

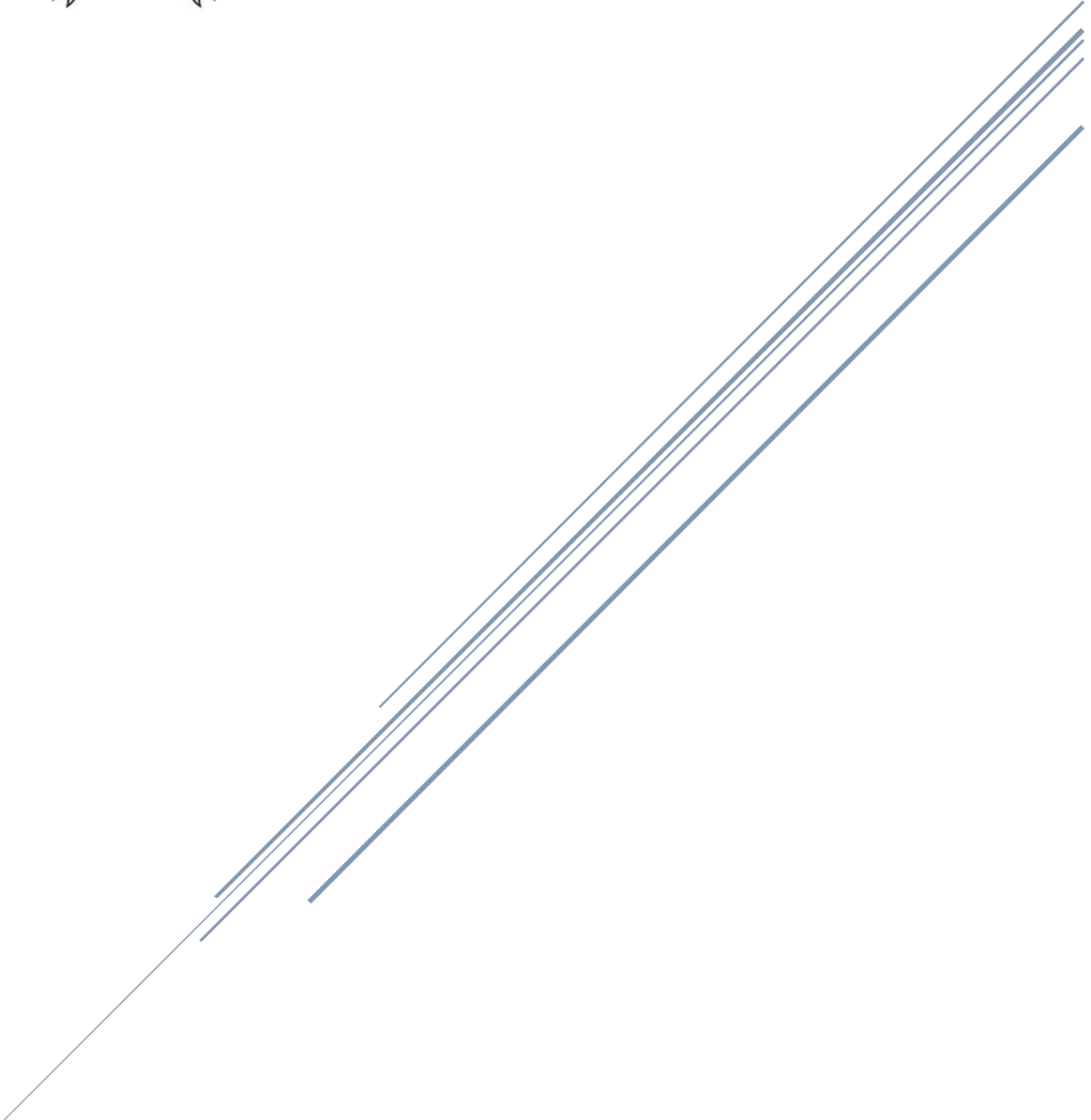
Appendix 1-4 – Community Grant Scheme



2023



Bord na Móna



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DREHID COMMUNITY GRANT SCHEME (2009)**1 Introduction**

The 2009 Drehid Community Grant Scheme arose from the development of a Waste Facility by Bord Na Móna. This development was the subject of specific conditions on planning file reference PL. 09.212059 which set out the requirements for the developer to pay a sum of money to the planning authority either annually or in such manner as may be agreed towards the cost of the provision of environmental improvement and recreational or community amenities in the locality and that a Community Liaison Committee should be established to identify environmental works and community facilities to be funded. The Internal Audit section of Kildare County Council carried out an audit of the 2009 Scheme in 2014.

