



English Version

**Comhairle Chontae na Gaillimhe
Scéimeanna Tacaíochta Pobail 2017
Treoirínte d'Iarratasóirí**

**Galway County Council
Community Support Schemes 2017
Guidelines for Applicants**

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

*Tá leagan Gaeilge den fhoirm seo ar fáil ach í a iarraidh
Tá míle fáilte an fhoirm seo a líonadh i nGaeilge*

Introduction

As part of our commitment to supporting local community and economic development, social inclusion and age friendly communities, Galway County Council has launched its Community Support Schemes for 2017. This funding is available to support community and voluntary groups wishing to undertake job creation, heritage or amenity type community initiatives in their areas. Furthermore Galway, West of Ireland has recently been successfully awarded the European Region of Gastronomy Designation for 2018 and we welcome applications for projects that support this designation. Projects that are in line with the Bid Book (available on www.galwaygastronomy.ie) that deliver on the Objectives and/or Focus Areas will be given additional marks, particularly if they can be built upon and become part of the Galway, West of Ireland European Region of Gastronomy Programme 2018. It should be noted that there are limited resources available under these schemes in 2017, therefore the majority of financial awards will be of a small scale.

What is the purpose of the Support Schemes?

The purpose of the support scheme 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, Social, Heritage, Cultural and Irish Language aspects of their surrounding areas.

Who should apply?

Any Community, Arts, Cultural, Heritage, Food, Irish Language and Voluntary or Sporting groups operating in County Galway (excluding the City) may apply. Schools are included in the heritage grant. This year we are welcoming initiatives and projects that support the 2018 designation Galway, West of Ireland has as a European Region of Gastronomy. See note below. Priority will be given to Groups who are members of the Public Participation Network (PPN).

What types of proposals are considered?

Support Scheme for Community Based Economic Development 2017

This scheme offers financial support for innovative economic actions especially those that create employment opportunities, or enhance economic self-sustainability in local areas and assist social inclusion activities. Assistance is available to Community, Heritage and Voluntary Groups involved in the promotion of local economic development. Galway County Council would particularly invite applications under the following themes:



1. Support for Community Enterprise or Economic Development Projects (up to max 50% funding rate)

The types of initiatives that are funded through this scheme would be;

- Development of small business or enterprise units or serviced industrial sites by community groups where such enterprise facilities are otherwise unavailable.
- Provision of enterprise support services by community and voluntary sector that create employment in their local area.
- Provision by communities of support mechanisms that assist unemployed persons in their community secure sustainable employment.
- Funding towards the marketing, overhead costs of events or shows, development of farmers or community markets.

2. Support of Tourism activities/events/facilities by community organisations (up to max 50% funding rate).

Projects/events managed by community groups that support tourism growth will be supported.

3. Support of Community Events that generate Economic Development/Activity. (up to max 50% funding rate)

Funding towards the marketing, overhead costs of events or shows, development of farmers or community markets and tourism based festivals.

4. Support of Tourism activities/events/facilities by community organisations (up to max 50% funding rate).

Projects/events managed by community groups that support tourism growth will be supported.

5. Initiatives and projects that support the 2018 designation Galway, West of Ireland has as a European Region of Gastronomy (up to max 50% funding rate)

Galway, West of Ireland has been designated as a European Region of Gastronomy in 2018, the first such designation a region within the island of Ireland has received. The European Region of Gastronomy designation aims to contribute to a better quality of life in European regions, by highlighting distinctive food cultures, educating for better health and sustainability and stimulating gastronomic innovation. Moreover the award provides Galway, West of Ireland with an excellent opportunity to build on the strong reputation and the excellent name it has in terms of it being a destination, by building its gastronomic profile further nationally and very importantly internationally. Five key focus areas for Galway, West of Ireland were agreed for our bid book/programme entitled 'From the Ground Up - Feeding our Future' and these are;

- Education and Health
- Linking Urban/Rural
- Cultural Diversity
- Sustainability and Feeding the Planet
- Supporting SMEs and Innovation

For further information on the European Region of Gastronomy please visit www.galwaygastronomy.ie and <http://europeanregionofgastronomy.org>.



