



Comhairle Contae Thiobraid Árann
Tipperary County Council

Community Recognition Fund 2024
Window 3

Information for Applicants

Deadline to apply is 4pm Friday 10th January 2025



**Rialtas
na hÉireann**
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040

Ár dTodhchaí
Tuaithe
Our Rural
Future



What is the Community Recognition Fund?

The Community Recognition Fund was first introduced in 2023 to recognise the huge efforts made by communities in welcoming and hosting significant numbers of arrivals from Ukraine and other countries. Through the 2023 allocation, funding of €997,861 was allocated to towns and villages across County Tipperary.

Based on the continued impacts on communities, the Department of Rural and Community Development in conjunction with Tipperary County Council allocated a further €987,845 to towns and villages in 2024 under window 1. Funding under window 2 is being combined with window 3 which now amounts to €404,317.30 left to be allocated.

Who can apply?

Community groups and organisations and the local authority itself in conjunction with or on behalf of the community.

What areas can apply?

Funding is targeted at communities, villages and towns where the highest level of new arrivals are located or areas that have seen an increase in new arrivals in the last 6 months.

Under the Department's guidelines, only new arrivals currently residing in communities can be counted and not projected or planned arrivals.

Under Window 3, proposals from the following areas will be prioritised:

- Roscrea
- Thurles
- Clonmel
- Carrick on Suir
- Dundrum
- Nenagh
- Borrisokane
- Cahir

Applications from other areas **may** be considered if it can be demonstrated that there is a high level of new arrivals living in the area.

If you are applying from an area not listed above please give as much information on the numbers of new arrivals living in your area from the Ukraine and other countries.

How much can you apply for?

- The minimum level of funding for an individual project is €50,000. It is anticipated that successful projects will be awarded between €50,000 - €60,000.
- Smaller projects cannot be artificially combined to meet the minimum threshold of €50,000.

What can be funded?

The type of projects eligible for funding are:

- Development, enhancement or refurbishment of community or cultural facilities including play areas, walkways, parks, community/sensory gardens, allotments, and recreational areas
- Development, enhancement or refurbishment of local club and sports facilities including facilities such as community swimming pools, changing rooms, toilets, digital aids such as score / information boards etc.
- Enhancement to school/parish facilities which are open to use by all of the community after school hours
- Purchase of equipment for local clubs, festivals, community events and organisations e.g. music, arts or sports equipment
- Transport infrastructure such as the purchase of community vehicles, bus shelters and attendant information boards; (any vehicle funded must be in good condition and not more than 5 years old)
- Projects that help address dereliction and/or wider local economic and community development objectives
- Purchase or land or vacant buildings in conjunction with the local authority to develop community facilities refurbishment of vacant or derelict buildings for community use where a clear need is identified.
- Purchase of land and associated works for the development of community facilities such as play areas/ MUGAs or town parks/ community gardens, recreational areas etc. (purchases must only be administered by the local authority).

What is not funded?

The following is not eligible for funding:

- Ongoing operational or running costs.
- Consultancy type fees e.g. solicitor fees, engineering fees
- Projects with no community benefit
- Projects located in areas with no or low levels of new arrivals living in them.

How do I apply?

- Applications are through our online portal [submit.com](http://www.tipperarycoco.ie). You will find the link on <http://www.tipperarycoco.ie/crf>
- If your group or organisation does not have an account then you will need to set one up
- You can save a draft of the application and come back to it at another stage but it must be submitted by the deadline of 4pm Friday 10th January 2025. We will not accept applications still in draft format after this date.
- All communication will be through this portal which will send you emails with updates.

What do I need to include with the application?

1. A quotation for the project. If the project includes more than one element, include a quotation for each element of the project.
2. The X-Y coordinates of where the proposed project will be based. See [A Simple Guide How to find X Y Co-ordinates](#)
3. Proof of the group's **ownership** of the land or a **lease agreement** with the owner for at least 5 years from the date of final payment of grant aid or commissioning of the project, whichever is longer.
4. Grant of planning permission if required
5. Where there is a doubt as to whether planning permission is required or not a section 5 exempted development certificate should be included indicating that the development is exempt from planning permission. Please email planning@tipperarycoco.ie for more information or phone 0818 06 5000.

