



Comhairle Contae Thiobraid Árann  
Tipperary County Council

TIPPERARY  
**LCDC**

Local Community Development Committee

Coiste um Fhorbairt Pobail Áitiúil  
Thiobraid Árann



# Local Enhancement Programme 2025

## Information for Applicants

Please read carefully

**Deadline to apply is 4pm Friday 28<sup>th</sup> February 2025**



Rialtas na hÉireann  
Government of Ireland

Ár dTodhchaí  
Tuaithe  
Our Rural  
Future



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development

## What is the Local Enhancement Programme?

The Local Enhancement Programme (LEP) provides funding to support community groups across Ireland.

The LEP is funded by the Department of Rural and Community Development (*the Department*) and administered by Tipperary County Council on behalf of the Tipperary Local Community Development Committee (LCDC).

Funding is targeted at communities to allow them to continue to provide valuable services to the people in their area particularly in areas most disadvantaged.

## Who is Eligible to Apply?

- Community & Voluntary groups and clubs in Co. Tipperary that are registered with Tipperary Public Participation Network (PPN).
- You can check to see if you are registered and get your PPN number here - <https://www.ppntipperary.ie/directory-test/>
- If you are not already registered with the PPN, you should register prior to applying - <https://www.ppntipperary.ie/register/>
- Your group must have a **bank account**.
- Please note that churches & schools may be eligible to apply under certain criteria. The funding for the project must benefit the wider public / community and not just the members of the church or school. You should give details on how this will happen on question 25 on the application form.
- The Chairperson, Treasurer or Secretary of the group / organisation should complete the application.

## What is funded?

There are two funding streams that groups can apply under:

### 1. Local Enhancement Programme – Capital Fund

This is funding to carry out necessary repairs and improvements to community facilities or purchase equipment. Examples include:

- Accessibility improvements
- Community amenities
- Development of youth clubs or facilities
- Development of sports/recreation facilities

- Improvements to town parks and common areas and spaces
- CCTV equipment
- Public realm improvements
- Street-scaping
- Development of play/recreation spaces
- Improving energy efficiency of community facilities to reduce ongoing costs
- Purchase of equipment
- Tables and chairs
- Tools and signage
- Lawnmower & canopies
- Purchase of laptops, tablets, printers
- Maintenance of premises, including painting and repairs
- Capital work to increase biodiversity, or to reduce the carbon footprint of a facility
- Cleaning equipment

**Grants under this scheme will typically be in the region of between €500 - €1,000.**

## **2. Local Enhancement Programme - Support for Running Costs**

This funding is aimed at supporting groups with their non-pay (wages, salaries & expenses) running costs for example:

- Energy costs (electricity & heating)
- Operating costs (existing rental/lease costs, insurance bills, refuse charges)
- Website Maintenance
- Audit & Accountancy fees

### **Please note:**

- Only costs from 1<sup>st</sup> June 2024 to 30<sup>th</sup> May 2025 are eligible
- Proof of these costs will be required at drawdown stage if your group is successful.
- Churches, schools and other similar type institutions are not eligible to apply under the Support for Running Costs fund.
- Grants under this scheme are likely to be in the region of between **€250 - €500\***

\*If a large number of applications under the fund for Support for Running Costs are received it is likely that the grants will be on the smaller scale

## What is not Funded?

The following expenditure is **not** eligible under either scheme:

- Any project not in keeping with the ethos of the Programme
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- Costs which are being paid for by another funder, government department or agency.

## Can I apply under both schemes?

Yes, eligible groups will be entitled to apply under both the capital and current funding streams.

## How will my Application be Assessed?

Inevitably we will receive a large number of applications. We will be taking the following factors into account:

### 1. Strength of the proposal:

- ✓ Will the proposal enhance the community facility or amenity?
- ✓ Is there a need for it?
- ✓ Is it addressing disadvantage in the area?
- ✓ Does the proposal represent value for money?
- ✓ Is the proposal in line with the goals of the Tipperary Local Economic and Community Plan (LECP)?
- ✓ For groups applying under the Support for Running Costs fund, we will look at the annual running costs of the group.

