



NORTH EAST INNER CITY (NEIC) INITIATIVE

COMMUNITY GRANTS SCHEME 2020

The NEIC Programme Office is now OPEN for applications
Closing date 30th June 2020

SCHEME GUIDELINES

Please read the following guidelines carefully before completing the North East Inner City (NEIC) Initiative Community Grants 2020 Application Form.

Cuirtear fáilte roimh aighneachtaí agus imeachtaí/tionscnamh i nGaeilge. Tá leagan Gaeilge den threoirínte seo ar fail.

Introduction:

The North East Inner City Programme Implementation Board (NEIC PIB) was established by the Government in 2017. The NEIC PIB oversees projects directly linked to objectives and recommendations set out in the NEIC Strategic Plan 2020-2022 / Mulvey Report. Its vision is to make the North East Inner City a safe, attractive and vibrant living and working environment for the community and its families, with opportunities for all to lead full lives.

The NEIC PIB has approved a funding allocation of **€100,000** for an NEIC Community Grant Scheme 2020. The objective of this year's Scheme is to enhance by practical means the facilities and equipment of voluntary/community/not-for-profit groups whose services benefit the communities of the North East Inner City and whose objectives are to

- tackle poverty and disadvantage,
- promote participation, integration and social inclusion,
- empower local residents to take ownership of and have pride in their community.

The 2020 Scheme will focus on minor capital works and/or equipment to upgrade or improve physical assets i.e. the work environment and normal operations of the applicant organisation including office facilities, kitchen, activity and garden/landscaped areas.

Examples of projects eligible for full or part funding include:

- Repair or replacement of office furniture and fittings
- Purchase of equipment e.g. play, leisure, kitchen or gardening equipment
- Purchase or upgrade of IT equipment, hardware or software including website upgrade.
- Minor Works to improve safety and/or accessibility.
- Minor works to improve energy efficiency.

Eligibility:

- Only applications from local community and voluntary groups and not-for-profit organisations based within the North East Inner City Initiative area or directly servicing the community of the North East Inner City Initiative area will be considered.
- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this Scheme.
- Only completed, signed applications submitted by 5pm on and on the prescribed NEIC Initiative Community Grants Scheme Form 2020 will be considered. Late Applications will not be considered.

Criteria for Selection:

All applications for funding received under this Scheme will be assessed on their merits against the following criteria:

- Potential to contribute to the achievement of the overall objective of the Scheme.
- Demonstration of need, anticipated use and potential benefits.
- Geographical balance and desirability to fund a variety of projects.
- Once-off cost that will not incur ongoing additional maintenance and running costs.

Available Funding:

- The overall total amount of funding available under the 2020 Scheme is €100,000.
- In general, **the grant amount payable for any single application is in the range of €500 to €5,000** however; the maximum may be exceeded, at the sole discretion of the Programme Implementation Board, in the case of a joint application, or a proposal considered to be of exceptional merit.
- In the event that the Scheme is oversubscribed grants will be awarded to the applicants that, in the agreed view of the assessment panel, are strongest in meeting the criteria.
- If the project is being part-funded from another source applicants will be required to provide evidence of the availability of the funding from other source/s.
- Applications must specify the amount of funding required and must include evidence of the estimated cost. A written quote or a print-out from a supplier website will suffice as evidence of cost. Please ensure that the evidence of cost is inclusive of VAT.
- Applicant groups must self-certify that they do not have the funding from own resources to undertake the project without the grant aid, or alternatively state that with the grant they will now undertake a larger project which they otherwise could not afford.
- In the event of a successful application, the NEIC Programme Office will transfer the agreed amount of funding and will have no further financial obligation to the applicant or any other party in respect of the proposed works.
- The overall funding available is limited. Please note that submission of an application meeting minimum eligibility criteria does not guarantee that funding will be granted.
- In the event that the Scheme is oversubscribed grants will be awarded in respect of applications that, in the agreed view of the assessment panel, are strongest in meeting the criteria for selection.
- Previous award of grant assistance does not indicate that similar projects will be successful in 2020.

- Award of a grant in 2020 does not indicate that funding will be awarded in future years for similar projects.

Examples of what will NOT be considered for funding:

- Any day-to-day expenses of the applicant (i.e. current or operating costs).
- Employee wages, salary or overtime costs.
- Legal or insurance costs or rent/rates.
- Costs associated with core programmes funded through other State funding.
- Routine preventative maintenance costs.
- Works that fall within the responsibility of another party e.g. under the terms of a licence or lease agreement.
- Project management or any other professional fees.
- Feasibility or research studies.
- Private or commercial operations.
- Assistance to cover loans or deficits.
- Events or festivals.
- Food or beverage costs.
- Any costs already incurred.
- Projects outside the North East Inner City area.
- In general, no third party or intermediary applications will be considered.

The above list is not exhaustive.

