

Roscommon Community Climate Action Programme

Briefing Note and Guidelines for Applicants

Strand 1: Action: Building Low Carbon Communities (Phase 2)

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1. Objective of the Community Climate Action Programme

The Community Climate Action Programme has been developed and funded by the Department of Climate, Energy and the Environment and administered by the Climate Action Team in Roscommon County Council (RCC). The overall objective of the Community Climate Action Programme is to support and empower communities to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets. The Programme aims to support small and large, rural, and urban communities to take climate action. This programme works directly with communities to encourage climate action and provide support that helps them grow their efforts, starting from wherever they are on their climate journey.

This guideline document has been prepared for groups in the operational area of Roscommon County Council (RCC) to learn more about the Community Climate Action Programme. Groups are advised to contact the Community Climate Action Officer to discuss the Programme, email climatefund@roscomoncoco.ie.

2. Overview of the Community Climate Action Programme

The Community Climate Action Programme has been developed under two strands addressing both direct climate action, and climate education and capacity building.

- **Strand 1** is entitled “*Action: Building Low Carbon Communities*” for €50.9 million.
- This fund is managed by local authorities, Roscommon County Council in this instance, and is the subject of this document.
- **Strand 2** is entitled Education: Climate Education, Capacity Building and Learning by Doing. Within this strand, 5 million is being managed by **Pobal** in an open call for projects, more information is available [here](#). A further €3.5m of the Climate Action Fund was allocated to the Creative Ireland Programme to set up Creative Climate Action, a collaboration between Creative Ireland and the Department of Climate, Energy and the Environment, more information is available [here](#).

3. Overview of Strand 1

Strand 1 – Action: Building Low Carbon Communities Phase 2

A total of €26.9 million is being provided to LA’s under Strand 1 Phase 2. RCC have been given an allocation of €402,000 for projects under Strand 1. Building on the success of Phase 1, this funding will support the development and implementation of community-led climate action initiatives that promote sustainability, resilience, and local engagement. Under this strand communities will carry out projects that have a direct climate action impact. A

number of projects will be selected from across the county which will demonstrate the delivery of national climate action at local level. Projects must meet the objectives of the Programme as set out in project eligibility below and be completed within 18 months. Up to 100% funding may be provided from the Climate Action Fund. Projects can include a suite of measures, not just one specific action. This Programme is an opportunity for groups to take a holistic approach in making their community less carbon intensive and more sustainable for the future. The Programme is open to a range of community groups – from those new to climate action to those with more experience.

4. Eligible Communities

Community groups are required to self-certify that they do not have the funding available to undertake the work without support,

OR,

Alternatively, that the support will enable them to undertake more work which they otherwise would not be able to afford. Groups must be able to demonstrate their ability to carry out the proposed works.

To be eligible to apply under strand 1, community organisations must:

- be a not-for-profit organisation
- be located in the operational area of Roscommon County Council.
- be registered with the PPN or connected with other collectives such as the Wheel, Tidy Towns and/or a community group with Articles of Association or a Constitution, which hold an AGM, and for which approved minutes are available.

Follow this link to sign up for the PPN click [here](#)

- completed online applications must be submitted by **5pm Tuesday, 16th December 2025**.

Furthermore:

- The project applied for must be in line with the aim/purpose of the funding as set out in the section on **Eligible Projects**.
- **Only one application per organisation may be submitted for consideration. However, projects can address several of the themes and be bundled together into one single application.**

The following types of organisations are **not eligible** to apply for strand 1

- Private individuals
- Commercial undertakings (including sole traders)

- Schools, third levels institutions etc
- National community and environmental organisations
- Financial institutions

5. Eligible Projects

The types of projects/initiatives, within communities, which are eligible for funding under the Programme, Strand 1 should seek to demonstrate the delivery of national climate action at local level by:

- Reducing or supporting the reduction of greenhouse gas emissions
- Increasing the production, or use, of renewable energy.
- Improving energy efficiency
- Increasing climate resilience
- Identifying nature-based projects that enhance biodiversity and seek to reduce, or increase the removal of, greenhouse gas emissions or support climate resilience in the State
- Assisting regions in the State (including communities in those regions) and within sectors of the economy impacted by the transition to a low carbon economy
- Involving potentially innovative solutions to address the above asks.

