



# General Criteria for Groups Applying for the Community Activities Funding Scheme

The purpose of Community Activities Funding is to empower local voluntary and community groups to deliver initiatives that strengthen, connect, and enrich neighbourhoods across Fingal.

This funding supports projects that promote community development, social inclusion, environmental enhancement, integration, and intercultural engagement, helping groups bring meaningful activities and events to life. Through this support, Fingal County Council aims to build stronger, more resilient communities by encouraging local participation, fostering partnerships, and enabling residents to take an active role in shaping the places where they live.

Community Activities Funding aligns with the Council's commitment to supporting newcomers, volunteers, older people, young people, and minority communities, ensuring everyone has the opportunity to connect, contribute, and feel a sense of belonging. If you would like to get involved or share ideas on how to enhance your area reach out to your local [Community Officer](#) or email [community@fingal.ie](mailto:community@fingal.ie)

## General Criteria for Groups availing of Funding:

### The group must be:

- A community group located in / and or have a significant operation within the administrative area of Fingal
- Comprised of at least 80% Fingal residents
- Formally established for at least 12 months, and if requested, must produce documentary evidence
- Registered on the Fingal Community County Register / Public Participation Network for at least 6 months. (See [www.fingalppn.ie](http://www.fingalppn.ie))

### The group must:

- Describe in detail the project
- Demonstrate and identify the benefits of the project to the group and community
- Indicate expected targets/ outputs of the project
- Provide evidence of need assessment where appropriate and demonstrate value for money.

**The group must provide:**

- Evidence of its capacity to financially administer the project
- Details of the Bank account in the name of the Group
- Evidence of ability to match funding and draw down funding
- Evidence of good practice in account and record keeping (provide the name of the nominated Treasurer and verify the organisation has a Financial Policy)
- A valid tax registration number (apply to [https://www.revenue.ie/en/starting a business/documents/reg-form-voluntary-non-profit-org.pdf](https://www.revenue.ie/en/starting-a-business/documents/reg-form-voluntary-non-profit-org.pdf))
- For all project costs over €100, the application must provide a quotation. If the item is under €2,500, 1 quotation is sufficient. If the item is above €2,500, 3 quotations are required.

**PLEASE NOTE**

- Any spending on the project before full and final council approval is not eligible and will not be covered by Fingal County Council
- An application for funding does not guarantee approval of funding
- All projects must demonstrate value for money with details project costings and quotes

**• Funding will be awarded in two instalments**

(1) Instalment 1: 50% of the funding award will be frontloaded when the group accepts the conditions of funding (this is contained within the notification of award of funding email sent to the group)

(2) Instalment 2: The remaining balance of the funding award will be released when the group submit receipts of items purchased from the first instalment.

Please note within 3 months of a full funding drawdown, the group will be required to submit remaining receipts and to complete a Final Project Report Form. Should a group fail to submit the remaining balance of receipts, they will not be considered for future funding opportunities.

- An application for funding does not guarantee approval of funding
- All projects must demonstrate value for money with details of project costings and quotes

## Section 2

### Categories of Funding:

**The Community Funding Scheme falls under 2 distinct categories.**

#### **Community Activities Funding**

The purpose of the Community Activities funding is to support community and voluntary groups to develop initiatives that support:

- community group development, social inclusion initiatives, community events, climate action/environmental enhancement, integration or intercultural initiatives.

#### **Summer Projects Funding**

The purpose of the Summer Project funding is to provide a supervised programme of recreational and educational activities for young people during the summer period. Emphasis is placed on encouraging community involvement and promoting community development. Summer Project funding must include the following elements and may also include other activities, such as arts and crafts, drama, sports and other recreational events

- Community/civic awareness, climate action/environmental awareness, sports and recreational activities, intercultural or integration activities

#### **Special Category Funding**

From time-to-time Fingal County Council will administer Special Funding which is announced by Government Departments & National Bodies etc... for example Africa Day Funding. This funding may have terms and conditions attached which are in addition to the criteria for Fingal County Council Community Activities Funding. This funding will not negatively impact other Community Funding Scheme funding. Details of this funding will be announced on our website and social media pages.