Assessment Process:

- Applications will be assessed in the first instance by an Assessment Panel to be convened by the North East Inner City Programme Office. The Assessment Panel will issue a report making recommendations to the NEIC Programme Implementation Board.
- The NEIC Programme Implementation Board will consider the recommendations of the Assessment Panel and approve or reject the Panel's recommendations.
- The decision of the PIB will be final.
- Successful applicant groups will be notified not later than 2 months after the closing date. A 'Letter of Offer' with terms and conditions will be issued which the applicant will be required to sign and return in order to proceed to drawdown of funds stage.
- The NEIC PIB reserves the right to reassign funds to another approved project if the offer of the grant is not accepted or other administrative processes (if applicable) are not completed within a 3-month period of the date of issue of 'Letter of Offer'.
- The NEIC Programme Office reserves the right to publish a list of all grants awarded including the name of the group receiving funding, the general location of the group and the general purpose of the grant.

- 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. Award of a grant does not imply such permission.

Payment Process:

The Applicant Group/Organisation must have a bank or other financial institution account in the name of the Applicant Group/Organisation as payments can only be made directly by Electronic Funds Transfer.

- All grant payments will be made by EFT from Dublin City Council (on behalf of the NEIC Programme Office) to a bank or other financial institution account in the name of the applicant group/organisation only. In the case of joint applications it will be a matter for the applicants to decide what bank account will receive the grant.
- The applicant group/organisation does not have to be registered for tax purposes except in cases where any payments will bring total funding to a single group/organisation in a 12 month period to a sum in excess of €10,000 (including VAT). In these cases, receipt of a tax clearance access number along with a PPS/tax reference number will be required.
- Any applicant group/organisation that is registered for tax purposes 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.

Reporting:

- Groups or organisations who are funded under this Scheme must provide evidence of spend in the form of receipts/invoices marked paid and photographic evidence and a short report on the project.
- The short report should be submitted within 4 months of date of 'Form of Acceptance' (the form supplied with the 'Letter of Offer') but in any event no later than 31st March 2021.
- Failure to provide a report may result in disbarment from future NEIC grant schemes.
- The North East Inner City Programme Office reserve the right to carry out inspection visits or an audit of expenditure.
- Any funding that remains unspent on 31st March 2021 must be returned to the North East Inner City Programme Office via Dublin City Council.

Accountability and Corporate Governance:

- Dublin City Council encourages funded bodies to adopt the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations. Further information on the Code is available at www.governancecode.ie

- Successful applicants will be required to comply with the highest standard of transparency and accountability as documented in the 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>

Privacy (General Data Protection Regulation G.D.P.R.):

- The purpose for processing your data is to process your application under the North East Inner City Community Grants Scheme 2020. The information you provide will be accessed by the North East Inner City Programme Office staff and other relevant external parties, as required for the purposes of the grant application and assessment process.
- If you do not furnish all the information requested, the North East Inner City and Dublin City Council will not be in a position to process your application.
- Your information will be retained for a period of five years from the date of application.
- You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:
 - a. the right to access the personal data that we hold about you, together with other information about our processing of that personal data.
 - b. the right to require us to rectify any inaccuracies in your personal data.
 - c. the right to require us to erase your personal data.
 - d. the right to request that we no longer process your personal data for particular purposes.
 - e. the right to object to our use of your personal data or the way in which we process it.
- Please note that to help protect your privacy we take steps to verify your identity before granting access to personal data.
- If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: dataprotection@dublincity.ie Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

Freedom of Information:

- Dublin City Council is subject to provisions of the Freedom of Information Act (FOI) 2014. If you consider that any information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for sensitivity specified. In such cases, the relevant material will, in response to an FOI request, be examined in the light of the exemptions provided for in the Acts.

Accountability and Corporate Governance:

- Dublin City Council encourages funded bodies to adopt the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations. Further information on the Code is available at www.governancecode.ie



- Successful applicants will be required to comply with the highest standard of transparency and accountability as documented in the 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>

Timeline:

- The deadline for submission of applications is 5:00 p.m. on Tuesday 30th June 2020.
- A formal acknowledgement of your application with a reference number will be issued to you within 5 working days of receipt of your application.
- The decision of the NEIC Programme Implementation Board will be notified to applicants by mid-August 2020. All grants must be drawn down by 30th November 2020.

How to apply:

Applicant groups or organisations must submit a completed and signed official application form 'North East Inner City Community Grants Scheme 2020' by **5:00 p.m. on Tuesday 30th June 2020**. Incomplete, unsigned or late applications will not be considered. Any documentation in support of your application must be submitted with your application.

Signed application forms should be submitted by e-mail to neic@dublincity.ie

OR by post or hand delivered to

**NEIC Programme Office,
Dublin City Council, Central Area Headquarters,
51-53 Seán MacDermott Street Lower,
Dublin 1,
D01 HW44.**

The NEIC Community Grant Application Form 2020 can be downloaded at www.neic.ie/downloads