

List of Questions to aid completion of your application:

LOCAL ENHANCEMENT PROGRAMME Funded by the Department of Rural and Community Development

NOTE: Closing Date is Friday, 31st January 2025 at 4pm.

An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Ár dTodhchaí
Tuaithe
Our Rural
Future



Comhairle Cathrach
na Gaillimhe
Galway City Council



ALL APPLICATIONS ARE TO BE MADE ONLINE TO:

www.galwaycity.ie/lepcapital

By 4pm on Friday 31st January 2025.

**CLOSING DATE WILL BE STRICTLY
ADHERED TO.**

Department of Rural And Community Development Local Enhancement Programme 2025 Capital Funding

The Department of Rural and Community Development (“the Department”) funds the Local Enhancement Programme (LEP) which provides funding to support community groups across Ireland.

The Local Enhancement Programme 2025 will support groups, particularly in disadvantaged areas, with funding to carry out necessary repairs and improvements to their facilities, and to purchase equipment for example tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.

Facilities improvement works may also include, but are not limited to; improved access for persons with a disability; enhancing community participation for disadvantaged and marginalised groups, and; improving energy efficiency of community facilities to reduce ongoing costs.

The scheme is designed to ensure local priorities are identified and met, so as to improve and enhance community facilities for all. It is administered by Galway City Local Community Development Committee (LCDC) in the Galway City administrative area.

Applications should relate to one or more key priority areas identified in Galway City LCDC Local Economic and Community Plan (LECP) in order to be eligible for consideration.

[View Guidelines](#)

Applications must be submitted by 4.00pm on 31st January 2025

Terms and Conditions

- The Local Enhancement Programme will support groups, particularly in disadvantaged areas, to carry out necessary repairs and improvements to their facilities and purchase equipment.
- This is the **capital** element of the funding scheme. The scheme does not provide funding for the pay or employment of staff, or towards current 'operating' costs such as utility bills, etc.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECF.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Inaccurate or incomplete information may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities, including applications received and any additional correspondence related to the application.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation and the person making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
- Evidence of vouched expenditure and marked paid receipts /invoices must be retained and provided to Galway City LCDC, the Department of Rural and Community Development, Galway City Council or any agent acting on their behalf if requested.
- Grant monies must be expended and drawn down from Galway City LCDC by 31stDecember 2025. Photographic evidence will be required to facilitate draw down of grants.
- The Department of Rural and Community Development, Galway City Council and Galway City LCDC's contribution must be publicly acknowledged in all materials associated with the purpose of the grant, including signage.
- Generally, no third party or intermediary applications will be considered.

- Late applications will not be considered.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the online application is completed in full. Incomplete applications will not be considered for funding.
- In order to process your application, it may be necessary for Galway City Council to collect personal data from you. Such information will be processed in line with Galway City Councils privacy statement which is available to view www.galwaycity.ie/privacy-policy.
- Please note that final approval of funding will be made by the Department of Rural and Community Development, and successful applicants will be informed once this process is complete. **No works can be undertaken/equipment purchased prior to receiving confirmation from Galway City Council on the outcome of the grant application. This will not be until late May/early June 2025.**
- Estimates/Quotes from a minimum of three different independent suppliers is required to be submitted with this form for all aspects of the project you are seeking funding for, along with signed declaration form.
- **The maximum grant any group will receive if successful is €10,000.**

Please confirm *

Please choose **only one** of the following:

- I have read, understood and accept the above Terms and Conditions

Section 1 - Your Organisation

Name of Group / Organisation *

Address *

Eircode *

Contact name *

Role in Group/Organisation *

Telephone number *

Email Address *

Website

Alternative Contact name *

Alternative Telephone number *

Alternative Email Address *

Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule, existence of memo and arts documents, registration with Company Registration Office, the Charities Regulator etc. *

Has your Organisation / Group registered with the Galway City Community Network (GCCN) (your local Public Participation Network (PPN))? *

Year group/organisation established *

What is the purpose of group / organisation? *

Have you received funding under any capital grants schemes from 2018 to current date- i.e. grants from Government Departments, Galway City Council for e.g.? *

Do you receive funding from any other organisation? *

Is your organisation affiliated or connected to any relevant local regional or national body? *

How does your organisation link in with other organisations in your area?

Please write your answer(s) here:

- Charitable Status Number (if applicable)
- Tax Reference Number (if applicable)
- Tax Clearance Access Number (if applicable)

Successful applications for funding under this programme will only be paid to the **groups / organisation's Bank Account**. Please ensure that your group/ organisation has a Bank Account as the details will need to be supplied to Galway City Councils Finance team to get set up as a Supplier if your application is successful for funding.

Section 2 - Project Details

How much funding are you applying for? Please note: Maximum grant that can be applied for is €10,000. *

Please choose **only one** of the following:

- Small scale grant of €1,000 or less
- Grant in excess of €1,000

What will the funding be used for?

Note: This list is not exhaustive, but gives examples of types of expenditure that may be eligible

Please choose **all** that apply:

- IT Equipment
- Training Equipment
- Safety Equipment
- General Equipment
- Construction Works
- Energy efficient upgrade
- Renovation of building/premises
- Development of community facilities
- Maintenance of building/premises
- Improved access for persons with a disability

What is the purpose of the grant? (Outline details of the project). *

Please input exact location (X-Y co-ordinates) of where the proposed project will be based. *

If this is for a specific project, when will your project begin?

If this is for a specific project, when will your project be completed?

Are all relevant permissions in place (e.g. planning permission, written consent from landowner/property owner if your project involves the development of a property)? *

Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or Galway City Council? *

Amount being applied for under LEP for equipment or the upgrade of facilities (Please note: maximum grant that can be applied for is €10,000)

Is this amount a partial or total project cost? *

If partial, give the estimated total project cost *

Please include supporting documentation outlined below for your project.

To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.

Please state how your group proposes to publicly acknowledge the Department of Rural and Community Development, Galway City Council and Galway City LCDC *

Galway City LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan which you can access on the Galway City Council's website [here](#).

If your application is for an amount greater than €1,000, please complete the below table to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

If your application is for a small scale capital grant of €1,000 or less, then you may wish to complete the below table, but you are not required to do so.

Section 3 - Declaration

- We confirm that the information given on this form is accurate and correct to the best of our knowledge.
- We confirm we have read and fully understand the Terms and Conditions of the 'Local Enhancement Programme 2025'.
- We confirm that we have read the Application Guidelines for the 'Local Enhancement Programme 2025' prior to completing this form.
- We confirm that this grant application is submitted in acceptance of and in compliance with the Terms and Conditions.
- We confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate a larger project which they would otherwise be unable to afford.
- We confirm that the applicant group/organisation is tax compliant (if tax registered) & has a group bank account.

- We confirm that no works can be undertaken/equipment purchased prior to receiving confirmation from Galway City Council on the outcome of the grant application. This will not be until late May/early June 2025.
- We confirm that we will submit vouched expenditure in the way of marked paid and signed receipts/invoices for all works, purchases and services undertaken in the project along with bank statements as proof of payment.
- We confirm that we have submitted 3 estimates/quotes for all aspects of the project we are seeking funding for, as per T+Cs.

This application requires 2 signatures on the declaration form ([attached for download](#)). One being the person who **is completing** the application and the other to be either the chairperson, treasurer or secretary.