1.1 Planning Permission PL 09.212059

Condition No. 16 states:

A Community Liaison Committee shall be established, the composition of which shall be based upon equal representation of personnel from the planning authority, the developer, residents and elected members of Kildare County Council. The composition of the committee and any variation thereof shall be subject to the prior agreement of the planning authority. The committee shall identify environmental works and community facilities to be funded under the following condition.

Reason: To identify appropriate environmental community projects which will mitigate the impact of the landfill facility on the local community in accordance with government policy as set out in “Changing our Ways” published by the Department of the Environment and Local Government in September 1998.

Condition No. 17 states:

The developer shall pay a sum of money to the planning authority, either annually or in such a manner as may be agreed, towards the cost of the provision of environmental improvement and recreational or community amenities in the locality. The identification of such projects shall be decided by the planning authority having consulted with the community liaison committee as provided for in the previous condition. The amount of the contribution and the arrangement for payment shall be agreed between the developer and the planning authority or, in default of agreement, shall be referred to the Board for determination. The amount shall be index-linked in the event of phased payments.

Reason: It is considered reasonable that the developer should contribute towards the cost of environmental, recreational or community amenities which will help mitigate the impact of the landfill facility on the local community in accordance with government policy as set out in “Changing Our Ways”.

1.2 Purpose of the Scheme

The purpose of the Scheme is to identify and contribute towards the cost of the provision of appropriate environmental improvement and recreational or community amenities / facilities / projects in the locality which will mitigate the impact of the landfill facility on the local community in accordance with government policy as set out in “Changing our Ways” published by the Department of the Environment and Local Government in September 1998. Kildare County Council may consult with the Community Liaison Committee in the identification of projects suitable for support under the scheme. In the interest of promoting community development and engagement, Kildare County Council may engage with the local community in its efforts to reach agreement on where best the community might target this project resource for the overall benefit in the locality.

1.3 Administration of Scheme

The 2009 Drehid scheme was administered by the Planning Department.

1.4 Geographical Scope

The 2009 Scheme set a target geographical area of 9km radius around the Drehid Waste Management Facility. It was a requirement that organisations to be funded should be located within this 9km radius **or** carry out the bulk of their activities within the defined area. The following key communities form the outside boundary of the target area, Prosperous, Johnstownbridge, Carbury and Kilmeague.

1.5 Committee

The membership of the Drehid Community Liaison Committee comprises of:
2 x Clane local area committee elected representatives.
2 x Planning Authority staff.
2 x Community representatives
2 x Developer representatives.

2 Proposed Drehid Community Grant Scheme 2023

2.1 Purpose of the Scheme

The purpose of the scheme is to identify and contribute towards the cost of the provision of appropriate environmental improvement and recreational or community amenities / facilities / projects in the locality which will mitigate the impact of the landfill facility on the local community in accordance with government policy as set out in “Changing our Ways” published by the Department of the Environment and Local Government in September 1998.

