support youth, older people and the development & support of sustainable community & voluntary effort.		The purchase of land or facilities
			Running costs of projects or facilities (e.g. wages, electricity, insurances etc.)
			Where other funding sources are clearly available
			Training
	Improvements to existing facilities for communities, local sporting organisations and clubs – particularly those that support youth, older people and the development & support of sustainable community & voluntary effort		CCTV
	Purchase of equipment		Top up for LEADER Projects
	Landscaping/Signage		Servicing of debt
			Proposals that compete with privately run projects of a similar type, serving the same catchment/market.
			Developments that are the responsibility of Gov. Departments e.g. Dept of Education, Dept. of Health.
	Improvements to local amenities)		Proposals from individuals
			Commercial Projects

Evaluation Committees:

- Cork County Council will set up three independent Evaluation Committees for North/South & West Cork for the purpose of evaluating applications with a recommendation to the relevant LCDC (Local Community Development Committees) for approval of distribution of fund.
- Unsuccessful applicants can appeal decision of Evaluation Committee in writing within one month of notification of decision to LCDC Chief Officer, Cork County Council, Business Growth Hub, County Hall, Cork.

Supporting documentation you will need to submit with your application form

- Proposals must comply with all requirements in relation to Planning, Building Regulations, Health and Safety, and Fire Codes if applicable. Evidence of compliance must be submitted where applicable.
- Applicants must demonstrate their ability to manage any facility involved in their proposal.
- Where partial funding towards larger capital projects are proposed, we will need confirmation that **all** required funding has been secured. For example, letters of offer, bank or credit union statements, financial accounts.
- Evidence of title to the site or premises and evidence that all necessary statutory and other approvals are in place must be submitted with the application. (For example, a copy of a lease agreement, title deeds etc.)

Conditions that must be met before the Council can approve payment of its contribution to your proposal

- The Council's contribution will only be paid once your proposal is fully complete. A sample number of proposals / projects will be inspected by the Council once complete.
- Paid invoices and receipts corresponding to the total project cost must be submitted to the nominated Local Development Company before payment of the approved contribution can be made by the Council. Details of this will be outlined in the Grant Acceptance offer.
- A Fund contribution cannot be paid where the applicant organisation is in arrears of rates.
- Any subsequent changes to the proposal (from what was described in the original application) must be agreed in writing with the Council in advance of work commencing.
Failure to do so may jeopardise the payment of the Council's contribution.
- Where your actual costs incurred on completion of project are less than originally estimated, the amount of grant paid will be the lesser amount.
- The facilities to be provided should generally be available for the use and enjoyment of the general public or particular groups at all reasonable times either free of charge or subject to moderate charges.

Tax Clearance Procedures

- Applicants are required to ensure that they are tax compliant. The relevant information to facilitate checking tax compliance must be submitted when the applicant is requesting draw down of the approved contribution. However, many sporting bodies may be exempt from tax under Section 235 Taxes and Consolidation Act 1997 so tax clearance will not be necessary in these instances. Tidy Towns groups are also exempt.

Insurances / Indemnity

- All buildings must be covered by a fire insurance policy, which fully indemnifies Cork County Council.
- Applicants will be required to indemnify the Council against all and any claims arising from its involvement with the project.
- Applicants should have appropriate Public Liability Insurance and, where necessary, Employers Liability Insurance and should ensure that any Contractor employed by them has an adequate level of cover.
- Applicants should ensure that works are carried out in compliance with Health & Safety legislation, that health & safety risk assessments, training etc, are up to date and sufficient (where required).
- While the Council does not require copies of these insurances, this does not exempt the firms or applicants from their insurance requirements, nor does it exempt the Fund recipients from their responsibility to ensure the works and groups/firms carrying out the works are adequately insured.

