



## Carranstown Environmental Projects Grant Scheme

### Guidelines

PLEASE READ THIS SCHEME IN FULL BEFORE YOU SUBMIT YOUR APPLICATION

**ALL SECTIONS OF YOUR APPLICATION FORM MUST BE COMPLETED IN FULL OTHERWISE THE APPLICATION WILL BE DEEMED INVALID**

Grant aid is available to Voluntary and Community groups/organizations "...towards the provision of environmental improvement and recreational / community facility projects in the vicinity of the proposed waste management facility..." (Condition 7 of PL 17.126307)

#### 1. Aim

To identify appropriate environmental, recreational and community projects which will mitigate the impact of the waste to energy facility on the local community.

#### 2. Area's that qualify for the Grant Scheme (within County Meath only)

The local area to benefit generally from environmental community projects and works is determined by the committee as comprising of the town lands or part of the town lands hereunder as delineated within a 2.5km radius of the Indaver facility.

- Carranstown
- Caulstown
- Gafney & Gaffney Little (Julianstown and Duleek ED's)
- Annagor
- Platin
- Commons
- Donore
- Beaumont
- Crufty
- Kilsharvan
- Beymore
- Lagavorneen
- Knockisland
- Blackditch
- Newtown (Duleek ED)
- Staleen
- Clonlusk
- Bellewstown
- Rathmullan

All as delineated in red on Map No. 1 Appendix A and herein afterwards called 'Carranstown District'. The hatched area highlighted in map 1 attached to Appendix A further delineates locations proximate to haul routes serving the facility. Projects outside the area delineated may be considered by the ICLC and the Council at their absolute discretion taking into account the significance of such projects to local communities and the overall level of funding available in the relevant year together with the number and nature of other

applications on hand. A project's proximity and direct benefit to populations living within the hatched area highlighted in map 1 Appendix A, shall always be a material consideration in the disbursement of funding under the scheme.

### 3. What is the grant for?

#### 3.1 Amenity / Environmental Projects in public open spaces:

The scheme proposes to give grants to community groups engaged in environmental type activities in public open areas. Such activities may include:

- Tree/shrub planting
- Public area enhancement
- Hanging baskets/window boxes
- Installation of seats/picnic tables
- Name stones/welcome signs
- Purchase of gardening equipment etc.
- Creation of wildlife areas
- Heritage/restoration projects
- Environmental Protection

#### 3.2 Community Grants

The scheme proposes to give grants to community groups engaged in community and recreation activities and projects. **There must be a community gain element to these projects.** Such projects and activities may include:

- Upgrading / general maintenance of community facilities that are owned or leased on a long-term basis to the community.
- Community days/weeks
- Development of a local community owned newsletter / Publications
- Community Games events in the local community
- Social Inclusion Projects benefiting the community
- Sports Projects
- Community run Youth Projects
- Technical Assistance
- Community Festivals
- Equipment for community use excluding personal equipment. Personal equipment is defined as equipment that can be used by an individual for individual benefit e.g., personal laptops, football jerseys etc. as opposed to being available to the community at large
- Preparation of development and action plans for local groups, local research, feasibility studies and training.

**3.3 Match funding:** Applications will be considered from groups who require match funding to access national funding schemes such as the Sports Capital Programme.

#### Who can apply for the grant?

- Community Groups
- Residents Associations
- Community Youth Groups
- Tidy Towns Committees
- Charities working with community groups
- Sporting Organisations
- Schools Parents associations – Extra Curricular Community Activities only

#### 4. General Overall Criteria

- Projects must show community gain and fall within the scope of the Scheme.
- Incomplete applications will be deemed invalid and will not be considered.
- For projects exceeding €2,500, 3 official quotes must be submitted with your application or 5 quotes if for construction works. Otherwise, a minimum of 1 official quote must be submitted. Quotes must be on headed paper, include VAT numbers and items listed must relate to the project. (See No 11 below)
- In relation to Part D, copies of relevant leasing agreements and or deeds must be supplied.
- Groups / organisations must be located within the general vicinity of the Carranstown facility **or** must be of benefit of the residents who live within this vicinity **or** carry out the bulk of their activities within this area.

