



WATERFORD COUNTY COUNCIL

Guidelines, Terms and Conditions

For

**Capital Grant Scheme for Community
Facilities, Recreational and Amenity Works.**

**Community and Enterprise Department,
Waterford County Council.
Te. 058: 21169**

Waterford County Council invites community-based groups and local organisations to apply for grant aid to develop significant recreational and cultural projects.

Guidelines for filling in your application

Section A.-Information about your organisation:

This section looks for information about you and your organisation. It requires the name, address and contact details of the person in your organisation or group that can be contacted in relation to the application.

Section B.-Information about your project:

This section looks for the details of the proposed project as well as the location of the project and a brief description of the need for the facilities provided by the project. The project must be shown to benefit the whole community and have a social inclusion context. You should provide a clearly legible site layout map.

The application also asks you to clarify whose ownership the land is in and whether permission has been sought. A letter that indicates permission from the landowner or owners should support the application.

The application must be accompanied by a copy of relevant planning permissions and fire safety certificate (if required).

Section C.-Finance

This section of the application should be detailed in relation to funding you already have available and funding you are seeking.

Please outline clearly sources of funding for the project and the funding required from Waterford County Council.

Section D.-Accessibility

This section should give details in relation to access for all groups but with particular emphasis on how your project aims to improve on access to your facilities for people with disabilities.

5. Declaration

The form will not be considered for funding without signing the declaration under section 5.

Section 2: Terms and Conditions

1. The Terms of the Capital Grant Scheme:

Applicant organisations must have a policy of inclusion and a recognised legal structure operating on a 'not for profit' basis. Applicant groups must demonstrate the capacity to manage and operate the proposed facilities. Projects that can bring about collaboration with other local groups, who operate publicly funded facilities, will be encouraged.

2. Examples of Eligible Projects:

Projects eligible for support could include community / youth facilities incl. sports facilities, development of open spaces- walks/parkland, arts projects and projects that conserve the built and natural heritage of the county. Major enhancement or upgrades to existing facilities will also be considered.

3. What will not be eligible?

Projects that compete with or duplicate existing facilities, will not receive support. Assistance will not be available for maintenance or day to day running expenses. Mobile assets will not be considered for financial assistance.

4. How Projects will be evaluated:

Projects will be assessed and prioritised in the first instance, using the criteria outlined below. The recommended short list will also be reviewed and approved by the Corporate Policy Group

Evaluation criteria will include:

- Assessment of the existing level of recreational infrastructure in the target area
- The number of people likely to benefit from the project/facilities
- The level of relative disadvantage and the social circumstances of the communities where facilities would be located.
- The capacity of the group to implement the project in a timely manner
- Compliance with the aims of the scheme and the conditions as laid out in the application form.

- Special consideration will be given to projects which are not financially supported by other agencies.

Projects should conform to the stated aims and objectives of local area plans/policies such as the County Development Plan, Local Area Plans, Heritage Plan, Waterford Sports Partnership Plans, County Play Policy, County Childcare Committee Plan and the County Waterford Arts Plan. To refer to these plans/policies please go to www.waterfordcoco.ie.

5. Technical Help

Technical and practical assistance to improve the capacity of local groups and to assist in examining project feasibility is available from a number of sources.

Where groups cannot secure such assistance, financial support for development plans/feasibility studies will be available (up to 90 per cent of the total cost or to a maximum of €7,000).

6. How to Apply:

By completing a standard hard copy application form.

Standard Application Form: You can download a form in either MS Word format or as a PDF file. Typed and handwritten forms are acceptable. They must be signed. You can also request a copy of the application form by contacting:

Johnny Brunnock
Community & Enterprise Section,
Waterford County Council,
Civic Offices,
Dungarvan,
Co. Waterford.
Contact Tel: 058: 21169
E-mail: jbrunnock@waterfordcoco.ie

7. What will happen if your application is successful?

If your application is successful, we will write to tell you that you have been granted **provisional** funding and inform you of the conditions you must meet to secure formal approval. You should not sign any contracts or start any work on the facility, until **formal approval** has been issued.