### 2. 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. project management, financial management?

- ✓ Does the group have match funding in place if the grant does not cover the full costs?
- ✓ Can the group get the project delivered and drawdown documentation submitted by the deadline of **Friday 26<sup>th</sup> September 2025**?

**3. Projects may also be judged having regard to how they:**

- ✓ Support local groups and clubs, which serve their communities;
- ✓ Increase the number people that can be supported by the group, including through accessibility improvements, new community integration measures or safety improvements;
- ✓ Invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- ✓ Reduce the annual running cost of a facility;
- ✓ Have a positive impact on the environment, for example, a reduction in energy consumption;
- ✓ Demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- ✓ Support the creation of a sense of place within the community including through the enhancement of the built environment;
- ✓ Address health and safety issues; and/or,
- ✓ Invest in technology which will be accessed by individuals and communities that are impacted by disadvantage.
- ✓ Work towards achieving the United Nations 17 Sustainable Development Goals. More information is available [here](#)

## How do I apply?

- Applications are through our online portal [submit.com](https://www.tipperarycoco.ie/community/community-enhancement-programme). You will find the link on <https://www.tipperarycoco.ie/community/community-enhancement-programme>

- Alternatively, for the **Capital Fund Application**: you can click on <https://submit.link/3jT> or scan the QR code



- For the **Support for Running Costs Application**: click <https://submit.link/3l4> or scan the QR code



- If your group or organisation does not have a submit account then you will need to set one up
- You can save a draft of the application and come back to it at a later stage but it must be submitted by the deadline of **4pm Friday 28<sup>th</sup> February 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 written quotation for the proposal or recent bills for running costs.
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. The groups PPN number.
4. Any other supporting information e.g. a bank statement show that funds are in place in the event that the grant does not cover the full costs.

### When will I find out if we have been successful?

- Inevitable we will receive a large volume of application that need to be assessed.
- The LCDC will submit the recommended list of grants to the Department for their approval. It is likely that they will announce details of successful applicants in **May**.
- **No works should commence or purchases made until you receive formal approval from Tipperary County Council after this announcement date.**

### What happens if my project is successful?

1. If successful you will receive a formal offer of funding from Tipperary County Council.
2. You will be required to accept this offer.
3. You can then proceed with the proposal.
4. Once the project is complete 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 / purchases.
5. The deadline for submitting the drawdown documentation is **Friday 26<sup>th</sup> September 2025**.
6. If any of the above is not adhered to your funding offer will be withdrawn.

## Contact Details for Help

**Email:** [ecrdgrants@tipperarycoco.ie](mailto:ecrdgrants@tipperarycoco.ie)

**Phone:** Niamh Savage on 052 6166206 or  
Valerie Kavanagh on 052 6166221

## Terms and Conditions of the Programme

- The applicant group/organisation does not have to be registered for tax purpose, however any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.
- Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.
- Written evidence of a valid insurance policy may be requested where relevant, during the applications review process.
- Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms. Where signage is developed it must acknowledge the contribution of the Department of Rural and Community Development.
- The Local Enhancement Programme will support groups, particularly in disadvantaged areas, to carry out necessary repairs and improvements to their facilities and purchase equipment.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Inaccurate or incomplete information may lead to disqualification and/or the repayment of any grant made.
- 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.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities, including applications received and any additional correspondence related to the application.

- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
- **No expenditure should be incurred prior to grant approval from Tipperary County Council - it is not possible to fund items purchased or works completed prior to acceptance of Letter of Offer.**
- Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC, the Department of Rural and Community Development, Tipperary County Council or any agent acting on their behalf if requested.
- Grant monies must be expended and drawn down by **Friday 26<sup>th</sup> September 2025.**
- Photographic evidence may be required to facilitate draw down of grants.
- Generally, no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
- 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/your-council/tipperary-county-council-privacy-statement>