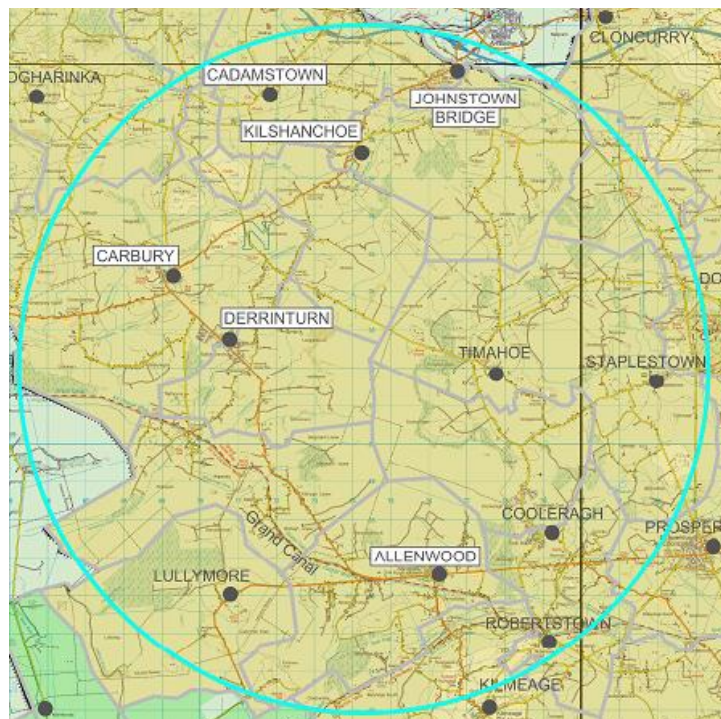
2.2 Administration of Scheme

The 2023 Drehid Community Grant Scheme will be administered by the Economic, Community and Cultural Development Department.

2.3 Geographical Scope

Following a review of the requirements set out in the planning permission, it is considered that the established 9km radius from the Drehid Waste Management Facility should be retained as the main subject area for the purpose of this scheme. For 2023, the liaison committee has agreed that where applications are received for grant funding from groups which are located just outside the 9km boundary, they can be considered on a case-by-case basis. No commitment to funding any such applications will be entered into.

The 9 km radius area is identified in the map below.



2.4 Drehid Community Liaison Committee

The membership of the committee will comprise of:

- Two elected local public representatives nominated by the council at its full council meeting.
- Two local authority staff nominated by Kildare County Council.
- Two representatives from the local community (must reside within the 9km radius of the Drehid Waste Facility) nominated through the Public Participation Network.
- Two developer representatives nominated by Bord Na Móna.

*Please see **Appendix 1** for Procedures for Nomination to the Drehid Community Liaison Committee

*Please see **Appendix 2** for Guidelines for Drehid Community Liaison Committee

3 Grant scheme

The purpose of the scheme is as outlined in 3.1 above. Projects that provide for environmental improvement and recreational or community facilities/projects/amenities in the locality will be regarded as priority projects for support.

For a project to qualify for support it must satisfy the requirements as envisaged by the scheme. This will be determined by the Drehid Community Liaison Committee.

Examples of larger-scale community-sponsored projects (minimum €5,000)

(See Footnote 1 below)

- **Larger-scale community-sponsored proposals for public area enhancement works e.g. planting, seating, paving, green area development (excluding annual shrubs), rebuild of masonry walls and improvements to local streetscape.**
- **Community-sponsored proposals to upgrade, build or provide community facilities.**
- **Community-sponsored proposals to promote environmental awareness in areas such as climate action; improved waste management (reducing and/or recycling waste initiatives); resource conservation (such as reducing water use); biodiversity enhancements to benefit wildlife; sustainable travel and transport projects.**
- **Community-sponsored proposals for recreational facilities.**
- **Community-sponsored proposals which require matching funds for other grant schemes e.g. Sports Capital, LEADER etc.**
- **Community-sponsored proposals for work on local heritage features.**
- **Environmental improvement, recreational or community amenities/facilities/projects which might be best developed on a whole of area basis within the parameters of the scheme where the local communities are facilitated to identify and prioritise the needs of the constituent community.**

Footnote 1

Generally, projects are of a capital nature. Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future but will remain open for consideration on a year-by-year basis.

Note that for 2023 and beyond, the maximum application grant amount is capped at €25,000. Up to three years will be allowed for any proposed larger projects which might require phasing (i.e. up to €25,000 per year for three years).

Note:

Support from the scheme may help to advance a significant project by unlocking funds from other sources e.g. credit loans, sports capital grants etc.

Examples of smaller-scale community-sponsored projects
(See Footnote 2 below)

- **Smaller-scale community-sponsored proposals for public area enhancement works e.g. planting, seating, paving, green area development (excluding annual shrubs), rebuild of masonry walls and improvements to local streetscape.**
- **Upgrade or general maintenance of community facilities.**
- **Provision of assistance in developing local plans, research & feasibility studies with focus on environmental improvement, recreational or community amenity in the locality.**
- **Community-sponsored education and training projects with focus on environmental improvement, recreational or community amenity in the locality.**
- **Community-sponsored proposals to promote environmental awareness in areas such as climate action; improved waste management (reducing and/or recycling waste initiatives); resource conservation (such as reducing water use); biodiversity enhancements to benefit wildlife; sustainable travel and transport projects.**
- **Community-sponsored heritage projects that enhance the local environment.**

Footnote 2

Generally, projects are modest in scale and relate to provision of small works or maintenance of larger schemes.

