



Cork County Council Municipal District Community Fund Schemes 2017

Cork County Council's Municipal Districts are operating 3 distinct funding Schemes. These are:

- 1. Municipal District Capital Fund Scheme**
- 2. Municipal District Community Contracts**
- 3. Municipal District Amenity Fund Scheme**

INTRODUCTION

Cork County Council, through the Municipal Districts, is committed to supporting local communities. Fund contributions from the Schemes will be available as financial support to community groups and local organisations wishing to undertake development projects in their area, to support festivals, and for local communities to work with Cork County Council on local projects - agreed with the local Area Engineer - that enhance the area in which the group is active.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS FRIDAY 17th OF FEBRUARY 2017

GUIDELINES

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE APPLICANT.

1. MUNICIPAL DISTRICT 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 e.g. Community Halls, sporting facilities, etc. Proposals from individuals will not qualify. Project development should be well advanced before any application is submitted. If Planning Permission is required then it must be obtained prior to an application being submitted.

Priority will be given to projects where the applicants are in a position to effectively commence.

Eligible Projects:

The scheme will focus on supporting the provision of new and/or improvements to existing facilities being provided by communities and local sporting organisations/clubs that are geared towards supporting the following categories:

- Youth/Aged
- Development and support of sustainable community and voluntary effort

Ineligible Projects:

Examples of ineligible projects include:

- The purchase of buildings or land, except where such purchase forms part of the provision of facilities.
- General appeals
- Running costs of the projects (wages, electricity etc.)
- Activities where other funding is clearly available
- Servicing of debt
- Training
- Developments which are the responsibility of Government Departments, e.g. Dept. of Education or Dept. of Health.

Levels of Support

The level of Fund contribution under the Scheme will depend on a range of factors, including type of project, availability of other sources of funding, and the overall number of applications seeking funding under the Scheme.

Groups may choose to combine funding from the scheme applied for with other sources of financial assistance. However, the fund will not become a substitute for other existing funding programmes. In all cases, applicants seeking funding will be required to generate an element of local matching funding and evidence of this funding will be sought from applicants.

When substantial capital projects are proposed, confirmation that all the required funding has been secured (i.e. letters of offer from agencies, bank statements showing own funds etc.) must accompany the application.

Where the applicant is not registered for VAT, contributions can be paid on costs inclusive of VAT.

Fund contributions will be paid *retrospectively*, on submission of paid invoices.

Minimum Fund Payable

The minimum contribution payable is €10,000. The Council's contribution cannot exceed 50% of the total cost of the project. **Due to the demand for the Fund the amount allocated to any project is normally significantly less than the maximum possible.**

General Conditions

The following conditions will generally apply for the receipt of a contribution under the Scheme:-

- The proposed development shall comply, if applicable, with all requirements in relation to Planning, Building Regulations, Health and Safety, and Fire Codes.
- Applicants will be required to provide evidence of their financial standing and their ability to manage any facility provided on implementation of their proposal.
Evidence of title to site and evidence that all necessary statutory and other approvals are in place must be submitted with the application.
- Changes to the project, as 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 contribution.
- Where 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% of the total cost then the contribution will be reduced to 50% of actual cost.
- 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.
- Should the development be sold by the 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.
- Fund contributions must be taken up **within eighteen months** of notification by the Council to the applicant of allocation of contribution.

Selection Criteria

The criteria which will be applied by Cork County Council when assessing applications are:

- Projects must not compete with privately run projects of similar type and serving the same catchment/market.
- The extent to which the proposed projects relate to an identified need and are likely to bring direct benefit to the priority areas/ groups.
- The extent to which the projects incorporate sound community development practices and principles.
- The capacity of applicants to implement the proposal.
- The extent to which the proposed expenditure is complementary and additional to current statutory support (i.e. that it will not become a substitute for existing funding).
- The local contribution towards the project (in terms of finance, time, personal commitment, other in-kind contributions).

Drawing down contributions:

Invoices and receipts corresponding to the total project cost must be submitted when claiming payment of the approved contribution. The Council's contribution will only be paid on completion of the project. A Fund contribution cannot be paid where the applicant is in arrears of Rates. The Council reserves the right to inspect a completed project prior to payment.

Tax Clearance Procedures

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.

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. MUNICIPAL DISTRICT COMMUNITY CONTRACTS

The Community Contract is an opportunity for local communities to work with Cork County Council on local works and projects - agreed with 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.

If you have not previously received funding under a Community Contract 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 understand of what is involved in undertaking a contract.

