



Kilkenny  
County Council

Comhairle Chontae  
Chill Chainnigh

# **Terms, Conditions & Guidelines for Kilkenny County Council**

## **Community and Cultural Facilities Capital Scheme (CCFCS) 2018-2020**

Community Department  
Kilkenny County Council  
John's Green House  
Johns Green, Kilkenny  
Tel: 7794931  
E-mail: [community@kilkennycoco.ie](mailto:community@kilkennycoco.ie)

***Responding to the need for provision of improved community,  
cultural and recreational facilities for communities through  
financial assistance***

**1. AIMS OF THE SCHEME:**

Kilkenny County Council has created the Community and Cultural Facilities Capital Scheme (CCFCS) as a means of providing community groups with a fund that will support:

- The creation of 'needs-based' facilities to deal with the deficit in community/cultural infrastructure
- Opportunities for communities to give added value to their existing facilities
- The strengthening of community relationships by supporting communities to work together to provide much needed facilities
- The community in providing small to medium scale projects
- The community to get back what they have already paid through development levies
- General activity in the community
- Equality of access to all community facilities

Co-funding with other funding bodies in the provision of amenity and community facilities will be considered e.g. Kilkenny LEADER Partnership, Trail Kilkenny etc.

**2. FUNDING RATES:**

Funding is at a rate of 75% of the total eligible project costs up to a maximum of €45,000.

The grant beneficiary will have to provide the remaining 25% match funding.

e.g.

The total eligible project cost = €60,000.

Grant @ 75% = €45,000

Match funding = 25% = €15,000

The minimum grant available is €9000. That means that your total eligible project costs must be at least €12,000

e.g.

Grant @ 75% = €9000.

Match funding @ 25% = €3000

Total project cost =€12,000

Where the same project qualifies for grant assistance from another agency the applicant group will still be required to provide a minimum of 10% funding from their own funds, i.e. cash raised locally; voluntary labour, etc.

### 3. WHO CAN APPLY?

The scheme is open to groups operating within the Community Sector. Applicant groups / organisations must

- have a recognised legal structure
- operate on a 'not for profit' basis
- demonstrate a policy of inclusion
- demonstrate the capacity to manage and operate the proposed facilities

Projects that can bring about collaboration with other local groups, who operate publicly funded facilities, will be encouraged.

Examples of the legal status of your group could be Company Limited by Guarantee, Charity, Trust or a Co-operative. In some circumstances groups that have a bank account and a recognised committee structure with accounting procedures that are transparent and up to legal scrutiny, will be considered.

### 4. EXAMPLES OF ELIGIBLE PROJECTS:

Projects eligible for support could include

- Community Centre Facilities
- Broad based sports/recreation facilities
- Development of open spaces – walkways/parkland,
- Play Areas
- Community based arts projects
- Projects that conserve the built, natural and cultural heritage of the county
- Projects that encourage intergenerational activity
- Projects which address sustainable development and climate action
- Enhancement upgrades and refurbishments (**not including repairs**) to existing facilities will also be considered

### 5. EXAMPLES OF INELIGIBLE PROJECTS:

Applications for grant assistance in respect of the following will not be considered:

- Projects that compete with or duplicate existing facilities
- Maintenance or day to day running expenses.
- Mobile assets
- Repairs to existing facilities
- Purchase of land or buildings
- Car park facilities

## 6. THE APPLICATION PROCEDURE:

- 1) The promoter/ applicant **must** meet with an officer from Kilkenny County Council Community & Culture Department to discuss the project and its eligibility and to address any queries the promoter /applicant may have regarding the process before an application form is issued.
- 2) The promoter / applicant complete the application form and submits it along with all the necessary supporting documentation (see checklist at end of application form) before the specified closing date. In developing any facility as per the application it is advantageous to have consulted with the community or any target groups that the project intends to cater for. If necessary, or if further support is required, another meeting can be arranged with the officer from Kilkenny County Council.
- 3) The completed application form along with supporting documentation undergoes a preliminary examination to confirm that all relevant information is supplied. Only applications that are fully complete with all the necessary supporting documentation will be considered for funding and go forward to an Evaluation Committee for a detailed assessment.
- 4) The Evaluation Committee make a recommendation on the project which is brought before members of Kilkenny County Council for a final decision.
- 5) The promoter / applicant will be notified in writing of the final decision.
- 6) If approved for grant aid, a letter of offer and two copies of the contract are issued to the promoter for signing. The contract will then be signed by Kilkenny County Council with both parties maintaining a copy of the contract.
- 7) The contract is valid for a period of 12 months from the date of signing and all works must be completed within this timeframe.

