

**Department of Rural and Community Development**  
**RAPID(Revitalising Areas by Planning, Investment and Development)**  
**National Capital Grants Programme 2017**

**Guidelines**

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.**

## **1. Introduction**

On 2<sup>nd</sup> November 2017 the Minister for Rural and Community Development, Michael Ring, T.D., announced the launch of the recast RAPID Programme with an allocation of €2m in Capital funding for disadvantaged urban areas. The grants programme will run initially from October 2017 to December 2017 and is focused on supporting projects that would improve the quality of life for residents in disadvantaged urban areas, providing tangible supports.

The Programme is being administered by the Local Community Development Committees (LCDCs) along with the Municipal Districts under the remit of the Local Authorities (LAs) on behalf of the Department.

The Programme will take a national approach whereby each LA/LCDC will be given an allocation and will direct this at the areas most in need as per its assessment. This approach will remove the need to designate any specific areas as RAPID areas.

The physical environment is an area of expertise for LAs and LCDCs, both of whom are ideally placed to identify needs and wants of local residents in disadvantaged urban areas.

Applications are now being invited for funding under this Programme.

## **2. Aims of the Programme**

The over-arching objective of the Programme is to facilitate a more integrated approach to funding and supports in disadvantaged areas in order to enhance urban communities and provincial towns, address disadvantage and improve social cohesion.

It is important to be reminded of the fact that other agencies and departments already invest in disadvantaged areas through ongoing national priorities and budget setting e.g. Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc.

The Programme will operate in a complementary manner with other schemes or programmes being operated in communities, including in particular, the SICAP (Social

Inclusion and Community Activation Programme) and the recently launched Communities Facilities Scheme adding value to those and other front-line schemes and programmes.

### 3a. Who is eligible to apply?

The following, for example, will be considered eligible for the programme:

- Government Departments and State Agencies (in cases of leveraging funding);
- Locally based community and voluntary groups in disadvantaged urban areas to include provincial towns;
- Projects aimed at improving the quality of life for residents in disadvantaged urban areas; **Urban Areas in Leitrim are defined as Carrick on Shannon, Manorhamilton, Ballinamore, Kinlough, Drumshanbo, Mohill and Dromahair**
- Not-for-profit organisations;
- Eligible facilities will include community centres, youth clubs, sports/recreation facilities, other not-for-profit organisations facilities.

### 3b. Who is not eligible to apply?

- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this programme.

## 4. Available Funding

- **A Minimum of € 7000 and a maximum of €15,000 will be approved.**
- The Programme is 100% exchequer funded therefore administrative areas are free to leverage other funding/match funding for projects (e.g with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.) although that is not a requirement of this new RAPID funding.
- It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.
- There is no limit on the number of applications for different projects from any organisation however applicants should be aware that an equity/fairness approach will be employed by the LCDC to ensure an even distribution of funding.
- Applicant groups shall self-certify that they do not have the funding to undertake the work, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.

## 5a. What will be funded

The funding will relate to capital projects only and should demonstrate added value. Match-funding from other sources is not a requirement for application approval. In cases where both current and capital works are carried out together, only the capital element can be funded through this Programme.

Projects which would improve the quality of life for residents in disadvantaged urban areas and provincial towns, providing tangible supports which address disadvantage will receive priority. In addition those projects demonstrating a co-ordinated and collaborative approach by the 8 LCDC Pathfinders should be prioritised for funding, subject to meeting the terms and conditions.

Funding could fill in gaps in LA funding and make particular projects viable or improve them and could be applied to speed up and improve projects already identified i.e. in planning stage or ready to implement.

### Types of projects

Projects or elements of projects of a capital nature may be funded, for example (list indicative but **not exhaustive**):

- CCTV equipment;
- Community gardens;
- Public realm improvements;
- Streetscaping;
- Youth facilities;
- Play/recreation spaces;
- Energy efficiency type projects;
- Projects in support of the Creative Ireland 2017-2022 initiative.

### Target groups and thematic areas

Funding under the Programme is focused on supporting projects that positively impact on residents in disadvantaged urban areas including provincial towns.

**The Programme will include capital funding for projects falling under the strategic themes of Living and Well Being (C1) and Inclusion (C4) as stated in Leitrim's Local Economic and Community Plan (LECP).**

The following historical seven RAPID strategic themes shall also be considered in line with the LECP themes:

- Family support;
- Community safety and anti-social behaviour;
- Health;
- physical environment;
- Youth;
- Education;
- Employment and training.

## 5b. What will not be funded

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme or which does not address the target group and thematic areas
- Any current funding projects or elements of projects
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs (*examples – replacement filters or light bulbs, paint, minor repair of components or items subject to wear and tear*)
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations

## 6. Requirements of the Programme

The following conditions apply to all projects:

- **Tax Requirements**
  - The applicant group/organisation does not have to be registered for tax purposes.
  - If the applicant group/organisation is registered for tax purposes, then the group/organisation must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.
  - VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- **Statutory Consents** - Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.
- **Insurance** - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.
- **Acknowledgment of funding** – Depending on the amounts of grants awarded, it may not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC however other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms.

## 7. Selection Criteria

- Applications will be checked initially by the Local Community Development Committee (LCDC) to ensure eligibility under the ethos of the Programme and

complementarity with the Local Economic and Community Plan (LECP) for the area and the seven RAPID strategic themes (see 5a).

- The LCDC will make a recommendation and submit the application to the Municipal District.
- The Municipal District will review the application taking into consideration the LCDC recommendation and make a final decision to approve or deny the application.

Eligible applications must meet the following criteria:

- Projects must be in keeping with the ethos of the Programme;
- Projects must be complementary to the LECP;
- Projects should also show complementarity with the seven RAPID strategic themes (see 5a)

Having met the required criteria above, projects may also be judged having regard to additional criteria deemed appropriate by the LCDC which demonstrate the added value of the project or element of a project in suitably addressing the Programme's objectives and targets in each LA administrative area.

## **8. Corporate Governance**

### **8a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

### **8b. The Code of Governance for Community and Voluntary organisations**

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## **9. Approval Procedures**

All applications for funding under this programme received by each LCDC will be reviewed and assessed to ensure complementarity with the relevant Local Economic and Community Plan (LECP) and the seven strategic themes (see 5a).

The application along with the LCDC recommendation will be then be submitted to the Municipal District (MD) Committee who will make the final decision on project approval taking into consideration the LCDC's recommendation.

In deciding the final allocations of funding to projects, the LCDC will take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Following the decision of the Municipal District, each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of this offer.

There is no requirement for the group/organisation to request payment, the LCDC will confirm that all the details on the application form are unchanged and make payment directly.

The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

**Please Note:**

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC and/or the Municipal Districts, in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

## **10. General**

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a

request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The LCDC reserves the right to request further information from you in order to assess your application if so required.

## **11. How to apply**

### **Application Form**

The application form is detailed and is designed to ensure that the LCDC and Municipal District have the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the correct application form in full and that any documentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible for the purpose of securing recommendation for grant funding.

### **N.B. INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

**Applications should be forwarded to:**

**LCDC,  
Community Development,  
Leitrim County Council,  
Áras An Chontae,  
Carrick on Shannon,  
County Leitrim.**

**For any queries please email: [community@leitrimcoco.ie](mailto:community@leitrimcoco.ie)**