Furthermore:

- Projects must meet the overall objective “to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets”.
- Address one or more of the five Programme themes and national climate action targets, as set out below.
- Comply with all statutory requirements in relation to planning, building regulations, Health and Safety, insurances and Fire codes etc., if applicable.
- Communities groups must be able to demonstrate their ability to carry out the proposed works.

National Climate Action Targets

Apart from the Programme themes, projects should seek to demonstrate the following delivery of national climate action at a local level:

- a. Reducing or supporting the reduction of greenhouse gas emissions
- b. Increasing the production, or use, of renewable energy
- c. Improving energy efficiency
- d. Increasing climate resilience
- e. Identifying nature-based projects that enhance biodiversity and seek to reduce, or
- f. increase the removal of, greenhouse gas emissions or support climate resilience in the State
- g. Assisting regions in the State (including communities in those regions) and within.
- h. Sectors of the economy impacted by the transition to a low carbon economy
- i. Involving potentially innovative solutions to address the above asks

6. Five Programme Themes

Projects will address the following themes:

- Theme 1: Community Energy
- Theme 2: Travel
- Theme 3: Food and waste
- Theme 4: Shopping and recycling
- Theme 5: Local climate and environmental action

Projects can address one, all or some of the five themes. However, communities should try to incorporate as many themes as possible. In developing projects, communities should consider how their projects contribute to progress in relation to relevant [UN Sustainable Development Goals](#)

Theme 1: Community Energy

Many buildings in Ireland have poor energy ratings and are expensive to run, primarily because of heat loss. The way we construct, heat, and operate our buildings significantly contributes to Ireland's greenhouse gas emissions. In fact, heat loss alone accounts for 10% of the country's greenhouse gas emissions.

We can make our buildings more energy-efficient by:

- **Retrofitting them:** This includes improvements like adding insulation.
- **Being mindful of energy use:** Switching off lights and appliances when not in use.
- **Using low-energy options:** Opting for energy-efficient lights and appliances.
- **Implementing smart controls:** Smart thermostats and other systems to manage energy consumption.

Potentially relevant UN SDGs:



We are interested in projects that focus on reducing the climate impact of community buildings. This includes initiatives that promote energy efficiency, the utilisation of renewable energy sources, and preventing heat loss.

Here are some examples of eligible projects, though this list is not exhaustive:

- **Solar PV and Battery Systems:** Installing solar photovoltaic panels and battery storage
- **Community Building Retrofits:** Upgrading community buildings with improved insulation, doors, and windows
- **LED Lighting:** Installing energy-efficient LED floodlights and general LED lighting
- **Heat Pumps**
- **Energy Efficiency Measures:** Projects such as sensor-controlled lighting and advanced heating controls

Theme 2: Travel

Transport is responsible for roughly 20% of Ireland's greenhouse gas emissions. While altering our travel habits isn't straightforward, often being influenced by past planning and housing decisions, it's also one of the primary areas where behavioural changes can quickly and significantly contribute to our climate objectives.

Potentially relevant UN SDGs:



We're looking for projects that help reduce emissions from travel in communities.

Here are some examples of projects that fit this theme, though this list isn't exhaustive:

- **Bike Parking and Shelters**
- **Bike Repair Stands:** Setting up community stations where people can fix their bikes
- **Bike Libraries:** Creating a shared resource where community members can borrow bikes
- **Community EV Charging Points:** Establishing electric vehicle charging stations for public use
- **Bike Lockers:** Providing secure, individual storage units for bicycles

Theme 3: Food and Waste

Growing, processing, and transporting food demands substantial energy and resources. It's estimated that one-third of the food we produce is wasted, contributing to 10% of global emissions. Nationally, we're committed to reducing food waste by 50% by 2030.

While acknowledging that individual choices are shaped by factors like culture, religion, health, abilities, and tastes, there are significant opportunities to engage people in actions related to food, waste, and climate change.

Potentially relevant UN SDGs:



We're looking for projects that aim to reduce food waste and general waste in communities.

Here are some examples, but this isn't a complete list:

- **Community gardens and orchards:** Creating shared spaces for growing food
- **Polytunnels and greenhouses:** Enabling extended growing seasons
- **Community composting facilities:** Setting up shared systems for composting organic waste
- **Dry urinals and water refill stations:** Promoting water conservation
- **Raised beds and cold frames:** Enhancing local food production

Theme 4: Shopping and Recycling

What we buy significantly impacts emissions throughout their lifecycle. This includes everything from how they are made and transported, to how they are used, reused, and eventually recycled. Ireland is moving towards creating a circular economy - making products that last longer, can be repurposed, reused and eventually recycled more easily. One of our climate goals is to increase the amount of waste that is recycled and to make all packaging reusable or recyclable by 2030.