Support Scheme for Community Based Activities, Amenities and Services 2017

This scheme aims to support the improvement of community amenities and services. Proposals which may qualify for funding under this scheme include the improvement of community facilities, the protection or improvement of natural or man-made amenities or enhancement to the appearance of the natural or built environment. Assistance is also available to community groups who promote interest, education, knowledge, and pride in, and facilitate appreciation and enjoyment of the heritage and Irish Language in County Galway. Galway County Council would particularly invite applications under the following themes:

1. Upgrading of Community Facilities – Accessibility, Fire Safety and/or Energy Efficiency works only (up to max 50% funding)

Renovation, refurbishment or upgrading of community facilities involving adapting community facilities for Universal Access and/or fire safety improvements and/or energy efficiency measures. . This year, in addition to alarms for fire safety purposes, security alarms for community facilities will be eligible to apply if the application is in conjunction with one of the three priorities (Accessibility, Fire Safety and/or Energy Efficiency). CCTV schemes and cameras will not be eligible for funding.

2. Support for Community Tidy Town Initiatives and Community Amenity Projects (up to max 50% funding)

Small scale funding supports will be provided to community groups implementing Tidy Towns activities. Only Tidy Towns groups who enter in the national Tidy Towns competition will be eligible to access the Tidy Towns Grants. In general, funding will only be available for development work, not general maintenance such as grass cutting etc. The Council will assess each application on its merits and groups must demonstrate that the actions they propose are in line with the Tidy Towns report or part of a planned programme.

Small scale funding supports will be provided to community groups other than Tidy Towns Committees for developing amenities in their area. Projects in this area could include developing community garden/amenities, walking routes, trails, information boards, landscaping, planting etc. Funding will only be provided for community amenity projects that are for development work not maintenance.

3. Social Inclusion Activities, Services or Equipment (up to max 75% funding)

This funding provides support for community & voluntary groups to carry out activities or services to help disadvantaged or excluded groups. Examples of excluded groups include Young Persons, Older Persons, the Unemployed, Lone Parents, People with a Disability, Lesbian, Gay, Bisexual & Transgender (LGBT) Community, Ethnic Minorities etc. You must state how the people or groups will benefit from your proposal. Purchase of equipment will be considered if it is demonstrated that it will benefit one or more of these disadvantaged groups. Funding to hold a Bealtaine event can also be included. Funding for refreshments will not be considered in any application. Social outings such as day trips or lunches will not be considered.



4. Initiatives, projects or programmes to increase participation in Sport or Physical Activities (up to max 60% funding)

This funding will go towards:

1. Initiatives, projects or programmes that are clearly aimed at increasing participation in sport and physical activities amongst the population in your area who are inactive.
2. Particular emphasis on Women & Young Women, Older Adults, People with Disabilities, Unemployed persons, Ethnic Minorities & Persons from Disadvantaged areas.

Examples;

- (a) Summer camps for children
 - (b) Programmes of activities/exercise over a specified period (6, 8 or more weeks) in **any** sport or physical activity.
 - (c) Activities organised between local schools and clubs/organisations.
 - (d) Volunteer Training **excluding** Child Protection courses, First Aid courses.
3. Purchase of equipment, but only where this is part of and required to undertake a particular sport or physical activity project/programme.

Ineligible applications;

The following will not be funded under this funding:

- (a) Capital projects – buildings, facilities or refurbishments for each.
- (b) Day to day running costs or annual operational costs – insurance, affiliation fees, venue hire etc.or sports clothing
- (c) Entry fees to competitions.
- (d) Trips abroad for teams/individuals (in competition or other).

