



Cork
County Council
Comhairle Contae Chorcaí



Cork County Council West Cork Islands Community Fund Scheme 2019

**The closing date for receipt of completed applications is
Thursday 18th April 2019**

Cork County Council is committed to supporting the West Cork Islands and is establishing an Island Community Based Grant Fund for 2019.

The aim of this scheme is to fund island community development with small scale capital and amenity projects with a minimum of €1,000 and a maximum of €25,000 per project to improve the range and/or quality of community based facilities on the Islands thus leading to a better quality of life.

This scheme will be administered by the West Cork Municipal District Office.

GENERAL TERMS & CONDITIONS

- Applications should relate to one or more of the strategic aims and objectives identified in the West Cork Islands Integrated Development Strategy and / or meet objectives as set out in the West Cork Municipal District Local Area Plan for Islands.
- Projects should provide the broadest possible benefits and all expenditure incurred should be project based.
- Full applications must be made in advance to the Municipal District Officer for West Cork and approved by Cork County Council prior to any works commencing.
- All applications received will be acknowledged.
- The information supplied by the applicant group / organisation must be accurate and complete.
- Misinformation may lead to disqualification and / or repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. Cork County Council reserves the right to publish a list of grants awarded on its website and other media outlets.
- The Freedom of Information Act applies to all records held by Cork County Council.
- The application must be signed Chairperson, Secretary or Treasurer of the group making the submission.
- It is the responsibility of each applicant group to ensure it has proper procedures and policies in place including appropriate insurance where relevant.
- If Planning Permission is required then it must be obtained before you apply for this fund.

- Priority will be given to projects where the applicant is in a position to commence the works.
- Please ensure, for projects in costing €5,000 to €10,000 that the application includes an estimate from at least one independent supplier. Projects costing in excess of €10,000 the application must include estimates from two independent suppliers.
- Where a contractor is appointed **it shall be the responsibility of the successful applicants to ensure** that all necessary consents are obtained and all relevant legislation and codes of practice, in particular those related to Health & Safety which apply to such work and / or approved schemes, are complied with.
- Cork County Council will fund a maximum of 75% of the project costs. The applicant group will be expected to fund the remaining 25% of the project costs via cash or contribution in kind.
- Grants will be paid retrospectively at the completion of the project on the provision of vouched expenditure receipts. Where this may present a difficulty for an applicant group alternative method of payment will be considered by the Council.
- Evidence of expenditure, invoices and receipts must be retained and provided to Cork County Council on completion of the project. Photographic evidence may also be required to facilitate drawdown of the grant.
- Grant monies must be expended by December 2019.
- Cork County Council's contribution to any selected project must be publicly acknowledged in all materials associated with the purpose of the grant including the use of the Cork County Council logo.
- Late applications will not be considered. Applications by post should allow sufficient time to ensure delivery not later than the closing date of Thursday 18th April 2019.
- Breaches of the terms and conditions of the grant scheme may result in sanctions including disbarment from future grant applications.
- In order to process your application, it may be necessary for Cork County Council to collect personal information from you. Such information will be processed in line with our privacy statement which is available to view on Cork County Council's website.
- **The Council's adjudication on the validity of any application for this scheme and any grant sum to be allocated on foot of an application shall be final.**

ELIGIBLE PROJECTS

✓ Eligible Proposals	✗ Ineligible Proposals
New facilities for communities particularly those that support the development and support of sustainable community.	The purchase of land or facilities
Improved facilities for communities particularly those that support the development and support of sustainable community.	Wages costs of operating projects and facilities
Purchase of Equipment	Commercial Projects
Improvements to local amenities	Proposals from individuals

Landscaping / Signage	Developments that are the responsibility of Government Departments or in receipt of funding from Government Departments
Tidy Towns Projects	Servicing of debt
Festivals	Proposals that compete with privately run projects of a similar type serving the same community / catchment area

SUPPORTING DOCUMENTATION TO BE SUBMITTED WITH YOUR APPLICATION FORM

- Proposals must comply with all requirements in relation to planning, building regulations, health & safety and fire codes if applicable. Evidence of compliance must be submitted where applicable.
- Applicants must demonstrate their ability to manage any project the subject of the grant application.
- Where partial funding towards larger capital projects is proposed, Cork County Council will require confirmation that all required funding has been secured. For example letters of offer, bank statements, financial statements, etc.
- Evidence to title to any site or premises, the subject of the grant application and all necessary statutory and other approvals are in place must be submitted with the application. For example a copy of lease agreements, title deeds, etc.

