

Cavan County Council

Municipal Districts Discretionary Allocation Scheme 2023 - Terms and Conditions

About the scheme

The scheme has been created by the members of Cavan County Council for the purpose of supporting community groups in delivering and promoting projects in their areas.

The allocation of funds under this scheme is at the discretion of the elected members and as such will be a “reserved function” of each Municipal District area.

Categories of Eligible Aid

a) Amenity and Environmental Schemes

- Grants to community groups for works which develop or promote publicly owned and/or community managed amenity areas.
- Grants to community groups for works which preserve/promote environment.

b) Heritage and Genealogy

- Grants to community groups for works which promote local community heritage/genealogy.

c) Match funding for works which are

- Approved by the Local Community Development Committee under Leader and/or any other state funding
- Approved by Fáilte Ireland and/or any other state funding
- Projects promoted by Town Teams as part of their approved Town Teams Plan
- Supplement the schedule of Municipal District works and/or any other works carried out by the local authority.

- d) Funding towards the cost of preparing reports or complying with statutory requirements (e.g. planning or environmental reports) in order to submit an application for state funding for works which are
- Approved by the Local Community Development Committee under Leader and/or any other state funding
 - Approved by Fáilte Ireland and/or any other state body
 - Projects promoted by Town Teams as part of their approved Town Teams Plan
 - Supplement the schedule of Municipal District works and/or any other works carried out by the local authority.

The members of the Municipal District reserve the discretion as to what proportion of approved project cost they will fund. The minimum grant aid payable however will be €3,000.

Due to the numbers of applications expected to be received, it is unlikely that groups will be awarded the full amount they are seeking.

Operating rules

This scheme complements the existing Community & Voluntary Organisation's Grant scheme and is designed for **larger scale, infrastructural and capital projects**.

Eligible applications will relate to public projects as distinct from projects designed to benefit specific individuals

Recipient groups must be in good financial standing with the local authority or have entered into an agreement with the local authority for the service of any debt owed to the local authority. Efforts will be made to ensure a good spread of funded projects within the Municipal District.

Upon approval of the grant a letter of offer will issue. Acceptance of the grant form must be returned to Community and Enterprise. Cavan County Council may, upon request, provide an advance of 50% of the grant or € 2,000 (whichever is the lesser amount) to a group. Final payment of grant aid will only be made after the submission of evidence of expenditure (i.e. vouched expenditure including invoices, bank statements/ receipts, before and after photos of works completed etc.) for the full grant approved amount. All

payments will be by Electronic Fund Transfer (EFT). Groups must submit a signed header of bank/credit union statement in order for their account to be set up by Cavan County Council, Finance Department. Please note if this has been done for previous grants there is no requirement to submit again.

All works carried out on foot of grant aid must be in accordance with the provision of the Local Government Planning and Development Acts and where necessary have the approval of the planning authority.

All grant monies awarded to the project must be spent within the allocated time frame at the awarding of such grants. Failure to do so could result in the reallocation of monies and/or the loss of grant for the project. Extensions to the allocated time frame where sought and granted **cannot be** for more than 12 months from the original completion date.

The scheme will not fund debt agreements or projects for which adequate statutory funding is already available.

General Conditions

Recipient groups must have:

- an acceptable constitution or set of rules governing membership, operation and management including a voting procedure.
- A child protection policy (where activities include children and young people under 18)
- A reasonable expectation of continuity.

Applications must be accompanied by:

- A copy of minutes of meeting held by group in the past 6 months
- A copy of the constitution, rules etc.
- A copy of the groups child protection policy (where applicable)
- A detailed estimate of the cost of the proposed works
- Three quotations for works over € 5000

At the time of application, you must provide us with:

- Satisfactory evidence of title in the property (where relevant)

- Details of the source and amount of all grants available to your group for this project.
- Bank/Credit Union Statement signed by treasurer/signee on account (if not provided previously)
- Copy of Insurance with a specific indemnity for Cavan County Council under the groups public liability policy **must** be provided before funding is allocated.

The Freedom of Information Act applies to all records held by Cavan County Council.

All information provided in respect of the application for a Municipal District Discretionary Allocation grant may be made available to other Cavan County Council Departments as appropriate.

We will pay the grant to the trustees of the organisation. Payments will be made directly to the bank or financial institution by EFT where your group holds an account.

If we award a grant to any particular project, it does not mean we are authorising the provision of the project or the carrying out of works.

The attached sheet on insurance must be read, understood and accepted as forming part of the conditions of the grant scheme. Groups must have appropriate insurances in place (€6.5m public liability) and a specific indemnity to Cavan County under the groups public liability policy **must** be provided before funding is allocated.

The members of Cavan County Council may choose to review, change, or cancel this scheme at any time.

Cavan County Council

It will be a condition of any application for funding under the terms and conditions of the **Cavan County Council Municipal Districts Discretionary Allocation Grants Scheme** that the applicant has read, understood and accepted the following:

1. Cavan County Council shall not be liable to the applicant or any other party, in respect of any loss, damage, grant recipient expense or costs of any nature arising directly or indirectly from:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
 - c. The carrying out of the activity and/or the implementation of the purpose for which the application for funding was made.
 - d. The state of repair and condition and/or use of any building or property concerned in any application for funding.
 - e. The state of repair and condition of and/or use of any equipment or facilities concerned in any application for funding.
2. Cavan County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities for which any application for funding has been made. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implementation of this grant; the Grant Recipient further agrees to be responsible for making payment of any compensation arising on foot of any claim for damages or otherwise whatsoever.
3. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implication of this grant; the Grant Recipient hereby agrees to fully indemnify Cavan County Council in respect of any actions, expenses, costs, claims, damages and other liabilities whatsoever in respect of the injury to or death of any person, or damage to any property howsoever arising directly or indirectly out of:
 - a. The state of repair & condition of any property, premises or location at which any grant funded activity is carried out.
 - b. The User of any property, premises, location at which any grant funded activity is carried out.
 - c. Any works carried out or in the course of being carried out on any property, premises or location at which any grant funded activity is carried out.
 - d. Any activity or activities in which the Grant Recipient for funding is involved directly or indirectly.

- e. The state of repair and condition of and/or use of any equipment or facilities concerned in any grant funded activity.
4. The Grant Recipient shall effect and maintain in full force and effect at all times employer's liability insurance, public liability insurance and insurance against all risks in respect of damage to buildings, equipment or facilities used or invested in by the Grant Recipient, its servants, agents, Licensees or invitees in connection with or under this Grant Agreement. The Grant Recipient acknowledges that Cavan County Council is not liable for any claim by the Grant Recipient, its servants, agents, licensees and invitees, a third party client or final beneficiary arising out of any negligence (by act or omission), breach of duty of care, fraudulent or reckless statements or negligent misrepresentations by the Grant Recipient, its servants, agents, licensees and invitees and the Grant Recipient shall bring this provision to the notice of each of its clients.