### **Items that ARE eligible under the Community Activities Funding Scheme:**

The Community Funding Scheme will consider items under the following broad headings

- Environmental Enhancement
- Transport (senior groups only, capped at 25% of funding application)
- Equipment,
- Insurance (capped at €500)
- Information Technology (laptops/smartphones, capped at 25% of funding application)
- Community / Group Identity, Publication / Printed Matter
- Community Events, Group Training, Professional Fees (tutors, facilitators, speakers – capped at 50% of funding application)

- Second-hand items in good condition/refurbished – electrical or power items must come from a reputable supplier
- Defibrillator – special conditions apply
- Equipment for Hire

*Applications for equipment will be reviewed against previous applications for benefit to the community and value for money*

### **Items that ARE NOT eligible under the Community Activities Funding Scheme:**

The Community Funding Scheme will not consider the following items

- Ongoing administrative/running costs of the project for example, website hosting fees, website maintenance, auditing fees
- Sports equipment for affiliated sports groups
- Salaries, Deficits and debts incurred from past activities
- Food and beverages
- Prizes and Awards
- Photographer/videographer fees
- Disposable items
- Event M.C.
- Legal fees
- For profit activities
- Personal materials and equipment including Personal Protective Equipment not integral to the delivery of the project
- The promotion of religious or political beliefs
- Work that has already taken place, or for which a council order has already been placed
- Activities for which a statutory body is responsible
- Fundraising events or activities
- Participation in tournaments /competitions /events.

**Sports related funding:** All sporting organisations affiliated to National Sporting Bodies must apply for funding for equipment and activities from Fingal County Council's Sports Department

**Contact:** [sports@fingal.ie](mailto:sports@fingal.ie)

### **Funding amount available:**

From the 1st January 2022, a group may apply under the Community Funding scheme for 100% of the total eligible project costs to a maximum of €3,000.

Awards made will expire on 31<sup>st</sup> December each year and must be drawn down in full and receipts submitted before applying for further funding.

## Section 3

### How to make an application:

Applications may be made on the Fingal County Council Community Funding Scheme application form and submitted online ( [application link](#) ). You will receive formal acknowledgement of your application. Incomplete applications will not be considered. Should you require any assistance in completing the online application, please contact [community@fingal.ie](mailto:community@fingal.ie).

Community Activities Grants are open for application from January 1<sup>st</sup> to 30<sup>th</sup> June annually

Summer Project Funding - closing date for receipt of applications varies from year to year, and information will be available on our website from the end of January.

Special Category Funding - announced when available.

### Funding assessment and payment process:

All projects will be assessed on their own merit and on foot of the scheme criteria. The initial assessment and recommendation of applications will be made by the Community Office. Applications will then be brought to the full Council Meeting for final approval. Applicants will be advised of the Full Council decision by email and will be required to accept the conditions of funding prior to the transfer of the initial 50% payment. The second payment of 50% will be paid upon submission of eligible receipts and paid via electronic fund transfer only. Receipts dated prior to Full Council approval will not be accepted.

#### Please Note

- Receipt of application does not guarantee or constitute funding approval
- Applications can take up to eight weeks to progress through the funding and recommendation process, providing everything is in order with the application submitted. Please stay in contact with your Community Officer, as timelines can be longer during periods when Council meetings pause, for example, the summer months. Applications for funding will not be fast tracked in order to meet deadlines of council meetings as they must follow an administrative process.
- Payments must be made to community groups and not to individual(s)
- To draw down funding, a group will be required to provide eligible receipts matching items approved.

#### **Requirements for receipts submitted for drawdown of funding -**

***To ensure good governance and award of public funding, if your supplier is not registered with the Company Register Office, the supplier must provide a Vat number, dates, supplier details, contact details, payment method, receipt/ref number, description of service/goods etc... on their receipt***

Groups that apply for Community Activities Funding may receive information on further funding/events.

All funding applications are subject to approval by members of the Council.

Please contact the Community Office for any further information: [community@fingal.ie](mailto:community@fingal.ie)

## Other Important Information

### Multi-Funding:

A group may not apply for funding for the same items from multiple sources within Fingal County Council.

### Insurance Requirements:

If a group is successful in its funding application, it must provide evidence of insurance coverage that indemnifies Fingal County Council for a minimum of €6.5 million. For high-risk activities or equipment, such as certain inflatables or power tools, additional requirements apply, including council indemnity for €13 million.

### Council Authorisation:

If the proposed project impacts on the work of any Department of Fingal County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.

### Branding:

Successful applicants will be required to acknowledge the financial assistance of Fingal County Council, including the display of the Fingal brand on all printed matter and social media. Reference must be made to Fingal County Council's support in any publicity relating to the project. Details of these requirements may be found here:

<https://www.fingal.ie/sites/default/files/2021-01/fcc-3rd-party-brandpack.pdf>

### Eligibility:

The Community Activities Funding Scheme is open to not-for-profit organisations, local community and voluntary groups.

Sports Clubs who are affiliated with a national sporting body are not eligible for funding under this scheme and should contact Fingal Sports Department for further information on their funding programmes.

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