## 7. HOW IS THE APPLICATION ASSESSED?

Once an application is received a preliminary check is carried out to ensure that all areas of the application have been filled and that all supporting documentation is enclosed. Only applications that are fully complete with all the necessary supporting documentation will be considered for funding.

Applications are assessed in-house by the Community, Culture and Housing Directorate and staff with the appropriate expertise brought in from Planning, Finance, Parks, Arts and Heritage as appropriate. Their role is to independently evaluate applications according to criteria supplied, to give applications a mark based on a scoring criteria provided and to make recommendations to the full County Council. Criteria will include:

- Community led – community, heritage, cultural and arts initiatives which support the objectives of the County Development Plan including environmental, energy saving and biodiversity considerations.
- Collaboration with other community groups in the local area(s)

- Projects must support broader community usage (projects that focus on one particular activity will only be considered where it demonstrates its pro-activity in inclusion of minority groups)
- Projects must demonstrate a strong element of social inclusion
- Evidence of consultation with the community or target groups intended to cater for (see Page 11)
- Capacity of the group to deliver
- Assessment of the existing level of community and recreational infrastructure in the target area
- The number of people likely to benefit from the project/facilities
- The level of relative disadvantage and the social circumstances of the communities where facilities would be located.

The final decision will be made by the elected representatives at a meeting of Kilkenny County Council.

Projects should conform to the stated aims and objectives of plans/policies such as the Kilkenny Local Economic and Community Plan, Kilkenny County Development Plan, Local Area Plans, Kilkenny Open Space, Sports and Recreation Study, Kilkenny Arts Strategy, Kilkenny Heritage Plan, Kilkenny Age Friendly Strategy. Account will also be taken of Better Outcomes, Brighter Futures – the National Policy Framework for Children & Young People 2014-2020, National Play Policy, National Recreation Policy, National Biodiversity Plan, Culture 2025. To refer to these plans/policies please go to [www.kilkennycoco.ie](http://www.kilkennycoco.ie) or [www.irlgov.ie](http://www.irlgov.ie).

## **8. WHAT HAPPENS IF YOUR APPLICATION IS SUCCESSFUL?**

If approved for grant aid, the beneficiary is notified in writing and a letter of offer and two copies of the contract are issued to the promoter for signing. The contract will then be signed by Kilkenny County Council with both parties maintaining a copy of the contract.

The contract is valid for a period of 12 months from the date of signing and all works must be completed within this timeframe.

The contract is a formal Legal Agreement between the beneficiary and Kilkenny County Council to reflect the terms and conditions of this Scheme prior to commencement of any works on the project approved for funding.

## **9. WHAT HAPPENS IF YOUR APPLICATION IS UNSUCCESSFUL**

If an application is unsuccessful the Council's liaison officer will meet with the applicants to provide feedback including details of the markings awarded. In addition the liaison officer will continue to support the applicants with the view to improving their application should the applicants wish to re-submit it for consideration the following year.

## 10. CONDITIONS FOR ALL PROJECTS:

### ▪ **Project Commencement & Completion Dates**

The beneficiary must make sure that the project starts and is completed within the year of getting approval.

Activity undertaken, or work commenced, prior to the date of signing of contracts is not eligible for grant aid except where the Council's Community Department consents to its commencement. Such consent will be granted to facilitate match funding requirements and in other special circumstances.

Project completion deadline dates should be strictly adhered to. If there is a delay in the project, Kilkenny County Council must be notified within 2 months. Failure to do so may result in withdrawal of the grant without further notice. A request for extension has to be submitted in writing prior to the expiration of the project completion date. This request has to be approved by Kilkenny County Council.

### ▪ **Tender/Procurement Procedures**

The beneficiary must adhere to Public Procurement guidelines as laid down by Kilkenny County Council.

At least three quotations for each aspect of the works being funded must be submitted where the total value of the project is less than €50,000.00. This must be accompanied by written evidence outlining the process undertaken in selecting the contractor, a list of the persons involved in this decision along with their signatures.

Where the total value of the project exceeds €50,000.00 the project must be procured in accordance with the relevant Public Works Contract. Guidance on the use of Public Works Contracts and the appropriate procurement procedure to be followed in relation to these contracts is available from <http://constructionprocurement.gov.ie>. For further information or support in relation to the procurement procedures please contact the Community and Culture Section at 056-7794920.