Levels of Support

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. 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. The maximum value of any

contract will not exceed €20,000. It is envisaged that the minimum value of any contract will not be less than €1,500. 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.

Drawing down contracts:

Once the Area Engineer has certified that works are completed the amount awarded will be paid. Payments may be paid in instalments.

Indemnity

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 also ensure that adequate Health and Safety training is provided, risk assessments undertaken as required etc. and procedures for safe work methods are implemented. While the Council does not require copies of these insurances, this does not exempt the firms or groups from their insurance requirements, nor does it exempt the group which is receiving Council support from its responsibility to ensure the works and groups/firms carrying out the works are adequately insured.

Tax Clearance Procedures

A current tax clearance certificate from the Revenue Commissioners will be required when the applicant is requesting draw down of the amount approved. 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. If your group is not VAT registered, we then award a Contract based on cost inclusive of VAT.

3. MUNICIPAL DISTRICT AMENITY FUND SCHEME

The Amenity Fund Scheme provides for 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 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 project type, overall demand for funding as well as other funding sources and ability to deliver proposed project by your group.

Eligible projects

Examples of projects that will be considered for support include:

- Tidy town projects
- Festivals
- Amenity improvements
- Equipment purchase
- Projects may also include building and improvement of facilities.

Ineligible projects

Examples of ineligible projects include:

- Organisations or groups funded by the Amenity Fund (previously Grant) Scheme for three consecutive years (with the exception of Tidy Towns Committees and festival organisers).
- Proposed projects which have already received Cork County Council funding in the current year.
- Groups or organisations already receiving funding from HSE or Department of Education.

- Project running costs (wages, electricity etc.)
- Commercial projects.
- Proposals from individuals.
- Projects that directly compete with privately run projects in the same community.

Levels of Support

The level of contribution under the Scheme will depend on a range of factors, including type of project, availability of other sources of funding, and the overall number of applications seeking funding under the Scheme.

Contribution Payable

The maximum possible amount available from the Amenity Fund for a project with a total cost of up to €7,000 is the lesser of €5,000 or 75% of the project cost.

The maximum possible available for a project with a total cost between €7,000 and €20,000 is the greater of €5,000 or 50% of the cost of the project.

However, 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.

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.

General Conditions

The following conditions will generally apply for the receipt of a contribution under the Scheme:-

- The proposed development shall comply, if applicable, with all requirements in relation to Planning, Building Regulations, Health and Safety, and Fire Codes.
- Applicants will be required to provide evidence of their financial standing and their ability to manage any facility provided on implementation of their proposal. Evidence of title to site and evidence that all necessary statutory and other approvals are in place must be submitted with the application.
- Changes to the project, as 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 contribution.

- No additional allocation will be made in the case where project cost exceeds the original estimate.
- Where 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 actual cost.
- 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.
- Should the development be sold by the Organisation for profit within five years, from the date of payment of the Council's contribution, the Council will insist on repayment of any contributions paid from the proceeds of the sale.
- Fund contributions must be taken up **within twelve months** of notification by the Council to the applicant of allocation of contribution.

Drawing down contributions:

Invoices and receipts corresponding to the total project cost must be submitted when claiming payment of the approved contribution. The Council's contribution will only be paid on completion of the project. A contribution cannot be paid where the applicant is in arrears of Rates. The Council reserves the right to inspect a completed project prior to payment.

Tax Clearance Procedures

If the amount awarded is €1,000 or more your group must show that it has Tax Clearance. 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.

If your group is not VAT registered, we then award a contribution based on cost inclusive of VAT.

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 groups from their insurance requirements, nor does it exempt the group which is receiving the Council contribution from its responsibility to ensure the works and groups/firms carrying out the works are adequately insured.

Municipal District Community Fund Scheme 2017 – 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 FRIDAY 17th OF FEBRUARY 2017

MUNICIPAL DISTRICT OFFICES

Ballincollig Carrigaline
Floor 5
County Hall
Cork

Blarney Macroom
Council Offices
Town Hall
Macroom
Co Cork

Cobh
Council Offices
Carraig House
Cobh
Co Cork

Bandon Kinsale
Council Offices
Municipal Hall
Kinsale
Co Cork

East Cork
Council Offices
Youghal Road
Midleton
Co Cork

Fermoy
Council Offices
Charleville
Co Cork

Kanturk Mallow
Council Offices
Annabella
Mallow
Co Cork

West Cork
Council Offices
Kent St
Clonakilty
Co Cork