



Cork  
County Council  
Comhairle Contae Chorcaí



## Cork County Council

### Municipal District Community Fund Scheme 2020

**The closing date for receipt of completed applications is 4pm on  
Friday 14th February 2020.**

Cork County Council is committed to supporting local communities across County Cork. Financial assistance is available through this scheme and is administered by the 8 Municipal Districts in County Cork.

You can use this form to apply for the following schemes:

1. **Capital Fund Scheme** - for community groups, sporting and local organisations in County Cork who wish to undertake infrastructural **projects costing over €20,000** that will improve the range or quality of community based facilities within their area e.g. community halls, sporting facilities, etc. (Further Details on pages 3 -5 of this document)
2. **Community Contract** - for Tidy Towns groups who work with Cork County Council on local works and projects, agreed with the Municipal District Officer and local Area Engineer that enhance the area in which the group is active. For the Community Contract it is strongly recommended that you contact your Area Engineer and Municipal District Officer to discuss your proposals before you apply. (Further details on pages 6 - 7 of this document)
3. **Amenity Fund Scheme** - for community groups, sporting and local organisations in County Cork who wish to undertake projects or purchase equipment that directly benefits communities and meets particular needs. Projects being applied for under this scheme must **cost less than €20,000** (Further details on 8 - 11 of this document))

Please ensure that you are familiar with the guidelines before you begin filling in this form.

Every year there is huge interest in this scheme from the many community and voluntary groups across County Cork. For this reason, we can only assess application forms that have been fully completed. Incomplete application forms will not be considered for funding.

### **Scoring Framework - Municipal District Community Fund Schemes 2020**

To ensure that successful proposals are of a high quality, the scoring framework below will be applied to all applications which meet the general eligibility requirements of each Scheme.



<b>Selection Criteria</b>	<b>Detailed Outline</b>
<b>Social / Economic Development Potential</b>	<ul style="list-style-type: none"><li>• Does the project include activities that have clear positive social / economic impacts?</li><li>• Does the project complement other Cork County Council or Government programmes and objectives?</li><li>• Does the proposal add value to current initiatives?</li></ul>
<b>Strategic nature of the proposal and coherence with local area plans</b>	<ul style="list-style-type: none"><li>• What evidence is there that the project proposal is in line with the aims and objectives of local area plans / County Development Plan / other local non-statutory plans?</li><li>• Did the application seek input from other local community and /or business interests?</li></ul>
<b>Demonstration of need and potential</b>	<ul style="list-style-type: none"><li>• Does the proposal include a clear statement of identified needs and the difference their project will make to the community?</li><li>• Does the proposed plan of action address the needs identified?</li><li>• Does the proposal show engagement with the other local community and/or business interests in the formulation of the project proposal?</li></ul>
<b>Realistic nature of the proposal?</b>	<ul style="list-style-type: none"><li>• Are a clear set of defined outputs and outcomes included in the proposal?</li><li>• Has a delivery mechanism been identified?</li><li>• Is there a process in place to measure outcomes and impact of the proposal over time?</li><li>• Is there a plan for the future maintenance of the proposal (if appropriate)</li></ul>
<b>Value for Money</b>	<ul style="list-style-type: none"><li>• Extent to which projects are clear and include targets, realistic costing and timescales.</li><li>• Clear rationale for costs requested.</li><li>• The cost effectiveness of the proposal with regard to the level, range and quality of outputs and outcomes to be delivered.</li></ul>

**The individual eligibility criteria for each of the three schemes are set out in the following pages:**

1. Capital Fund Scheme (Page 3 – 5)
2. Community Contract (Page 6 – 7)
3. Amenity Fund (Page 8 – 11)

## 1. Capital Fund Scheme

The aim of this scheme is to support community groups and local organisations in County Cork who wish to undertake **infrastructural projects costing over €20,000** which will improve the range and/or quality of community based facilities within their area. Project development should be well advanced before any application is submitted. 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.