Depending on the size and scope of the project, Kilkenny County Council may require the beneficiary to employ an architect or consultant to prepare drawings and schedules of work and to offer technical supervision.

### ▪ **Adherence To Statutory And Licensing Requirements**

The beneficiary must get planning permission, a fire safety certificate and commencement notice, if required. Any costs associated with these will be borne by the beneficiary.

Facilities aided under this Scheme shall comply fully with all statutory and/or licensing requirements. In particular they shall comply with the provisions of the Local Government (Planning and Development) Acts, the Building Regulations 1997, the Safety, Health & Welfare at Work (Construction Regulations) 2006 and any amendments thereafter.

- **Evidence of Title / Leasehold**

The beneficiary must produce appropriate satisfactory evidence of clear and valid title to the lands or buildings to be funded under the Scheme. Where title is leasehold, the interest must be for a minimum of 10 years. This matter will be taken into consideration by Kilkenny County Council in deciding the amount of grant to be paid.

- **Insurance**

The beneficiary shall agree to be responsible for any loss, damage or injury to persons or property arising out of the provision or use of the facility and shall effect and produce evidence of appropriate Employers Liability Insurance and Public Liability Insurance to limits specified by Kilkenny County Council. 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 so damaged or lost, and any shortfall shall be made good by the beneficiary.

- **Tax Compliance**

The payment of a grant will be subject to the beneficiary providing up to date details of a C2/Tax Clearance Certificate.

A tax clearance certificate or C2 certificate details must be submitted for each contractor engaged on the grant-aided portion of the project, prior to any payment of grant aid.

If the Revenue Commissioners recognise your organisation as a charity, you must supply your 'CHY' number.

Where the beneficiary claims wages as part of the expenditure, these wages are subject to income tax and should be returned to the Revenue Commissioners by the beneficiary.

- **Publicity & Signage**

The project beneficiary must appropriately acknowledge Kilkenny County Council as a source of funding. This applies to both printed material and signage. Signage, supplied by Kilkenny County Council, must be placed on projects in a manner and location to be approved by Kilkenny County Council.

▪ **General**

- Any beneficiary receiving assistance under this scheme will be required to enter into a legal agreement conferring the right of Kilkenny County Council at its absolute discretion to seek a refund on the grant paid, in whole or in part, where the facility is disposed of at any time or if the beneficiary ceases its activities.
- Grant allocations may be reviewed or revoked at any time if progress on the development of the facility is not satisfactory.
- Grant-aided facilities shall not be alienated, assigned, sold or otherwise disposed of without the consent of Kilkenny County Council.
- All or any portion of a grant which has been unpaid may be withheld by Kilkenny County Council or any portion of a grant paid may be recovered where any of the terms or conditions of this Scheme are not being complied with or where there is a material change in the proposals for which the application was made.
- Kilkenny County Council reserves the right to seek submission of the minutes of any Annual or Extraordinary General Meeting or the audited Financial Accounts of any beneficiary funded under this Scheme.
- The project beneficiary will be required to keep all documents relating to the facility funded for at least three years after the facility has been completed.
- Representatives from Kilkenny County Council may inspect the facility at any time during the build or on completion.
- The conditions of this Scheme may be amended by Kilkenny County Council as it deems appropriate.

**11. HOW GRANTS ARE PAID?**

Grant payments will be made, in full or in part, no more than 3 instalments, on the basis of original invoices of expenditure, vouched as paid, in such a manner as may be required by Kilkenny County Council. ***Copies of invoices or certificates of payment will not be accepted.***

The payment of the grant will be subject to satisfactory compliance of conditions of this scheme. Only works for which was approved for grant aid will be reimbursed. The beneficiary also must adhere to the description of those works as stated and laid down in the application.



## **12. GUIDELINES FOR COMPLETING THE APPLICATION FORM**

### **Section 1 – Information about Your Organisation**

This section looks for information about you and your organisation. It requires the name, address and contact details of the person in your organisation or group that can be contacted in relation to the application.

It looks for a few lines about the main aim of your group or organisation  
(Examples: Community Playgroup, Arts, Project for women, Community Association, Estate Management Group, Active Retirement Group).

It also looks for information on the Community based stakeholders in the project and details of any consultation process undertaken.

Your group must have legal status. Examples of the legal status of your group could be Company Limited by Guarantee, Charity, Trust or a Co-operative. In some circumstances groups that have a bank account and a recognised committee structure with accounting procedures that are transparent, will be considered.