3.1 Eligibility

The beneficiaries of the Drehid Waste Management fund are the communities within the geographical scope as detailed under item 2.3.

3.2 Eligible Groups

- Community groups
- Youth Clubs
- Tidy Towns groups
- Charities
- Sporting organisations
- Residents' Associations
- Schools and Parent Teacher Associations
(For work/projects not covered by the Department of Education and Skills. These applications will be assessed on a case-by-case basis)
- Environmental groups
- Heritage groups
- Local community-based groups that form around area-based projects.

3.3 Requirement for Group Eligibility

3.3.1 Committee and financial details

Groups availing of a grant must provide:

- Banking documentation:
 - BIC and IBAN number
 - Bank statement with name of group on it

Also, 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.
- Income & Expenditure Account.
- Confirmation letter of registration from governing body e.g. Sports Partnership if applicable.
- Details of registration with Public Participation Network (PPN).

3.3.2 Insurance

- The group shall obtain any necessary employer's liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in by them under the terms of this grant. This grant is made on the understanding that Kildare County Council and Bord Na Móna are indemnified against any claim arising from the activities of the supported project. Proof of this insurance must be provided to Kildare County Council (if requested).

3.3.3 Tax Affairs

- It is the responsibility of the applicant group to ensure their tax affairs are in order.
- Any applicant approved for €10,000 or more must supply a 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.
- The Tax Reference Number and Access Number must be provided when requested.

3.4 Selection and Assessment Criteria for Grant Scheme (See **Appendix 3** for application process)

The evaluation process will be as follows:

1. Applications will be processed by the administration staff of the Economic, Community & Cultural Development Department.
2. Having examined the detail of the applications and using the criteria specified below the Drehid Community Liaison Committee will bring forward a recommended schedule of grant applications for consideration and approval by a meeting of Clane/Maynooth municipal districts. Applicant groups may be asked to supply supporting verification reports or studies. It will be a matter for applicant groups to supply any relevant back up material as required.

3.4.1 Assessment Criteria

The Drehid Community Liaison Committee will apply the following criteria when assessing projects:

| Criteria | Description | Maximum Points |
|--|--|----------------|
| Show strong community and sustainable development focus in the provision of environmental improvement, recreational or community amenities in the locality | By showing how proposal will benefit the broader community and enhance the quality of life in the locality. (50) By showing how the proposal helps to revitalise the local community. (50) Promoting good environmental practice in: climate action, waste reduction or recycling, and biodiversity. (50) Demonstrating how project will have positive impact on the maximum number of members of the local community. (50) | 200 |
| Show how the project will mitigate the impact of the landfill facility on the local community | What specific benefits or positive effect will the project have on the community impacted by the landfill? | 200 |
| Proximity to the waste management site | The weighting for projects in close proximity to the waste management site are to be distributed as follows: 0-3 km -200 3-6 km -100 6-9 km -50 | 200 |
| Financial costs/value for money | Evidence of how works were costed. Evidence of getting best value for spend. Where larger project might be attracting substantial public funds, demonstrate compliance with best practice in procurement. | 100 |

| | | |
|---|--|-----|
| Other sources of funding | What other streams of funding has been sourced including own groups funds. Demonstration of local fund-raising efforts. | 100 |
| Ability of the organisation to deliver on the project | Demonstrate how the group has nominated people to work on this project. Especially demonstrating how the group has managed a project like this before. Demonstrate what skills are within the control of your group to ensure completion of project. | 100 |
| Quality of Application | Are the plans, costing, description of project prepared in a structured manner and do they demonstrate clear objectives? Demonstrate the capacity of the group to sustain project. Demonstrate that the project is part of an overall plan for the area. Demonstrate how the project will be managed once completed? | 200 |

3.5 Application Guidelines

- Grant request must be made on the official application form supplied by Kildare County Council. Qualifying groups/organisations must be located in or carry out the bulk of their activities within the geographical scope as outline under item 2.3 and in **Appendix 4**.
- Full details of purpose of grant must be provided. Incomplete application forms may make your group ineligible for assessment.
- Applications can be submitted from eligible groups on an annual basis.
- Applications received after the closing date shall not be considered.
- Expenditure incurred prior to grant approval will not be funded.
- 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. recreational facilities, building of a community centre.
- Documentation, including proof of spend, must be produced as evidence of goods purchased or of works carried out or contracts entered into.
- Proof of spend must correspond with project cost as detailed in application and approved for grant funding.
- Projects will be recommended to a meeting of Clane/Maynooth municipal districts for approval.