We applied previously so can we apply again?

- Any community group or organisation in an area with high levels of new arrivals living there can apply.
- Groups that have not previously been funded may be prioritised over groups that have been allocated funding previously.
- If you were previously unsuccessful with your application and wish to apply again you must **make a new application** with the required documentation.

What is the deadline to apply?

The deadline to apply through submit.com and to upload any required documentation is strictly **4pm Friday 10th January 2025**.

How will the application be assessed?

Inevitably we will receive more applications than we can fund, therefore we will have to score the applications. We will be looking at the following:

1. Is the proposal based in an area with a high volume of new arrivals?

- ✓ Does the area have a high volume of Beneficiaries of Temporary Protection?
- ✓ Does the area have a high volume of International Protection Applicants living there or
- ✓ Are there high volumes of new arrivals living in other types of accommodation e.g. the offer a home scheme.

2. Strength of the proposal:

- ✓ Does the project address a gap in the community?
- ✓ Has community consultation taken place identifying the need?
- ✓ Does the project represent value for money?

3. Capacity of the group to deliver the project:

- ✓ Is there a strong committee in place to see through the delivery of the project?
- ✓ Is the group capable of meeting all the requirements of the grant e.g. procurement, project management, financial management?
- ✓ Does the group have match funding in place if the grant does not cover the full costs? This match funding cannot be from another Government grant.
- ✓ Is the project ready to be delivered? Is planning permission in place if required and are the ownership or lease documents available?
- ✓ Can the group get the project delivered by the deadline?

When will I find out if we have been successful?

- The applications will be assessed by an evaluation committee and shortlisted.
- These shortlisted applications will be submitted to the Department of Rural and Community Development at the end of January 2025 for their approval.
- We anticipate that the Department will notify us of the successful applications in March / April 2025 and we will contact you then.

What happens if my project is successful?

1. The group will be required to accept the provisional offer of the grant and sign a funding agreement.
2. You will then need to carry out the procurement process i.e. seeking quotes in writing (electronic or hard copy) from at least 5 suppliers.
3. Once the procurement details have been uploaded and reviewed by us you will be approved to proceed with the works if we are satisfied that all is in order.
4. **No works should take place until this formal approval is given.**
5. Once you have carried out the works you will be invited to drawdown the grant and upload the following:
 - a. Invoices & receipts for all expenditure
 - b. Evidence of payment i.e. bank statement showing expenditure
 - c. Photographs of completed works
 - d. A completed case study detailing the work carried out and the benefit to the community
6. You will be issued with an Acknowledgement of Funding Sign to erect at an appropriate location.
7. A site visit will be arranged to inspect the works and the sign.
8. The grant may be drawn down in stages, however all of the grant must be drawn down by **30/06/2026**.

Can we get paid the grant in advance of the works taking place?

- No, the expenditure must be incurred first by the group or organisation in order to draw down the grant.
- Some groups may be able to apply for a bridging loan from a financial institution to help with cashflow.
- You may be able to drawdown the grant in stages rather than waiting for all the expenditure to happen.

Contact Details for Help

If you need to contact us for help or advise please:

Email: ecrdgrants@tipperarycoco.ie

Phone: Valerie Kavanagh on 052 6166221 or
Elaine O'Driscoll on 052 6166215

Terms and Conditions

The grant is offered subject to the following conditions:

Grant drawdown will be paid as per the scheme outline with the following documentary support required:

1. The application form.
2. Procurement documentation, including;
 - a. requests for tenders or quotations,
 - b. tenders or quotations received,
 - c. tender report detailing how the tenders or quotations were assessed and the rationale for selecting the successful tender, and
 - d. where goods, services, or works are procured through existing frameworks, details of the framework(s) used.
4. Original or certified copies of invoices and receipts detailing the works carried out, or goods or services provided.
5. Proof of payment including bank statements.
6. Details of any other contribution from any other public funded scheme.
7. Documentary evidence (electronic or hard copy) of match funding received.
8. Tax clearance certificates of any recipients of onward transmission of funding, where the payments total €10,000 or more in a 12-month period or €650 for construction operations.
9. Evidence of ownership documentation and lease agreements.
10. A case study report including photos to demonstrate the project has been completed and may also be used for promotion purposes by the Department. Photos should also show that required signage has been erected to reference funding provided by the Department of Rural and Community Development.
11. Successful groups will acknowledge the support of Tipperary County Council and the Department of Rural and Community Development.