CONDITIONS TO BE MET BEFORE THE COUNCIL CAN APPROVE PAYMENT OF ITS CONTRIBUTION TO YOUR PROPOSAL

- The Council's contribution will only be paid once your proposal is fully complete. All proposals / projects will be inspected by the Council once complete.
- Paid invoices and receipts corresponding to the total project cost must be submitted before payment of the approved contribution can be made by the Council.
- Any subsequent changes to the proposal, from what was described in the original application, must be agreed in writing with Cork County Council in advance of work commencing. Failure to do so may jeopardise the payment of the Council's contribution.
- Where the actual costs incurred on completion of the project are less than originally estimated, the amount of the grant paid proportionally reduced in line with the lesser project costs.
- No additional allocation will be made in the case where the project cost exceeds the original estimate.
- The facilities to be provided should be generally available for the use and enjoyment of the general public or particular groups at all reasonable times either free of charge or subject to moderate charges.

TAX CLEARANCE PROCEDURES

- Applicants are required to ensure that they are tax compliant. The relevant information to facilitate tax compliance must be submitted when the applicant is requesting drawdown of the approved contribution. In certain instances tax clearance may not be necessary, e.g. Tidy towns and many sporting bodies.

INSURANCES / INDEMNITY

- All buildings must be covered by a fire insurance policy, which fully indemnifies Cork County Council.
- Applicants will be required to indemnify the Council against all and any claims arising from its involvement with the project.
- Applicants should have appropriate Public Liability Insurance and, where necessary, Employers Liability Insurance and should ensure that any Contractor employed by them has an adequate level of cover.
- While the Council does not require copies of these insurances, this does not exempt the firms or applicants from their insurance requirements, nor does it exempt the Fund recipients from their responsibility to ensure the works and groups/firms carrying out the works are adequately insured.

Please ensure that you are familiar with the guidelines before you begin filling in this form.

Cork County Council can only assess application forms that have been fully completed. Incomplete application forms will not be considered for funding.

Scoring Framework – West Cork Islands Community Fund Schemes 2018

The scoring framework below will be applied to all applications which meet the general eligibility requirements of the Scheme in order to ensure that successful proposals are of a high quality.

Selection Criteria	Detailed Outline	Max Score
Social / Economic Development Potential	<ul style="list-style-type: none"> • Does the project include activities that have clear positive social / economic impacts? • Does the project complement other Cork County Council or Government programmes and objectives? • Does the proposal add value to current initiatives? 	20
Strategic nature of the proposal and coherence with local area plans	<ul style="list-style-type: none"> • What evidence is there that the project proposal is in line with the aims and objectives of local area plans / County Development Plan / other local non-statutory plans? • Did the application seek input from other local community and /or business interests? 	20
Demonstration of need and potential	<ul style="list-style-type: none"> • Does the proposal include a clear statement of identified needs and the difference their project will make to the community? • Does the proposed plan of action address the needs identified? • Does the proposal show engagement with the other local community and/or business interests in the formulation of the project proposal? 	10
Realistic nature of the proposal?	<ul style="list-style-type: none"> • Are a clear set of defined outputs and outcomes included in the proposal? • Has a delivery mechanism been identified? • Is there a process in place to measure outcomes and impact of the proposal over time? • Is there a plan for the future maintenance of the proposal (if appropriate) 	25
Value for Money	<ul style="list-style-type: none"> • Extent to which projects are clear and include targets, realistic costing and timescales. • Clear rationale for costs requested. • The cost effectiveness of the proposal with regard to the level, range and quality of outputs and outcomes to be delivered. 	25
Total		100