- Groups applying with local plans e.g. tidy towns projects will be eligible and are encouraged to develop plans that can be delivered in modules/stages. Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future.
- Any commitment given on funding a project will not include planning costs.
- Funding will be subject to a time limit in all cases.
- Matching funding- applications will be considered from groups who require matching funding to be eligible to apply for national funding schemes such as the Sports Capital programme.
- If the proposed project impacts on the work of any department of Kildare County Council, the works must be agreed in advance with the relevant department and evidence of this agreement provided.
- Drehid Waste Management Facility/Bord Na Móna and Kildare 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 for profit activities.
- Operational expenses, e.g. rent, energy costs, insurance costs etc. are not eligible for funding under the terms of the scheme.
- Evidence of fundraising and other sources of income must be included in the application.
- The group/organisation must declare if seeking grant support from other local authority grant schemes in respect of any project seeking funding under this scheme.
- A Drehid plaque must be displayed at the site of the project/works (available from Kildare County Council).
- These guidelines are open to variation, depending on operation of scheme.

3.6 Successful Applicants

- Organisations will be notified in writing.
- Kildare County Council will pay grants to the successful applicants.
- Grants amounts under €5,000 will be paid in advance of work once all necessary documentation has been received.
- Grant amounts over €5,000 will **only be paid** once project has been **completed**, proof of spend and report has been submitted to council. An audit/inspection may be carried out by the council at any time if deemed necessary.
- Maximum number of payments will be limited to five for any project.

3.7 Appeals Process

Applicants may submit an appeal against a refusal of an award.

- Appeals must be submitted in writing (or by email).
- Appeals must be received within four weeks of the date of issue of the grant refusal letter. Appeals submitted outside of this timeframe will not be considered.
- All appeals will be assessed by the Director of Services for Economic Community & Cultural Development in consultation with the Drehid Community Liaison Committee on the date set aside for this process.
- Applicants will be notified of the result of their appeal within two weeks of the appeal assessment date.
- The decision of the appeals board is final.

3.8 Audit

An audit of the grants will be completed on an annual basis and prior to the issuing of grants for the following year.

4 Appendix 1

Nomination process for the election of members to the Drehid Community Liaison Committee

1. Elected Representatives

Two elected representatives will be nominated to the Drehid Community Liaison Committee by the full council.

2. Local Authorities Representatives

The Director of Economic Community & Cultural Development will nominate two local authority staff to the Drehid Community Liaison Committee.

3. Community Representatives:

Two community representatives will be nominated to the committee through the Public Participation Network subject to the approval of the Director of Services for Economic Community & Cultural Development.

4. Developers Representatives

Bord Na Móna will nominate two representatives to the Drehid Community Liaison Committee.

5. Membership terms of the committee are as follows:

Kildare County councillors: Their term of office or as otherwise nominated by the council.

Local Authority representatives: As nominated by the Director of Services for Economic Community & Cultural Development.

Developer's representatives: As nominated by Bord na Móna.

Community representatives: The lifetime of the council subject to annual review by the Director of Services for Economic Community & Cultural Development.

5 Appendix 2

Guidelines for Drehid Community Liaison Committee

Establishment

The setting up of the Drehid Community Liaison Committee arose from the development of a waste facility by Bord Na Móna. This development was the subject of specific conditions on PL Ref PL. 09.212059 one of which condition 16 states "A Community Liaison Committee shall be established, the composition of which shall be based upon equal representation of personnel from the planning authority, the developer, residents and elected members of Kildare County Council. The Composition of the committee and any variation thereof shall be subject to the prior agreement of the planning authority. The Committee shall identify environmental works and community facilities to be funded under following condition" (Condition 17)

The role of the committee:

1. To identify community, recreational and environmental projects.
2. The Drehid Community Liaison Committee will assess applications and bring forward a recommended schedule of applications, for consideration and approval by special meeting of the Clane/Maynooth Municipal District.
3. To ensure that the funding made available by Bord Na Móna for this scheme is allocated in accordance with the scheme.
4. To inform and raise awareness of the Drehid Community Grant Scheme.
5. To review the progress of the scheme at the end of each year.

