



Comhairle Chontae Liatroma
Leitrim County Council

Community Recognition Fund 2024

Scheme Guidelines

www.leitrim.ie

Community Recognition Fund Scheme Guidelines

Introduction

The Community Recognition Fund 2024 ('the Fund') aims to support the development of community infrastructure and facilities for the entire community in recognition of the contribution being made by communities across the country in welcoming and hosting significant numbers of arrivals from Ukraine and other countries.

The funding is specifically targeted at projects that are located in communities, towns and villages that are hosting the Beneficiaries of Temporary Protection and/or International Protection Applicants (the term "new arrivals" will be used from here onwards in this document) including towns identified for the rapid build homes programme. The Fund aims to support the development of facilities that will be used in the future by all members of the community. It is separate in its objectives and scope to any other public funding streams which aim to support the development of public service needs arising from the significant number of arrivals from Ukraine and other countries.

€50 million is available nationally under the Fund, and this is allocated between each local authority based on the number of new arrivals located there. Applications can be submitted by a local authority to DRCD across a number of application windows, the last of which will close in January 2025. **Projects must be fully delivered by mid 2026, although the rolling nature of the fund's submission dates and expenditure requirements means that a mix of projects that are completing across 2025 and 2026 will be sought.**

Of this fund, **€2,212,974** has been allocated to Leitrim County Council which can be applied for by 3 application deadlines. The deadlines for submission to Leitrim County Council are as follows:

Application deadline 1	10 th May 2024
Application deadline 2	17 th July 2024
Application deadline 3	30 th November 2024

Funding Allocation and Rates

Funding is targeted at and specifically invested in those communities, villages, and towns where the highest level of new arrivals are located and where there is a clear need for investment identified. Projects situated in areas that do not have high levels of new arrivals will not be deemed eligible.

Projects to be funded will be capital in nature, deliver medium-long term benefits for the communities in which they are located, and be capable of being delivered over the course of 2025 and 2026. A minimum spend of 50% of the allocation must be incurred in 2025. Eligible projects will receive funding for capital costs, but not for any ongoing operational or running costs.

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The minimum level of funding for an individual project is **€50,000** with a maximum of **€500,000** applying. Smaller projects cannot be artificially combined to meet the minimum threshold of €50,000 – while the 2023 scheme provided funding for small scale investment in clubs and communities (e.g. for small scale equipment), the focus of the 2024 scheme is on projects of greater scale and impact.

Given the nature and objectives of the Fund, the local authority will have discretion to award 100% of the costs of the project from the Fund to ensure it is delivered in full. This funding should not be used as a co-funding source for any other scheme operated by the Department of Rural and Community Development or any other Government Department, nor should this funding be used as a co-funding source for any other project funded under CRF 2023.

Type of projects eligible for funding are:

- development, enhancement or refurbishment of community or cultural facilities including play areas, walkways, parks, community/sensory gardens, allotments, and recreational areas;
- development, enhancement or refurbishment of local club and sports facilities which are open to use by all of the community (not limited to club members) including facilities such as community swimming pools, changing rooms, toilets, digital aids such as score / information boards etc.;
- enhancement to school/parish facilities which are open to use by all of the community after school hours;
- purchase of equipment for local clubs, festivals, community events and organisations e.g. music, arts or sports equipment;
- transport infrastructure such as the purchase of community vehicles, bus shelters and attendant information boards; (any vehicle funded must be in good condition and not more than 5 years old, an operational plan for the vehicle use is required including staffing costs not covered under this Fund)
- projects that help address dereliction and/or wider local economic and community development objectives;
- purchase and refurbishment of vacant or derelict buildings for community use where a clear need and operational plan are identified. (building purchase is only permitted by the local authority).
- Purchase of land and associated works for the development of community facilities such as play areas/ MUGAs or town parks/ community gardens, recreational areas etc. (land purchase is only permitted by the local authority).

Where the maximum funding levels under this scheme may limit the potential to purchase and renovate a targeted building, the local authority may wish to purchase the vacant building under this fund and its' subsequent renovation can form part of an application under another scheme such as the Town and Village Renewal Scheme.

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Application Process

Following an information campaign, community organisations can apply to the scheme using the online application form. The application will require extensive local and community-wide consultation as well as a detailed budget. Projects will need to be "shovel-ready" with all consents in place including planning permission. Priority will be given to projects that can be delivered in 12-18 months. Following an external evaluation, Leitrim County Council will submit funding proposals to the Department for approval. The Department will examine each proposal and will revert to the local authority with any queries. No works should commence in advance of formal funding approval from the Department. All approved funding proposals will be the subject of a funding agreement between the local authority and the applicant organisation. Projects situated in towns, villages or specific city locations that do not have high levels of new arrivals will not be deemed eligible.