Conditions for all projects:

- You must make sure that projects start promptly. If there is a delay in the project you must notify us within 2 months. If you do not tell us, we may withdraw the grant without further notice.
- You must send us copies of at least three quotations or tenders for each aspect of the works being funded.
- The payment of a grant will be subject to the applicant organisation providing up to date details of a C2/Tax Clearance Certificate.
- You must send us a tax clearance certificate or C2 certificate details from each contractor you employ, on the grant-aided portion of the project, prior to any payment of grant aid.
- Depending on the size and scope of the project, we may require you to employ an architect or consultant to prepare drawings and schedules of work and to offer technical supervision.
- You must comply with the Building Regulations, and the Safety, Health & Welfare at Work Regulations.
- You must get planning permission, a fire safety certificate and commencement notice, if required. You will need to pay any costs associated with these.
- If the Revenue Commissioners recognise your organisation as a charity, you must supply your 'CHY' number.
- Any beneficiary receiving assistance under this scheme will be required to enter into a legal agreement conferring the right of Waterford County Council at its absolute discretion to seek a refund on the grant paid, in whole or in part, where the facility is disposed of at any time or if the beneficiary ceases its activities.
- Waterford County Council reserves the right to seek submissions of the minutes of any Annual or Extraordinary General Meeting or the audited Financial Accounts of any beneficiary funded under this Scheme.
- Where the beneficiary claims wages as part of the expenditure, these wages are subject to income tax and should be returned to the Revenue Commissioners by the beneficiary.
- Receipt of assistance under this Scheme must be appropriately recognised by the erection of a permanent sign in a manner and location to be approved by Waterford County Council.
- Appropriate evidence of financial need and proposals for matching resources must be produced and efforts to source alternative funding must be outlined.
- Facilities aided under this Scheme shall comply fully with all statutory and/or licensing requirements. In particular they shall comply with the provisions of the Planning and Development Acts and the Building Regulations.
- Payments in respect of technical and capital financial assistance will be made, in full or in part, on the basis of original invoices of expenditure, vouched as paid, in such a manner as may be required by Waterford County Council.

- The beneficiary must meet Public Procurement provisions as laid down by Waterford County Council.
- The beneficiary shall agree to be responsible for any loss, damage or injury to persons or property arising out of the provision or use of the facility and shall effect and produce evidence of appropriate Employers Liability Insurance and Public Liability Insurance to limits specified by Waterford County Council. All grant-aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding. All compensation paid under such insurance shall be used to restore the property so damaged or lost, and any shortfall shall be made good by the beneficiary.
- The beneficiary must produce appropriate satisfactory evidence of clear and valid title to the lands or buildings to be funded under the Scheme. Where title is leasehold, the interest must be for a minimum of 10 years and such matters will be taken into consideration by Waterford County Council in deciding the amount of grant to be paid.
- Waterford County Council may withhold all or any portion of a grant, which has been unpaid, or any portion of a grant paid may be recovered where any of the terms or conditions of this Scheme is not being complied with or where there is a material change in the proposals for which the application was made.
- Grant-aided facilities shall not be alienated, assigned, sold or otherwise disposed of without the consent of Waterford County Council.
- Grant allocations may be reviewed or revoked at any time if progress on the development of the facility is not satisfactory.
- A formal Legal Agreement will be signed between the beneficiary and Waterford County Council to reflect the terms and conditions of this Scheme prior to payment of a grant or any part thereof.
- Waterford County Council may amend the conditions of this Scheme, as it deems appropriate.

9. How Grants Are Paid:

Waterford County Council will pay grants in stages as your project proceeds by reimbursing your costs when you submit original, paid, valid invoices or certificates of payment to us. ***Copies of invoices or certificates of payment will not be accepted.***

We will only reimburse you for works for which we have approved in your grant. You also must adhere to the description of those works as stated and laid down in your application.

We will reserve 5% until we receive confirmation from your consultant or architect that the facility has been satisfactorily completed. For larger projects, you must also secure confirmation of the end of the Defects Liability Period of the project and that all matters are in order in this regard.

We would recommend that you set up a separate bank account for lodgement of grant payments under the Community Recreation Capital Fund (CRCF).

10. How the Council will monitor projects:

Along with the requirement that you provide original, paid, valid invoices/certificates of payment, Waterford County Council will require that you:

- Submit at least three tenders for each aspect of the works funded,
- Return a signed acknowledgement form after you receive funding payment
- Keep all documents relating to the facility for at least three years after the facility has been completed
- Representatives from Waterford County Council may also inspect your facility at any time during the build or on completion.

IMPORTANT:

If you are found to have submitted false or fraudulent documentation or are found to be purposely misleading Waterford County Council in any way funding will be withdrawn and the Council will bar you from applying for future funding.