#### 5. Application Assessment

- Applications will be assessed based on an agreed set of criteria with the total marks available for any application being 1000 marks.
- Each application will be marked on the following criteria:
  - Project within the benefitting area **or** project not within the benefitting area but demonstrates a benefit to the community (100 marks)
  - Community gain (300 marks)
  - Value for money (200 marks)
  - Clear need/rationale for the project & climate relevance and impact (300 marks)
  - Does the group have all ICLC grants drawn down to date (100 marks)
- Each application will be assessed based on the information provided on the form therefore it is essential that all relevant/key information is submitted.
- Once applications are assessed, grant funding will then be allocated based on a priority basis.

#### 6. Group Registration

Groups / organisations availing of a grant must be formally established, and must produce at least one of the following:

- **Proof of Registration of the Meath County Council Public Participation Network PPN**
- **Articles of Association / Constitution and Minutes of last AGM**
- **Income and Expenditure Account**
- **Banking Documentation in name of Community Group**
- **Charitable Status Number**
- **Sports Exemption Number**
- **Confirmation letter of registration from Governing Body e.g. National Tidy Towns**

#### 7. Background Documentation

The following documentation, where applicable, will be required before claim of grant can be arranged.

- Documentation, including invoices and receipts, must be produced as evidence of goods purchased or of works carried out.
- Application for a grant must be made on the **official claim form**.
- Bank accounts must be in the name of the group.
- Full details of purpose of grant must be provided.

- If the proposed project impacts on the work of any Department of Meath County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
- Applications must be submitted prior to expenditure being incurred.
- Indaver Ireland Ltd and Meath County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
- 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.**
- Community Grants are not available to individuals / organisations that are engaged in business or for profit community activities.
- Evidence of fundraising and other sources of income must be included in the application.

## 8. Insurance

- The group shall obtain any necessary employers liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in by them under the terms of this grant. Each successful applicant must indemnify Meath County Council, Indaver Ireland Ltd and the Indaver Community Liaison Committee against any claim arising from the activities of the supported project now or in the future. **A copy of this insurance policy must be provided in order to draw down payment of grant.**

## 9. Tax Affairs

- It is the responsibility of the applicant group to ensure their tax affairs are in order.
- Any applicant approved must supply a current tax clearance certificate before grants can be paid. Tax clearance certificates are available from the revenue commissioners; information and relevant forms are available on [www.revenue.ie](http://www.revenue.ie)
- All Contractors employed by groups / organisations must also produce current tax clearance certificates

## 10. Annual Disbursement

- Applications will be sought from eligible groups on an annual basis.
- The total grant fund available will be determined as per the relevant planning conditions.
- Applications received after the closing date will not be considered.

## 11. Project Cost Requirements/ Quotations

- Up to €2,500 – Minimum of 1 individual Quote (For Goods/Services or Works)
- From €2,500 - €50,000 – Minimum of 3 Individual Quotes (For Goods/Services only)
- From €2,500 - €200,000 – Minimum of 5 quotes (For Works only)
- Over €50,000 – Prior Discussion with Meath County Councils Procurement Department re tender process involved is required (Contact 046-9097000)
- Quotations must be addressed to the Group applying for funding
- Quotations must be on Company Headed paper must include VAT Number.
- Quotations must be comparable i.e. the specification must be itemised in each quotation as sought by the Group and must be for the same quality and quantity of product

## 12. Project Costs

- All projects and funding for same will be considered individually on its merits by the Liaison Committee
- The committee reserves the right to modify these terms at their discretion.

## 13. Payment of Grants

- Meath County Council will facilitate the payment of the grants to successful applicants.
- 100% of the grant will be paid on completion of project to acceptable standard
- Groups must submit all receipts and required documentation, or they will be ineligible to apply for the grant in the future.
- Grants must be fully drawn within the year unless otherwise agreed whereby an extension of time application will be considered.

## 14. Appraisal Process

- The Indaver Carranstown Liaison Committee will appraise applications, as set out in section 5 above, and recommend funding accordingly. The decision of the Committee is subsequently approved by the Full Council of County Meath.
- Late applications will **not** be considered.
- Additional information may be requested from applicants during appraisal by committee.

# APPENDIX A

## Defined Scheme Map