Please note that the local authority may submit proposals for community infrastructure in its own right and will follow the same application and evaluation process as a community applicant.

The deadlines for submission to Leitrim County Council across three application windows are as follows:

Application window 1	10 th May 2024
Application window 2	17 th July 2024
Application window 3	30 th November 2024

At least 20% of the allocation for Leitrim will be reserved for the submission of proposals under the third application window.

No changes to applications will be accepted after the proposal form is submitted.

The Department may approve projects on a rolling basis or, alternatively, on a collective basis across all local authorities after the closing date for each application window.

Engagement with Communities and identifying locations

It is essential that the funding proposals are developed based on direct engagement with impacted communities. Proposals should also be consistent with Local

Economic and Community Plans. <https://www.leitrimcoco.ie/eng/business/local-economic-and-community-plan/leitrim-lecp-final.pdf>

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The proposals must demonstrate that the funding is targeted at, and specifically invested in, those communities, villages and towns where the **highest level** of new arrivals are located and where there is a **clear need for investment** identified. This must be clearly demonstrated in the proposal form, so that funding is allocated to the most appropriate projects in the specific city areas, towns and villages where significant numbers of new arrivals are located – proposals which spread projects throughout a municipal area without clearly linking the funding to the specific location of new arrivals and their level of need will not be approved.

Consideration will be given to the distribution of funding under the 2023 Community Recognition Fund as part of the allocation of funding and selection of projects under this second iteration of the Fund i.e. the distribution of funding across both the 2023 and 2024 funds combined should reflect where new arrivals are located.

Proposals which do not display adequate levels of community engagement and appropriate targeting of support will not be approved.

Claim process

Funding will be drawn down based on actual costs incurred and appropriate documentation must be retained in this regard.

In order to assist cash flow management, interim claims can be submitted based on the terms of the Funding Agreement.

A case study must accompany the final claim and should include photographic evidence to demonstrate the delivery of the completed project as approved under the funding proposal, as amended. The final payment will be contingent on confirmation of project completion including submission of a case study and evidence of appropriate signage.

Should circumstances change over the course of the project delivery and some of the key project elements are no longer deliverable, the applicant organisation should notify the Local Authority and seek prior written approval of any amendments using the appropriate amendment form

Procurement & Governance

National Procurement Guidelines and DPENDR [Circular 13/2014](#) this circular must be adhered to in respect of each project funded under the funding proposal, and confirmation of this will form part the Department's control regime for the Fund.

Existing Schemes

The funding should not be used to fund or co-fund existing financial commitments from any Government Scheme already approved for delivery. However, funding can be used to deliver projects that are complementary to existing projects or to fund a

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different phase of an existing project. In the context of these types of projects, it is important that appropriate documentation is provided at claim stage to clearly delineate each discreet project showing clear lines of funding/payment etc

Publicity

Successful projects will acknowledge the support of the Department and reference '*Our Rural Future*' in all public announcements, scheme documentation and advertising, as appropriate, relating to projects supported under the Fund. Appropriate signage should be erected at the project location and a template will be provided.

In addition, the Department may seek to use the details of the works funded in each local authority in the broader promotion of its policies. Detailed case studies will support this and should be submitted with all final drawdown claims.

The approved project proposals and details of the specific approved projects will be formally announced and published by the Department.

Funding Conditions

Non-Compliance with the conditions as outlined herein or in the funding agreement or non-compliance with any additional stipulations agreed during contract negotiations may result in the requirement to refund part or all of the funding awarded by the Department.

All expenditure under the Fund is also subject to the terms of the [Public spending code](#) and [DPENDR Circular 13/2014](#).

All appropriate financial, public procurement and accounting rules and regulations must be complied with, and each local authority will fully account for the funding received in a timely manner.

All the requirements set out in this document must be adhered to in order to qualify for the drawdown on funding.

A funding agreement will issue following approval of each project proposal.

Monitoring of Funding

The Local Authority and the Department may carry out appropriate pre or post-payment checks of project payment claims to verify compliance with funding conditions, project delivery and the reality of expenditure where appropriate.

The checks may include an examination of the file maintained in respect of approved projects together with any other relevant documentation identified during the course of the on-the-spot check.

Queries

Any queries regarding the Community Recognition Fund in Leitrim should be sent to community@leitrimcoco.ie