As shoppers we have the power to influence how our products are made and to look for sustainable options. People are changing their shopping habits by buying products that last longer or repurposing items such as clothing and furniture. People are also planning what they will do with things when they are finished using them, recycling as much as possible, actively segregating their waste for collection and using recycling centres and services near to them.

Potentially relevant UN SDGs:



We're interested in initiatives within local communities focused on reducing, reusing, and recycling.

Project examples include, but aren't limited to:

- **Tool libraries:** Shared collections of tools for community use
- **Returnable coffee cup scheme:** Programs that encourage the reuse of coffee cups within a village or area
- **Water filling stations:** Public access points for refilling water bottles to reduce single-use plastic
- **Clothes and toy swap events:** Community exchanges for pre-owned clothing and toys
- **Repair cafés:** Facility where people can bring broken items to be repaired by volunteers

Theme 5: Local Climate and Environmental Action

Ireland has an abundance of natural resources, from our bogs and forests to our rivers and oceans. These natural resources need to be protected from climate change, and in return, they will help us by absorbing carbon, reducing the risk of flooding, increasing plants and wildlife (biodiversity) and acting as places for us all to reconnect with nature. How local communities come together to take action is an important part of the Climate Action Plan, with some of the best ideas for environmental action beginning in our local communities.

Community climate action can take many forms from simple clean-up efforts and community-led initiatives, to making plans to adapt to the changes already happening.

Potentially relevant UN SDGs:



We're interested in projects that adopt a holistic approach to managing the local environment, specifically focusing on initiatives related to climate action.

Here are some examples of eligible projects, though this list isn't exhaustive:

- **Mini forests:** Creating small forests in urban or suburban areas
- **Dispersed orchard:** Planting fruit trees and bushes across various community locations
- **Community gardens:** Establishing shared spaces for growing food and fostering community engagement
- **Roof gardens:** Developing green spaces on rooftops to improve insulation and biodiversity
- **Pollinator projects:** Initiatives focused on creating habitats and food sources for pollinators, including bug hotels
- **Rainwater harvesting:** Systems for collecting and storing rainwater for various uses
- **Wildlife habitats:** Installing bird boxes and bat boxes to support local wildlife
- **Tree nursery setup:** Establishing facilities for growing and nurturing young trees for local planting initiatives

Project Location/Ownership

Where a project will be delivered from a site/building/floor space that is not in the ownership of Roscommon County Council, it must be in the ownership of the organisation applying for the fund, or either party must have a minimum five-year lease or agreement in place from date of the final project payment, making available to the community.

Purchase or leasing of land cannot be the entirety of the proposed project; a minimum of a five-year lease is required from completion of the project. The project would have to demonstrate how it meets the objective and criteria of the Community Climate Action Programme. Purchase or lease of land alone would not meet the programme objectives.

Roscommon County Council will seek assurance through the application forms from each partner organisation that it has all required planning and regulatory permissions and consents and has secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for each project delivery.

7. Funding/Grant Sizes

Funding is available for 100% of the project costs. There are three project sizes:

Small Scale Projects (Up to €20,000)

10% of the funding allocated to Roscommon will be for small scale projects.

Medium Scale Projects (€20,000 to €50,000)

40% of the funding allocated will be for medium sized projects

Large Scale Projects (€51,000 to €100,000)

50% of the funding will be allocated for larger projects

Eligible Costs

The Programme will cover principally capital costs. Below is a guide to the eligible and Ineligible costs for projects. Eligible costs are considered on a case-by-case basis. However, the following general conditions will apply:

Eligible Costs	Ineligible Costs
• For the sole purpose of implementing the project, be necessary and shall not be used for any other purpose • Reasonable and Verifiable, e.g. by evidence of public procurement, an invoice and receipt for payment • Duplicate public funding must not have been received, or will be received, from other sources for the same purpose • Other funding may be leveraged for the project, but the Community Climate Action Programme funding component must be able to stand on its own merits and be independent of the other funding • Funding must comply with State Aid requirements	• Projects that solely benefit an individual or income generating projects • Training, staff costs etc. • Equipment, unless directly associated with the project • Overheads, operating, travel, transport, subsistence, notional, legal, insurance or banking, loan costs etc. • Costs incurred before the Letter of Offer is issued • Costs where more appropriate funding opportunities already exist

VAT is considered eligible for grant payment in cases where it cannot be reclaimed. For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT then their expenses should be exclusive of VAT. Documentation may be sought by Roscommon confirming the VAT status of the group, i.e. a recent letter, or letters, from the Revenue Commission confirming the VAT status. Every group will be required in their application form to declare their VAT status.

