**Guidelines**

**for**

**Drehid Grant Scheme 2018**

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**1.0 Guidelines for Drehid Grant Scheme**

**1.0 Introduction**

Kildare County Council and Bord Na Móna wish to invite applications for the Drehid Community Grant Scheme for 2018. The purpose of the scheme is to provide financial assistance to community organisations located within a 9km radius of the Drehid Facility to fund environmental, recreational and community projects which will mitigate the impact of the landfill facility on the local community.

**1.1 Important points to remember when applying**

The following must be adhered to:

Qualifying groups/organisations must be located or carry out the bulk of their activities within the defined area

All applications must be made on the official application form and submitted to the Council by email to drehidgrants@kildarecoco.ie or by post to Ciara Gallagher, Drehid Grant Scheme, Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co. Kildare by **5pm Friday, 6th April 2018. Late applications will not be considered.**

Recognition must be given to Kildare County Council and Drehid Waste Facility/ Bord Na Móna in any promotional material associated with the project. Please submit copy of documentation and photographs when submitting final report. Kildare County Council/Drehid – Bord Na Móna Plaques are available for collection from Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co. Kildare.

**If the group has not returned receipts for grants received in previous years any monies awarded will not be paid out until these have been reconciled. Please note submission of Invoices will not be accepted as receipts.**

A copy of the group’s bank/credit union details is required.

**2.0 Applications**

* Consideration will be given to applications for grant support for projects which are undertaken over a number of years or are going through a preparation, planning, design and implementation stages or are proceeding through a phased implementation approach e.g. building a community centre.
* Applications will be considered from groups who require matching funding to access national funding schemes such as the Sports Capital programme.

**2.1 Who/what is not included in the scheme**

* Grants are not available to individuals/organisations that are engaged in business for profit activities.
* Operational expenses e.g. rent, energy costs, insurance costs are not eligible for funding under the terms of the scheme
* Applications will be deemed ineligible if the application form is not fully completed
* Applications received after the closing date shall not be considered
* Expenditure incurred prior to grant approval will not be funded
* Residents Associations.
* Lawnmowers, annual plants, entertainment expenses, training costs, Christmas parties, outings, travel costs and clothing are not funded.

**2.2 Assessment & Appeal Process**

* Each application will be assessed against set criteria and allocated marks by the Drehid Community Liaison Committee. The final amount granted will be representative of the percentage of marks allocated to the applicant.
* Once assessment is completed recommendations will be sent to the Municipal Districts for approval.
* Applicants will be informed in writing of the decisions after the Municipal District meetings.
* Applicants may submit a written appeal on any decision notified to them by Kildare County Council. The Director of Community & Culture will review their application in consultation with the Drehid Community Liaison Committee. A decision on an appeal will be notified to each applicant within 2 weeks of receipt of appeal.

**2.3 Responsibility of Applicant**

* Groups availing of a grant must be formally established and must produce the following if requested:
* Articles of Association/Constitution or minutes of last AGM.
* Committee membership
* Income & Expenditure account
* Banking /Credit Union documentation
* Confirmation of registration from Governing Body if applicable
* Registration with PPN
* Insurance documents(If applicable)
* Tax clearance certificate for grants over €10,000
* All applications €1,499 or under must include 1 quotation. Applications for between €1,500 & €4,999 must supply 2 quotations. Applications for over €5,000 must include 3 quotations. Information/detail given to suppliers requesting a quotation must be identical and must be clear in the body of the quotation received.
* Submission of invalid quotations may affect the outcome of your application.
* All applicants requesting over €5,000 must supply a 3 year project plan.
* Grants over €5,000 will only be paid once the project has been completed and receipts submitted. Part payment will be considered on large projects where staged/phased work is required.
* Projects granted under €5,000 will receive their grant prior to spend. Any monies unspent must be returned to Kildare County Council.
* Applicants must provide information on who will manage the project and proof of experience of how the group have managed similar sized projects.
* Documentation, including photographic evidence, evidence of fundraising and other sources of funding, report & receipts must be produced as evidence of goods purchased, works carried out or contracts entered into.
* On completion of the project, official receipts marked “Paid” must be submitted with a full project report detailing how the grant was utilised and how it benefitted the group including photographs and a statement of income and expenditure. Invoices marked paid are not acceptable as receipts unless stamped paid with company stamp. Receipts must correspond with final quotation submitted for agreed work. Documentation must be produced by the agreed date for that year.
* All successful applicants will receive a **Letter of Award**. This letter, together with the Grant Agreement signed by the group at the time of application, constitutes a contract with the council.
* Groups awarded monies under €5,000 will be paid before works are carried out. For groups awarded over €5,000 monies will be paid out when receipts for completed work are submitted.

**3.0 General Information**

* Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future.
* If a proposed project impacts on the work of any department within Kildare County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
* In general, except in special circumstances, a group/organisation shall not receive a grant for the same purpose more than once in any twelve month period.