	Eligible Proposals		Ineligible proposals
<b>New facilities</b> 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 etc.)
			Where other funding sources are clearly available
			Training
<b>Improvements to existing facilities</b> for communities, local sporting organisations and clubs – particularly those that support youth, older people and the development & support of sustainable community & voluntary effort			Servicing of debt
			General appeals
			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.

### 1.1 Levels of support

Minimum Capital Fund	<p>The minimum contribution that Cork County Council can offer is <b>€10,000</b></p> <p>The Council's contribution cannot exceed 50% of the total cost of the project.</p>
<p>Applicants must generate an element of local match funding and must demonstrate that they can fund the project to completion. Evidence of this is required and the Council's contribution will only be paid when the project or proposal is fully complete.</p>	

## 1.2 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 generate an element of local match funding and must provide evidence of their financial standing. (For example, Bank or Credit Union statements)
- Applicants must demonstrate their ability to manage any facility involved in their proposal.
- Where substantial 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.)

Community Fund contributions must be taken up by successful applicants **within eighteen months** of the date on which the Council notifies successful applicants of their allocation.

## 1.3 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. All proposals / projects will be inspected by the Council once complete.
- Paid invoices and receipts corresponding to the total project cost must be submitted before payment of the approved contribution can be made by the Council.
- 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 and this reduction would mean that the Council's contribution is greater

than 50% of the total cost then the Council's contribution will be reduced to 50% of the **actual** cost.

- Should the development or facility be sold by the applicant organisation for profit within five years from the date of payment the Council's contribution, the Council will insist on repayment of any contributions paid from the proceeds of the sale.
- 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.

#### **1.4 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.
- Where an applicant is not VAT registered, we then award a contribution based on cost inclusive of VAT.

#### **1.5 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.
- 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.

## 2. Community Contracts

The Community Contract is an opportunity for Tidy Towns groups to work with Cork County Council on local works and projects - agreed with the Municipal District Officer and the local Area Engineer - that enhance the area in which the group is active. Generally, works would be of a recurring type, such as maintenance of open spaces, environmental improvements and litter picking. Projects that entail one off enhancements that could not be undertaken without some additional funding will also be considered.

**Please note that the Community Contract Scheme is not suitable for large infrastructure projects.**

Community contracts often involve proposals that are unique and take into account local community needs and priorities. For this reason, **it is strongly recommended that you contact your Area Engineer and Municipal District Office to discuss your proposals prior to submitting an application.** You should also consider contacting or meeting with Groups that have undertaken Community Contracts to obtain a better understanding of what is involved in undertaking a contract.

### 2.1 Levels of Support

<b>Minimum Community Contract</b>	The minimum value of any contract will not be less than €1,500
<b>Maximum Community Contract</b>	The maximum value of any contract will not exceed €20,000
<ul style="list-style-type: none"><li>• The level of support available under the Scheme will depend on a range of factors, including type of works/project, availability of other sources of funding, and the overall number of applications seeking funding under the Scheme.</li><li>• Amounts awarded will be at the discretion of the Council and will take into consideration the qualifying works/project proposed and the group's capacity to complete the proposed works/project.</li><li>• The Council is conscious that new groups in particular may initially wish to enter into smaller contracts to establish their presence and demonstrate the value of the Scheme within their area.</li></ul>	

Community Contract contributions must be taken up by successful applicants  
**by December 31<sup>st</sup> of the year in which the money is allocated.**

**2.2 Conditions that must be met before the Council can approve payment under the Community Contract Scheme**

- Works will be inspected by the Council periodically and must be certified throughout the duration of the contract by the Area Engineer.
- Once the works are completed to the satisfaction of the Area Engineer the amount awarded will be paid.
- Payments may be paid in instalments where appropriate.

**2.3 Tax Clearance Procedures**

- Where the amount awarded is more than **€10,000** a current tax clearance certificate from the Revenue Commissioners will be required 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.
- Where an applicant is not VAT registered, we then award a contribution based on cost inclusive of VAT.

**2.4 Insurances / Indemnity**



- All buildings (where applicable) 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.
- 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.