5. Support for Arts and Cultural Activities of Community and Voluntary Organisations

Using the Arts Act Support Scheme, Galway County Council will support events or activities of community and voluntary organisations which stimulate public interest in the arts, promote the knowledge, appreciation and practice of the arts, or assist in improving the standards of the arts in County Galway.

6. Support for Arts and Cultural Activities of Professional Arts Organisations

Using the Arts Act Support Scheme, Galway County Council will support events or activities of professional Arts organisations which stimulate public interest in the arts, promote the knowledge, appreciation and practice of the arts, or assist in improving the standards of the arts in County Galway.

7. Support for Heritage Activities of Schools, Heritage, Cultural Heritage and Community Organisations

Projects which demonstrate heritage best practice that can be replicated elsewhere in the county, have significant community involvement and show innovation will be considered for funding.



8. Support for initiatives/activities of Schools, Community and Voluntary Organisations promoting or increasing the use of the Irish Language

Innovative projects specific to the promotion of the Irish Language or increasing the use of the Irish Language will be considered for funding. Unfortunately Seachtain na Gaeilge activities cannot be considered due to approval time frames. Applicants are reminded that the funding available in this area is small so projects that target an increase in the use of Irish will receive priority.

How much is funded?

Funding support may be awarded up to a maximum of 50% funding rate. Where it can be demonstrated that a higher percentage is needed to deliver projects, and the projects are deemed by the CEED unit to warrant funding at a higher percentage, the Council may at its discretion provide a higher level of funding e.g. up to 75% funding. Groups must demonstrate genuine justification for requesting funding at a higher rate than 50%. So for example if the proposal is estimated to cost €2,000, the maximum amount that will be funded normally is €1,000 unless justification is given as to why the funding rate should be higher. When applying for funding under the Community Support Schemes you must be able to show how the remaining costs of the proposal will be funded and provide details of other funding sources. For the Heritage category allocations are based on a contribution to the application rather than on a percentage rate.

How will my application be assessed?

Your application will be assessed based only on the information provided on or with the application form. You are also encouraged to include documentation with your application to support any information given. A working group within the unit will assess your application and grade it with the following assessment criteria.

- If relevant does my project create/sustain employment in my area?
- How does the project contribute to greater social inclusion in your area?
- Does the Project contribute to the Arts, Heritage or to the Culture in the area and adhere to best practice?
- Does this project increase the range of community services in your area?
- How does the project adhere to the principles of best heritage practice?
- What is the overall quality of your application?
- Have you provided evidence of your group having, or being able to provide, matching funding?
- Have you shown that your group has the ability to deliver the project you are proposing?
- Have you included supporting documentation where it is relevant (community plans, evidence of insurance, consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland, quotations to justify the costs you have included in your application)?
- What groups in your area will benefit from this project? (i.e. young people, children, older people etc and why are these groups a priority for your community group)
- How your proposal will help achieve the overall objectives of the funding scheme.



How will I know if my group has been successful?

The Community, Enterprise & Economic Development Unit of Galway County Council will formally write to your group letting them know if the application has been successful or not and will indicate the level of support on offer and conditions attached. The funding must then be accepted formally in writing within 10 days of receipt of the approval letter.

If my group is successful how do I draw down the grant?

1. You must carry out the project or proposal first.
2. You must then submit your claim 12 weeks from the letter of offer date (This deadline date will be included in the letter if your application has been successful). This claim will include:
 - Receipts for the full costs
 - Evidence of public liability insurance with Galway County Council named as an indemnified party
 - Other documentation which will be notified to you at approval stage.
3. Funding not claimed by the agreed deadline will be **cancelled**.

What else do I need to include with the application?

Please see attached checklist of items to include with your application form. Incomplete applications or failure to include all necessary documentation will result in your application not being considered for funding.

Where do I send the completed application?

Please send completed application forms to:

Community Support Schemes, Community, Enterprise & Economic Development Unit,
Galway County Council, Prospect Hill, Galway.

