**Please read the Application Guidelines for the ‘Community Activities Fund’ before completing the online application.**

**ROSCOMMON COUNTY COUNCIL**

**COMHAIRLE CHONTAE ROS COMÁIN**

**&**

**Department of Rural and Community Development**

**Community Activities Fund**

**under the Community Enhancement Programme**

The Department of Rural and Community Development (“the Department”) funds the Community Activities Fund (CAF) which provides funding to support community groups across Ireland.

The Community Activities Fund will support groups, particularly in disadvantaged areas with their non-pay running costs for example utility bills (electricity costs, refuse charges, heating charges) or other non-pay operating costs for example rental/lease costs, insurance bills. Groups will also be able to use the funding to carry out necessary repairs and improvements to their facilities, purchase equipment for example tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.

It is administered by Local Community Development Committees (LCDCs) in each Local Authority area.

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

**TERMS AND CONDITIONS**

* The Community Activities Fund will support groups, particularly in disadvantaged areas, with their non-pay running/operating costs, as well as funding to carry out necessary repairs and improvements to their facilities and purchase equipment. The scheme does not provide funding for the pay or employment of staff.
* The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
* **Please note that previous funding will be taken into account when assessing applications.**
* The information supplied by the applicant group /organisation must be accurate and complete.
* Misinformation 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.
* The application must be signed by the Chairperson, Secretary or Treasurer of the organisation 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 expenditure, receipts /invoices must be retained and provided to the LCDC or their representative if requested.
* The Department is stating that only operating/running costs related to this period are eligible - 1st July 2021 to 30th June 2022.
* Grant monies must be expended and drawn down from the LCDC by end of year 2022. Photographic evidence will be required to facilitate draw down of grants.
* The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
* Generally, no third party or intermediary applications will be considered.
* Late applications will not be considered.
* Applications are via online method only not later than the closing date of **1pm on Friday 11th of February, 2022.**
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
* In order to process your application, it may be necessary for Roscommon County Council to collect personal data from you. Such information will be processed in line with the Local Authority’s privacy statement which is available to view on [www.roscommoncoco.ie](http://www.roscommoncoco.ie)

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| Full details of the scheme are available on [www.roscommoncoco.ie](http://www.roscommoncoco.ie)  Applications **must** be submitted via My Online Services at:  <https://roscommon-self.achieveservice.com>  **The application form will be available online from Friday 7th of January, 2022**  **Late submissions will not be considered**  **Closing date for receipt of completed online applications is 1pm on Friday 11th of February, 2022.**  Any queries relating to the application process or eligibility for the scheme can be emailed to: [cep@roscommoncoco.ie](mailto:cep@roscommoncoco.ie)  **Full procurement must be submitted with the online application form.** |