### **Section 2 - Information about Your Project**

This section looks for the name or title of the proposed project as well as the location of the project and a brief description of the project that you are looking for funding for. (The map provided must be of a scale of 1:2500)

The application also asks you to clarify in whose ownership the land or building is; proof of ownership will be required. A letter that indicates permission from the land owner or owners should support the application. If you are leasing the land or building a lease of no less than 10 years is acceptable.

If you require planning permission for your project further information is available from the Planning desk at County Hall, John's Street, Kilkenny.

Details in relation to the management of your project should include both the management structure of your organisation or group – (i.e. Chairperson, Secretary, Treasurer) , and their contact details as well as any staff that may be employed who will have responsibility for the project. If there are specialist skills within the group that relate to the project these should be highlighted also.

This section also looks for information on the need for the project (i.e. how was it decided that this project is to be provided, did the community undertake a needs analysis, community survey etc). It also asks how the project adds value to any existing project (this is especially relevant if an existing project is being extended or improved).

It is Council policy to support and promote projects and programmes which adhere to the principles of sustainable development and climate action. Applicants are also required to adhere to these. Applicants are also encouraged to undertake specific actions, as part of their overall project, which address these principles. This may include, but are not limited to:

- Actions that reduce carbon emissions (e.g energy saving heating and lighting provision of bicycle racks and other infrastructure to encourage cycling),
- Age friendly actions (e.g provision of age friendly seating, parking etc) ,use of native plant species in all planting schemes ,
- Adoption of Pollinator friendly actions and projects
- Water reduction measures.

Advice on these topics is available from Kilkenny County Council.

### **Section 3 - Information about Benefits of the Project and Future Maintenance**

Your group or organisation must operate from a policy of social inclusion. You are required to submit a **Social Inclusion Statement**. Social inclusion means that you undertake to include all people in the community and have a **positive discrimination policy** towards the following groups of people: Older people, people with disabilities, women, youth and children, Travellers, migrants, refugees and foreign nationals/new communities (different ethnic groups). Your application will be assessed with regards to your groups intentions and current practice: It is important therefore to outline on your application how your group currently includes all people in the Community and how they will be accommodated in the new/improved facility.

**In developing any facility as per the application it is important to have consulted with the community or any target groups that you intend to cater for.**

The project must actively benefit the whole community but those projects that meet the needs of any one or all of the groups above will be considered favourably. The quality of the project will be ensured through giving evidence of and demonstrating appropriate policies and or practices including health and safety.

The future maintenance of the project should be clearly set out including who will be responsible for maintenance, how you plan to undertake maintenance as well as identify the ongoing budget your group has for maintenance.

#### **Section 4 - Information about the Funding for Your Project**

Information about the funding of the project should include what specific costs are involved with the actual project. You must adhere to procurement procedures as outlined. This part of the application requires you to **outline the total costs**, your contribution including any voluntary labour and how much you are seeking under the scheme.

The detail in relation to funding you already have available and funding you are seeking should be outlined. You **must** show proof of the matching funding in place – this will include details of matching funding and their source, including grants, voluntary labour, and cash raised locally etc. It should be clearly outlined and evidence provided (e.g. bank statement).

Voluntary Labour may be used as a source of match funding - a system for logging hours will be discussed once your application is deemed successful.

#### **Section 5 - Declaration**

The application form must be signed and dated by a nominated person of authority within the applicant organisation. Failure to complete this section will result in the application not being considered for funding.

#### **IMPORTANT:**

**If you are found to have submitted false or fraudulent documentation or are found to be purposely misleading Kilkenny County Council in any way, funding will be withdrawn and the Council will bar you from applying for future funding.**

#### **HOW TO APPLY:**

Terms, Conditions and Guidelines of the Scheme can be downloaded from Kilkenny County Council website or by contacting

**Community Department  
Kilkenny County Council  
John's Green House  
Johns Green, Kilkenny  
Tel: 7794931  
E-mail: [community@Kilkennycoco.ie](mailto:community@Kilkennycoco.ie)**

#### **Please Note:**

Application Forms will only be issued once the interested group has met with the relevant member of the Community Department, as follows:

**Castlecomer & Kilkenny City West Municipal Districts – Lindsey Butler 056 7794923.**

**Piltown & Kilkenny City East Municipal Districts – Stephen O'Connor 056 7794926.**

**Closing Date for Receipt of complete Applications is Friday 4<sup>th</sup> May, 2018 @ 4.00pm.**