### 3. Amenity Fund

The aim of this scheme is to provide support to local community groups and organisations by part-funding projects. The overall **cost for a project under this Scheme must be less than €20,000**. Successful Amenity Fund applications must show how a project directly benefits communities and meets particular needs. Each project must also employ sound community development practices. The Council prefers to support groups that have the skills and capacity to implement proposals as well as groups that show local funding, time commitment or other useful contributions.

Whilst the Amenity Fund can be combined with other grants the Council must take into account funding support from other government or state agencies. The amount of fund contribution per successful project depends on the project type and the overall demand for funding as well as other funding sources and the ability of the group or club to deliver proposed project.

#### 3.1 Eligible Projects

	Examples of Eligible Proposals		Examples of Ineligible proposals
Tidy Towns Projects			Organisations that have received Amenity Funding from Cork County Council for the past 3 consecutive years.  (Exceptions: Tidy Towns Committees and Festival Organisers)
Festivals			Groups or organisations already receiving funding from HSE or Department of Education.
Improvements to local amenities ( e.g. walkways, parks, open spaces, streetscapes)			Proposed projects which have already received Cork County Council funding in the current year.
Purchase of equipment			Project running costs (wages, electricity etc.)
Building or improvement of existing facilities			Commercial projects
Landscaping			Proposals from individuals
Signage			Projects that directly compete with privately run projects in the same community.



### 3.2 Levels of Support

<b>Maximum Amenity Fund Contribution for projects costing €7,000 or less</b>	€5,000 or 75% of the total project cost; whichever is the lesser.
<b>Maximum Amenity Fund Contribution for projects costing between €7,000 - €20,000</b>	€5,000 or 50% of the cost of the project whoever is the greater.
<ul style="list-style-type: none"><li>• The level of support available under the Scheme will depend on a range of factors, including type of works/proposal, availability of other sources of funding, and the overall number of applications seeking funding under the Scheme.</li><li>• Amounts awarded will be at the discretion of the Council and will take into consideration the qualifying works/project proposed and the group's capacity to complete the proposed works/project.</li><li>• The Council can only award contributions greater than €3,800 where a group is a legal entity such as a company under the Companies Acts, a Co-operative Society or a Friendly Society, Trustees. A deed of covenant can be signed if necessary.</li><li>• Due to the demand for the Fund the amount allocated to any project is normally significantly less than the maximum possible. Applicants should bear this in mind when preparing their application to ensure that they have sufficient funds to meet more than 25% or 50% of the total project cost</li></ul>	

### 3.3 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 generate an element of local match funding and must provide evidence of their financial standing. (For example, Bank or Credit Union statements)

- Applicants must demonstrate their ability to manage any facility involved in their proposal.
- 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.)

### **3.4 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. All proposals / projects will be inspected by the Council once complete.
- Paid invoices and receipts corresponding to the total project cost must be submitted before payment of the approved contribution can be made by the Council.
- 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 and such reduction would mean that the Council's contribution is greater than 50% or 75% of the total cost (as outlined in the approval) then the contribution will be reduced to the appropriate % of the actual cost.
- Should the development or facility be sold by the applicant organisation for profit within five years from the date of payment the Council's contribution, the Council will insist on repayment of any contributions paid from the proceeds of the sale.
- 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.
- No additional allocation will be made in the case where project cost exceeds the original estimate.

### 3.5 Tax Clearance Procedures

- Where the amount awarded is more than **€10,000** a current tax clearance certificate from the Revenue Commissioners will be required 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.
- Where an applicant is not VAT registered, we then award a contribution based on cost inclusive of VAT.

### 3.6 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.
- 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.

Amenity Fund contributions must be taken up by successful applicants <b>within twelve months</b> of the date on which the Council notifies successful applicants of their allocation.
---

---

#### Municipal District Community Fund Scheme 2020 – Exceptional Cases

In exceptional circumstances the maximum project value and the Fund contribution payable may be varied with the agreement of the Municipal District Officer and the Director of Services and/or Senior Executive Officer.

**The closing date for receipt of applications is 4pm Friday 14th of February 2020**

## Municipal District Community Fund Scheme Contact Details