8. How to Apply

Please contact the Community Climate Action Officer if you require assistance or guidance in relation to the online application process.

Application form:

To apply groups must complete an online application form via “My Online Services”. The application window will be open from Tuesday the 21st of October to Tuesday 16th of December 2025.

Documents to submit with the application form:

- Governance documents for the organisation e.g. terms of reference, constitution, recent AGM minutes etc
- Costings breakdown i.e. written proof of quotes, (3 quotes for each project component)
- Where applicable, all necessary planning and regulatory permissions, consents, and authorisations have been obtained. Additionally, rights of access to all relevant land, buildings, and property required for the implementation of the project have been secured.
- Any relevant supporting documentation, e.g., biodiversity reports, energy audits etc. This is not compulsory and only relevant documents should be submitted.
- Partner(s) supporting letter(s) on headed paper (where applicable)

Cost and budgeting

As part of the application community groups will need to prepare a budget detailing everything that they will need to pay for during the project. To ensure an application represents value for money, three written quotes must be sought and must be submitted with the application. Communities must also consider green procurement where possible.

Roscommon County Council must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

Where three quotes for a particular product/service is not possible or is overly burdensome in the case of multiple project components, this requirement may be waived, and the application may be evaluated on the quotes available. Groups should consult with the Community Climate Action Officer prior to submitting their application if this situation arises. When drawing up costs it is advised to include a contingency to address any unforeseen changes to costs or inflation. This would be especially important for bigger projects.

State Aid De Minimis

State Aid and De Minimis Public funding is deemed to be 'State Aid' where it provides the recipient, whether an enterprise, not for-profit organisation, or an individual, an economic advantage over others. To comply with State Aid rules, the level of funding provided to a project promoter must not exceed €300,000 - this is known as the De Minimis ceiling. De Minimis regulations sets a limit on how much assistance can be given to organisations. The current limit for a company, or group, irrespective of size or location, is €300,000 during the previous three-year fiscal period. Many groups/ projects under this Programme would not be considered State Aid and therefore will not be subject to the De Minimis ceiling. However, community groups when submitting their application will need to clarify their status and if necessary, declare if they have previously received any De Minimis State Aid (e.g. from a state agency, government department, Local Enterprise Office, local authority, LEADER funding etc.). The Community Climate Action Officer will be able to assist groups on this requirement.

9. Evaluation, Selection and Approval

The selection of projects is a competitive process and success at the evaluation stage is not a guarantee of funding due to the competitive nature of the programme. For a project to be successful and receive funding they need to first pass the evaluation stage, then the selection stage and finally the approval stage.

1. Evaluation:

All applications will be evaluated by RCC to ensure they align with the objectives and eligibility of this Programme and will be marked against the selection criteria below. Projects must be achievable, relevant, and demonstrate impact. Thought should be given to the potential for replication in other communities. Value for money is a key consideration. Three quotes are required at application stage however, there is no requirement to choose the cheapest option.

Communities must also consider green procurement where possible.

2. Selection:

Following evaluation, RCC will then select the final projects taking account of the highest scores and:

- the geographical distribution of projects
- the desirability to fund a variety of different projects and across multiple themes
- the contribution of the projects to the climate action objectives of RCC.

3. Approval:

RCC will submit the selected projects to the Minister of the Environment, Climate and Communications for final approval. Success at the evaluation, and selection stages is not a guarantee of funding. The Minister will decide what projects are ultimately approved and any specific conditions of funding.

Evaluation Criteria

To ensure projects are selected in a transparent and fair manner, applications will be first evaluated on the following criteria. The maximum score is 100%. Applications that score 50% or above and meet the minimum score required under selected criteria as set out below, will be considered for a project with RCC.

Selection Criterion for Strand 1	Weighting	Min. Required	Basis for Assessment
Relevance and impact	30%	15%	The project meets the objective of strand 1 to shape and build a low carbon community and can clearly demonstrate the impact of the project in contributing to Ireland's climate and energy targets.
Innovation and scalability	20%	-	The project contains practical innovation/(s) and/or approaches. It has the potential to be scaled up or replicated in other communities post funding. The project has a lasting impact.
Value for money	20%	10%	The costs applied for are reasonable, represent an efficient use of resources and are commensurate with the quality and nature of the activities proposed.

