

**An Rannán Pobail Cultúir agus Spóirt**  
Community, Culture and Sports Division



# Community Culture & Sports Division

## General Criteria for Groups Applying for the Community Funding Scheme

August 2018

# Section 1

## General Criteria for Groups availing of Funding:

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### The group must be:

- A community group located in / and or have a significant operation within the administrative area of Fingal
- Comprised of at least 80% Fingal residents
- Formally established for at least 12 months and if requested must produce documentary evidence
- Registered on the Fingal Community County Register
- A member of Fingal Public Participation Network

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### The group must:

- Describe in detail the project
- Demonstrate and identify the benefits of the project to the group and community
- Indicate expected targets/ outputs of the project
- Provide evidence of need assessment where appropriate

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### The group must provide:

- Evidence of its capacity to financially administer the project
- Details of Bank account in the name of the Group
- Evidence of ability to match funding and draw down funding
- Evidence of good practice in account and record keeping (please provide the name of the nominated Treasurer and a copy of the organisation's Financial Policy)
- A tax clearance certificate

#### *PLEASE NOTE*

- Any spending on the project before approval is not eligible and will not be covered by Fingal County Council
- Payment will only be made on receipts produced, which must be produced as evidence of goods/services purchased for items approved
- An application for funding does not guarantee approval of funding
- All projects must demonstrate value for money with details project costings and quotes

# 4

## Other Important Information

### Multi Funding:

A group may not apply for funding for the same activity from multiple sources within Fingal County Council.

### Insurance:

Should your application be successful, your group must provide evidence of adequate insurance and Fingal County Council must be indemnified to the minimum value of €6.5 million.

### Council Authorisation:

If the proposed project impacts on the work of any Department of Fingal County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.

### Branding:

Successful applicants will be required to acknowledge the financial assistance of Fingal County Council, including the display of the Fingal brand on all printed matter and social media. Reference must be made to Fingal County Council's support in any publicity relating to the project. Details of these requirements may be found here:

<http://www.fingal.ie/your-council/fingal-brand/>

### Eligibility:

The Community Funding Scheme is open to not-for-profit organisations, local community and voluntary groups. The following organisations are not eligible to apply however may be considered in the case of Special Category Funding i.e. *National / Regional / County Governing Bodies / For Profit Organisations / Statutory Agencies / Closed Membership Bodies.*

# Section 2

## Categories of Funding:

The Community Funding Scheme has 4 distinct categories.

I

### Community Activities Funding

The purpose of the Community Activities funding is to support community and voluntary groups to develop initiatives that support:

- Community group development
- Social inclusion initiatives
- Community events
- Environmental enhancement

II

### Sport Activities Funding

The purpose of the Sports Activities funding is to support community and voluntary groups to develop initiatives that support and promote sport.

III

### Summer Projects Funding

The purpose of the Summer Project funding is to provide a supervised programme of recreational and educational activities for young people during the summer period. Emphasis is placed on encouraging community involvement and promoting community development. Summer Project funding must include the following elements and may also include other activities, such as arts and crafts, drama, sports and other recreational events

- Community/civic awareness
- Environmental awareness
- Intercultural activities

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### Special Category Funding

From time to time Fingal County Council will administer Special Funding which is announced by Government Departments, National Bodies etc. This funding may have terms and conditions attached which are in addition to the criteria for Fingal County Council Community Activities Funding. This funding will not negatively impact other Community Funding Scheme funding. Details of this funding will be announced on our website.

## Items that ARE eligible under the Community Funding Scheme:

The Community Funding Scheme will consider items under the following broad headings

- Environmental Enhancement
- Transport
- Equipment
- Insurance
- Information Technology
- Community / Group Identity
- Publication / Printed Matter
- Community Events
- Group Training
- Professional Fees
- Equipment for Hire

## Items that ARE NOT eligible under the Community Funding Scheme:

The Community Funding Scheme will not consider the following items

- Ongoing administrative costs of the project / running costs / salaries
- Deficits and debts incurred from past activities
- Food / beverages
- Prizes / awards
- For profit activities
- Personal materials and equipment including Personal Protective Equipment not integral to the delivery of the project including sports strips and kits
- The promotion of religious or political beliefs
- Work that has already taken place, or for which a council order has already been placed
- Activities for which a statutory body is responsible
- Fundraising events or activities
- Participation in tournaments /competitions /events

*For a comprehensive list of eligible and ineligible costs please visit [www.fingal.ie](http://www.fingal.ie)*

## Funding amount available:

From the 1st August 2018, a group may apply under the Community Funding Scheme for 80% of the total project costs to a maximum of €2,000. Awards made will expire 12 months from date of approval and must be drawn down in full before applying for further funding.

In order to draw down funding, the group must submit receipts of approved expenditure for your project. 80% of the value of approved expenditure receipts will be reimbursed, up to the amount of the funding awarded.

*Examples of how the 80% rule is applied:*

- 1) A group awarded €2000 who submit €2500 worth of eligible receipts will draw down the funding awarded in full (80% of 2500 is 2000).*
- 2) A group awarded €500 who submit €500 worth of eligible receipts will draw down just €400 of the funding awarded (80% of 500 is 400).*

# Section 3

## How to make an Application:

Applications may be made on the Fingal County Council Community Funding Scheme application form and submitted online. You will receive formal acknowledgment of your application. Incomplete applications will not be considered.

Should you require any assistance in completing the online application, please contact [community@fingal.ie](mailto:community@fingal.ie)

## Closing date for receipt of applications is:

**Community Activity Funding** - this fund is rolling and has no specific closing date while funding is available.

**Summer Project Funding**- closing date for receipt of application varies from year to year and groups will be notified in early January 2019.

**Sports Activity Funding** - closing date for receipt of application is the 27th July 2018. This scheme will reopen on the 01st January 2019.

**Special Category Funding** - announced when available.

## Funding assessment and payment process:

All projects will be assessed on their own merit and on foot of the scheme criteria. The initial assessment and recommendation of applications will be made by the Community Culture and Sports Division. Applications will then be brought to the full Council Meeting for final approval. Applicants will be advised of their decision. Payment will be made on foot of eligible receipts provided on completion of the project and paid via electronic fund transfer only. Payment will only be made retrospectively.

### *Please Note*

- Receipt of application does not guarantee or constitute funding approval
- Applications will take several weeks to move through the funding and recommendation process
- Payments must be made to community groups and not to individual(s)
- To draw down funding, a group must provide eligible receipts as detailed on the previous page of this document.

*Groups who apply for Community Funding may receive information on further funding / events.*

*All funding applications are subject to approval by members of the Council.*

*Please contact the Community Office for any further information  
[community@fingal.ie](mailto:community@fingal.ie)*