



Comhairle Contae
Ros Comáin
Roscommon
County Council

TIDY TOWNS & AMENITY

GRANTS SCHEME

2019

Tidy Towns & Amenity Grants Scheme 2019

1. Introduction:

As part of our commitment to supporting local development, Roscommon County Council manages a Tidy Towns and Amenity Grants Scheme. This Grants Scheme is available as grant aid to community groups and voluntary organisations wishing to undertake small scale amenity projects in their local area.

2. Aims of the Tidy Towns & Amenity Grant Scheme:

The aim of this scheme is to support community groups in County Roscommon who wish to undertake small scale amenity projects for open, public use. Projects should contribute to and support the work of Tidy Towns Committees and/or Local Development Associations in the area.

3. Eligible Projects:

The following will normally be considered: -

- Small scale amenity improvement projects i.e. outdoor works only.
- Tidy Towns Projects – i.e. provision and maintenance of open spaces, flower beds etc.
- Only Housing Estates which have been Taken-in-Charge by Roscommon County Council will be considered.
- Projects on public property will normally be considered.
- Sub Aqua Clubs

4. Ineligible Projects:

The following will **NOT** normally be considered: -

- Running costs of the project (wages, electricity, insurance etc.)
- Activities where other funding is clearly available
- Sports and Private Clubs
- Festivals/Events
- Internal works to Community Buildings
- Servicing of debt
- Training
- Publications
- Technical Assistance
- Projects where the activities of the group/organisation fall under the remit of another government department or agency, e.g. health, sports etc.

5. Who may Apply?

- Tidy Towns Associations who are entering the National Tidy Towns Competition 2019.
- Local Development Groups who are carrying out small scale capital amenity projects.
- All applicants must be registered with the Public Participation Network: - Proposals from individuals will not qualify.

Public Participation Network: Website : - www.roscommonppn.ie E-mail: -info@roscommonppn.ie or Public Participation Network, Roscommon West Business Park, Golf Links Road, Roscommon, Co Roscommon.

6. Levels of Support:

The level of grant assistance will depend on a range of factors, including type of project, availability of their sources of funding, and the overall number of applications seeking funding.

In the event of multiple applications being received from a particular town or village (i.e. from a number of resident's associations, local development groups etc who are active within the town) a maximum amount of funding will apply.

7. General Conditions:

The following policies and documents **must** be retained by the group and must be available for inspection if requested: -

- Evidence of Legal Structure (e.g. Limited Co., Ah-hoc Group etc).
- Evidence of registration for VAT
- Up to date Tax Clearance Certificate
- Evidence of Insurances
- Evidence of Registration with the Public Participation Network (PPN)
- Child Protection Policy

The following conditions must be adhered to: -

- Grant monies must be spent in the year of allocation.
- Changes to the project, as described in the original application, must be agreed in writing with the Council in advance. Failure to do so will jeopardise the payment of grant aid.
- The grant will be reduced in the event of actual costs on completion of the project being less than the original estimate.
- Grant aid will be paid retrospectively on submission of **paid original invoices**.
- Grants awarded will not exceed 75% of the invoiced cost.

8. Selection Criteria:

The criteria which will be applied by Roscommon County Council when assessing applications are:

- The **local contribution** to the proposed actions (in terms of finance, time, personal commitment, other in-kind contributions).
- The extent to which the project meets the **aims** of the scheme (**Section 2**).
- The promotion of **social inclusion** in the project, i.e. taking account of, and involving, all sectors of the community such as people with disabilities, travellers, older people, minority groups etc.
- **Equitable distribution** - The Council will endeavour to ensure that the available funds are dispersed around the county as equitably as possible.
- The Tidy Towns and Amenity Fund will **not become a substitute for existing funding**.

9. Acceptance of Grant Offer:

- Successful applicants will be informed by Letter of Offer.
- They will be required to sign the Letter of Offer, which will constitute a contract with agreed objectives, targets, timescale and costs.
- The contract is conditional on the applicant complying with the General Conditions (**See section 7**).
- Original invoices/receipts must be submitted, with a description of works undertaken, together with a photograph, in order to draw down the grant.
- The maximum grant will be the amount allocated or 75% of the value of invoices/receipts submitted, whichever is the lower.
- Before final payment, the County Council will carry out a site inspection to ascertain that **all work has been carried out as per the Letter of Offer**.
- **In order to qualify for an award all groups must have a bank account and provide details on the application form. Awards will only be paid directly into that bank account.**

10. Closing Date:

The closing date for receipt of applications is: **5.00pm on Friday, 1st March 2019**

11. Application Process:

Completed application forms should be returned to:

**Community & Enterprise Department, Roscommon County Council, Áras an Chontae,
Roscommon F42 VR98**

☎ (090) 6637181

E-mail: mkeane@roscommoncoco.ie

It is intended that funding decisions will be made at the County Council's March meeting.
Groups will be notified within two weeks of the meeting.