# Cavan County Council

## Community & Voluntary Organisations Grants Scheme 2021

## Terms and Conditions

**About the scheme**

The scheme aims to encourage local groups to implement projects that will result in greater social and economic activity. Projects should enhance the quality of citizens’ lives and lead to the sustainability of the local area.

**What types of projects can be funded?**

The following types of projects may qualify for grants (subject to available funding and meeting the conditions below).

* Provision of small scale amenity projects
* Provision of equipment
* Community led projects involved in heritage and cultural based tourism.
* Assistance to community based youth facilities, for example, materials, courses etc.
* Tidy Towns/Residents Associations planting/painting projects
* Technical assistance for groups to explore the potential of project proposals particularly those which can develop the Social and Economic potential of the area.
* Cultural development projects.
* Seeding support for the formation of new and emerging groups particularly those which target social exclusion.

**General Conditions**

1. Your group must have:
* An acceptable constitution of set of rules governing its membership, operations and management.
* Proper procedures and policies in place
* A Child Protection Policy including a vetting procedure (where activity includes children and young people under 18)
* A reasonable expectation of continuity.
1. Your group must be non-political and non-sectarian.
2. Before we pay a grant, 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.
* **Bank Statement Header signed by Treasurer of Group for EFT Payments**
* Copy of an up to date Insurance Policy with Specific Indemnity for Cavan County Council if applicable to project
1. The Freedom of Information Act applies to all records held by Cavan County Council.
2. All information provided in respect of the application for a Community Grant may be made available to other Cavan County Council Departments as appropriate.
3. It is recommended that Groups should be registered with the Cavan Public Participation Network (registration form attached if your group is not registered)

7. Please attach the following information to your application form:-

* A copy of minutes of a meeting held by your group within the past six months
* An estimate of the cost of the proposed works. (Cost estimates should be as accurate and realistic as possible)
* Two quotations (only where projects propose to buy equipment valued in excess of €500).

### 8. The scheme will not fund:

* Ongoing running costs.
* Servicing of debt repayments.
* Activities where adequate statutory funding is clearly available
* Festivals (there is a separate Festivals Grant Scheme)

9. The Scheme will not fund groups that have received a grant for the previous three

 years in succession.

10. Grants are paid retrospectively and only paid against eligible expenditure. Any unspent grant monies **must** be returned to Cavan County Council.

11. Any work to be carried out must be in accordance with the provisions of the Local

 Government (Planning and Development) if applicable.

12. The attached sheet on insurance must be read, understood and accepted as

 forming part of the conditions of the grant scheme.

**Selection Criteria**

Municipal District Members will assess the applications and will consider the following points:

* How your proposed actions relate to an identified need in the community.
* The total cost of the project.
* The level of debt in your group generally.
* The amount of voluntary labour involved.
* The number & type of applications received in the Municipal District

**Approval and Payment:**

Municipal District members will assess grant applications against these guidelines. The Chief Executive will approve grants after they have been evaluated by the relevant Municipal Districts.

Grants will only be paid to the trustees of the organisation. Payments will be made directly to the bank or financial institution where your group holds an account by Electronic Fund Transfer (EFT). We will pay grants in arrears after you produce evidence of expenditure (invoices, bank statements/receipts and ‘before and after’ photos of work). A Bank Statement Header must be signed by the treasurer/signatory on account and submitted with application.

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.

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

The total level of grant will be based on an annual allocation by Cavan County Council. Grants will not normally exceed €1,000 per project, per year. We will try to ensure that funding is distributed equally between the three Municipal District areas. The level of funding is determined on the number and type of applications received in the Municipal District Area.

**Cavan County Council**

It will be a condition of any application for funding under the terms and conditions of the **Cavan County Council Community 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. **(FEB 2021)**

**CAVAN PUBLIC PARTICIPATION NETWORK**

# REGISTRATION FORM

 1. Name of Applicant Organisation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Chairperson. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Secretary. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4 Address for Correspondence. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Number of Members. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Is Membership open to everyone? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Date of last Annual Meeting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Name of Delegate for PPN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9. Municipal District Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Brief description of work of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Which of the following categories would best identify the work of your organisation:-
2. economic, social development, disadvantaged \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) cultural, sporting, recreational, residence type works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_