Operational rules for the Drehid Community Liaison Committee:

1. A schedule of meetings will be prepared for the committee (based on a minimum of two times a year).
2. Membership of the committee is as detailed in **Appendix 1**. Members may stand for re-nomination.
3. Working arrangements require an agenda and minutes to be sent out at least seven days before a meeting.
4. Members are required to make a declaration of interest where necessary.
5. Agreed quorum shall be a minimum of one representative from each nominated body.

6 Appendix 3

Application Process

Advertising

1. When funds are in place, for any given year, the grant scheme will be advertised in local newspapers, Kildare County Council website and on its social media platforms.
2. Closing date for applications will allow for a minimum of 4 weeks and a maximum of 6 weeks from date of advertising that the scheme is open for applications. No late applications will be considered.

Who can apply?

Eligible groups as detailed in 3.2 and which are within the geographic scope set out in item 2.3 above.

Applications

1. Applications must be submitted online via Submit.com.
2. Guidelines for applications will be available on Submit.com and on Kildare County Council's website:

<http://kildare.ie/CountyCouncil/AllServices/Community/CommunityGrants/DrehidCommunityGrantScheme/>

Closing Date

Closing date for applications will allow for a minimum of four weeks and a maximum of six weeks from date of advertising that the scheme is open for applications. No late applications will be considered.

What are the criteria used to assess your application?

The criteria used for assessment by the Drehid Liaison Committee are as set out at 3.4.1 above.

How is your application assessed?

1. Applications are processed by the administration staff in the Economic, Community and Cultural Development Department.
2. The Drehid Community Liaison Committee will assess applications.
3. Recommendations from Drehid Community Liaison Committee will be put before a meeting of Clane/Maynooth municipal district.

What happens after approval of grants?

1. Successful groups will receive notification by letter.
2. Groups which have large scale projects may have an introductory meeting with local authority staff to discuss the delivery of their project.
3. Projects may be audited before payment is made.
4. Unsuccessful applicants will receive a letter informing them of this.

Important points to consider when applying:

- Grants will only be paid on completion of projects and submissions of proof of spend. Part payment will be considered on large projects where staged/phased work is required **(maximum of five payments)**.
- Does the project demonstrate sufficient focus on community, environmental and sustainable development?
- Does the project duplicate any other project in the area?
- Is the project designed toward improving the quality of life in your community?
- Does the project substitute for other works which would happen anyway or those which are the responsibility of the Local Authority?
- Costing: Is the project financially viable?
- Have you returned proof of spend for previous grants that you received?
- Has the organisation sufficient funds or firm funding commitments for funding to complete the project within a realistic timeframe?
- To what extent is matching funding either direct, or in kind, available to fund projects?
- Who will benefit?
- Are plans, costings, drawings etc. submitted with application?
- Full details of purpose of grant must be provided. Draft applications will not be considered.
- Applications received after the closing **date/time** shall not be considered.
- Applications must be submitted and approved prior to expenditure being incurred.
- Documentation, including proof of spend, must be produced as evidence of goods purchased or of works carried out.
- Proof of spend must correspond with final quotation submitted.

- Groups applying with local plans e.g. tidy towns will be eligible/and are encouraged to develop plans that can be delivered in modules/stages. Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future.
- Any commitment given on funding a project will not include for planning costs.
- Funding for projects/works will be bound by a time-specified period. Works must **commence** by the 31st of December of the year after the original grant awarded e.g. Grant Awarded April 2023 – work must commence no later than 31st December 2024.
- If the proposed project impacts on the work of any department of Kildare County Council, the works must be agreed in advance with the relevant department and evidence of this agreement provided.
- Drenid Waste Management Facility / Bord Na Móna and Kildare County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
- Operational expenses e.g. rent, energy cost, insurance costs etc. are not eligible for funding under the terms of the scheme.
- Evidence of fundraising and other sources of income must be included in the application.

7 Appendix 4

Geographical Scope

Following a review of the requirements set out in the planning permission, it is considered that the established 9km radius from the Drehid Waste Management Facility should be retained as the main subject area for the purpose of this scheme. For 2023, the liaison committee has agreed that where applications are received for grant funding from groups which are located just outside the 9km boundary, they can be considered on a case-by-case basis. No commitment to funding any such applications will be entered into.