You may also submit a scanned version of the application by email (no greater than 3MB and PDF only) but it must be signed by an authorised officer in your Group. The email address is communitysupportscheme@galwaycoco.ie

Note:

1. We advise groups to keep copies of all documentation submitted as we cannot be held responsible for any documentation that goes missing in transit.
2. We would encourage you to submit your application in advance of the closing date.
3. Further information on Galway, West of Ireland 2018 European Region of Gastronomy designation is available on www.galwaygastronomy.ie.

For further information or assistance in completing the application form, please contact the Community, Enterprise & Economic Development Unit on Tel: (091) 509521 or E- mail: communitysupportscheme@galwaycoco.ie

Application forms may also be downloaded from

<http://www.galway.ie/en/Services/CommunityEnterpriseEconomicDevelopment/FinancialSupports/>

Closing Date for Completed Application Forms is 4.00 pm, Thursday 23rd February, 2017



Application Checklist	
1.	Application Form fully completed & signed
2.	Evidence of Public Liability Insurance for any one claim and Galway County Council indemnified
3.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal(if relevant)
4.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland
5.	Evidence of Land Ownership/Permission to use land (If relevant)
6.	Copy of relevant quotations of all costs specified on section 3 of application
7.	Details of any planning permission sought and/or agreed/proof of exemption(if relevant)
8.	Evidence of capacity of group to deliver the project on time
9.	Any relevant further information on the activities of your Group in support of your application (annual report, leaflets)
10.	Evidence of matching funding required for proposal for example current bank statement
11.	Tax reference number or CHY number
12.	Child Protection Policy if you are organising an event or programme that involves children (Advice is available from the CEED Unit if necessary).

Conditions Relating to Community Support Schemes 2017

1. For proposals to qualify under the scheme, the facilities / service to be provided must be available for the use and enjoyment of the general public at all reasonable times, either free of charge or subject to moderate charges to cover any management and maintenance costs, Satisfactory arrangements for future management and maintenance of the facility must be made by the Group.
2. All works should be compliant with Public regulations i.e. Planning Law, Fire Safety Requirements, Health & Safety Requirements and Universal Accessibility. Written evidence should be supplied unless otherwise exempted.
3. Written consent from landowners / property owners will be required for any works undertaken.
4. Confirmation of necessary consents required under heritage legislation such as National Monuments and National Parks and Wildlife or the National Museum of Ireland.
5. Proposals involving landscaping / public space works / works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.
6. All projects must have evidence that adequate and comprehensive Public Liability insurance. Galway County Council accepts no responsibility and concedes no liability in respect of any accident, injury, or damage to property or person however arising regarding any incident, occurrence or claim which may take place. For outdoor events groups should have Public Liability Insurance for a minimum of €12.7 million. **Groups awarded financial support will have to provide specific indemnity for Galway County Council on their**



Insurance policy in respect of their project. All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding.

7. Due to constraints on the level of resources available under these schemes, Galway County Council is limiting the number of financial awards that can be accessed by a single group. Therefore only **one** application per group will be considered.
8. In the case of capital works, groups will have to provide a certificate of completion and confirmation of the value for money achieved from an appropriate qualified person, (engineer or architect). The costs of this, if any, will have to be borne by the group.
9. Each year the Council receives more applications than we can fund. This means that we have to prioritise the application according to our objectives. These objectives include promoting social inclusion, community development, job creation, initiatives and projects that support the 2018 designation Galway, West of Ireland has as a European Region of Gastronomy, Food, Culture, quality standards and health and safety of the built environment.
10. All applicants are required to furnish 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 www.galwayrosccommon@revenue.ie
11. Galway County Council must be satisfied about arrangements for the future maintenance of the projects we fund. 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. 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.
12. The support from Galway County Council must be acknowledged in any publicity material produced in regard to the Project. This will involve including the Galway County Council Logo on any printed/promotional material associated with the project.
13. Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place (advice is available from the CEED Unit if necessary).