Detailed Terms & conditions

1. Grants should only be used for the purposes approved by the Department of Rural and Community Development and Tipperary County Council.
2. Organisations should have appropriate governance in place to oversee funds, manage procurement procedures and record all required documentation throughout the project
3. The recipient shall adhere to relevant EU and national public procurement requirements.

4. Any change in the purpose of the grant aid, change in key elements or re-allocation across key elements must be requested in writing and no changes should be made until the local authority requests and confirms permission of the Department for same
5. The project, and all approved elements of the project, must be completed and all drawdown claims submitted to the Tipperary County Council no later than **30th June 2026** unless otherwise agreed by the Council.
6. The Council may de-commit grant aid if the project, or approved elements of the project, are not completed by **30th June 2026**.
7. The Council may de-commit funding prior to **30th June 2026** if it considers the project cannot realistically be completed by this date.
8. The grant aided project must operate as approved for a minimum of five years following the date of final payment of grant aid by the Department or the final commissioning of the project, whichever is the longer.
9. The recipient undertakes to protect the State's investment and will not use it as security for any other activity without the consent of the Department.
10. The recipient shall ensure that all assets funded in whole or in part by the Community Recognition Fund 2024 shall be maintained in good order, repair and condition.
11. The recipient shall not dispose of grant aided assets within a period of six years from date of final payment of grant aid without prior approval of the Council and Department.
12. Assets purchased by the Community Recognition Fund 2024 shall not be hired out, pledged, mortgaged or charged for financial gain without prior approval of the Council and Department.
13. The recipient will facilitate a site visit to produce a report signed declaration confirming project elements approved by the Council have been completed
14. PROJECT IRELAND 2040 / OUR RURAL FUTURE BRANDING - Recipients will acknowledge the support of Tipperary County Council, the Department of Rural and Community Development, Our Rural Future and Project Ireland 2040 and any other applicable sources of funding in all public announcements (including online), advertising and signage, as appropriate, relating to the project.
15. The Council and the Department must be notified at least one month in advance of any opening of a funded facility/amenity.
16. The Minister and the local authority shall not be liable for any accidents, illnesses or claims arising out of any work grant aided by the Department.
17. The recipient shall retain and shall maintain all insurances adequate and necessary to operate and deliver the project.
18. If the project involves works on buildings or lands that are not owned by the recipient, a minimum five-year lease must be in place from the date of final payment of grant aid or commissioning of the project, whichever is longer.
19. If the project involves building, renovation or construction works, the recipient must meet all statutory requirements, including Health & Safety and ensure all necessary

planning requirements, permissions and consents are in place prior to commencing those works.

20. The recipient must ensure all relevant assurances are established in respect of tax compliance of contractors and suppliers and evidence of compliance must be provided at claim stage, as set out in Circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar Type Payments" and When is a Tax Clearance Certificate required? (revenue.ie)
21. Only non-recoverable VAT, that is where a recipient is not registered for VAT, is eligible for funding, and written confirmation must be obtained from the Revenue Commissioners and dated no more than three months prior to any expenditure claim.
22. The information supplied by the applicant group /organisation must be accurate and complete.
23. Misinformation may lead to disqualification and/or the repayment of any grant made.
24. All information provided in respect of the application for a grant will be held electronically. The Council and the Department reserves the right to publish a list of all grants awarded on its website.
25. The Freedom of Information Act applies to all records held by the Department and Local Authorities.
26. The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
27. It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
28. Evidence of expenditure, receipts /invoices must be retained and provided to the local authority or their representative if requested.
29. Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
30. Please ensure the application form is completed in full. Incomplete applications will not be returned for further information and will slow down the funding process.
31. In order to process your application, it may be necessary for Tipperary County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on <https://www.tipperarycoco.ie/sites/default/files/2023-11/ECRD%20Privacy%20Statement%202023.pdf>.
32. The recipient, Council and the Department agree that they are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation ("GDPR").