			Realistic, specific and relevant outputs and outcomes are identified, which are commensurate with the level of investment.
Achievability	10%	5%	The organisation/partnership has the appropriate expertise to deliver the proposed project. The proposal is clear and coherent and is deliverable within the timeframe. Key milestones are specified with an explanation of how these will be monitored.
Partnership approach	10%	-	Any Partner/Consortium roles and responsibilities are clearly outlined with partnership agreements in place (where applicable). The proposal demonstrates how all key stakeholders will be involved in the planning and implementation of the proposal.
Governance arrangements	10%	5%	Any necessary governance and financial management systems, controls and processes are in place to meet the requirements of the programme. Where applicable, evidence of tax compliance and registration with relevant bodies is supplied. Details of track record in managing other state funding is supplied.
	100%		

10. What to expect if your application is successful

Following the Minister's approval, RCC will issue a Letter of Offer to the successful community groups setting out the terms and conditions. Groups are responsible for carrying out their projects and will have 18 months from the Letter of Offer to complete their projects.

RCC reserves the right to withdraw from a project if all requirements are not met within a reasonable period. In signing their funding agreements, each community will agree to the following:

- Compliance with the Climate Action Fund Financial Guidelines
- Relevant provisions of the Public Spending Code. Click [here](#)
- The Department of Public Expenditure and Reform (DPER) Circular 13/2014 – Management of, and Accountability for, Grants from Exchequer Funds. Click [here](#)
- Compliance with Public Procurement guidelines in relation to the purchase of all goods and services and carrying out works. Click [here](#)
- Community groups must ensure that they have indemnified Roscommon County Council on their public liability policy and employers' liability policy and apply level of cover deemed appropriate.
- Agree to retain all documentation for 10 years.
- The provision of data and information on the actions funded as may be requested by DECC and/or the local authority.
- The maintenance of separate accounting records for its projects.
- The funding is subject to audit by DECC
- Invoices, vouched receipts, bank statements and photographs of completed works (where appropriate), and other documentation as necessary may be sought by RCC and DCEE.
- Site Visits: The Department and/or RCC may carry out announced site visits to verify compliance with Programme terms and conditions.
- The contribution of the 'Government of Ireland, and "Department of Climate, Energy and the Environment" must be acknowledged in publicity, promotions and signage, and other matters as appropriate.

Procurement

Groups that are approved for funding in the Programme, will need to comply with Public Procurement guidelines in relation to the purchase of all goods/services when carrying out the project.

Below are National Procurement Thresholds.

	Advertising Requirement	Amount (excl. of VAT)	Rule	Requirement
Goods and Services	Quotations	Below €5,000	Local	One quotation from a reputable supplier.
	Quotations	€5,000 - €50,000	National	Quotations from not less than three reputable suppliers. (QuickQuotes/Supplygov only) Lowest Price or MEAT
	E-Tenders	€50,000 - €215,000	National	Advertise on E-tenders, Choice of procedure, open recommended
Works	Quotations	Below €10,000	Local	One quotation from a reputable supplier
	Quotations	€10,000 - €50,000	Local	Quotations from not less than three reputable suppliers. (QuickQuotes/Supplygov only) Lowest Price or MEAT
	Quotations	€50,000 - €200,000	Local	Quotations from not less than five reputable suppliers. (QuickQuotes/Supplygov only) Lowest Price or MEAT

Green Public Procurement

Green Public Procurement means choosing goods, services, and works that have a reduced environmental impact throughout their life cycle. It's about making choices that are better for the planet. When sourcing contractors, they should employ appropriate measures to reduce carbon footprint and conserve natural resources in all operations. e.g., using energy-efficient tools, minimising waste generation, using low-impact, recycled, or sustainably sourced materials, protecting local biodiversity, using local suppliers to reduce transportation emissions etc. **Seek advice from Climate Action Unit where required.**

Payment and reporting

Successful applications for funding under this Programme will only be paid to the applicant group/organisation's bank account. Groups will submit quarterly expenses to RCC including invoices, receipts and bank statements and a brief update on progress (e.g. any information on progress of the project, conditions of funding, challenges/issues etc.) The Community Climate Action Officer will be developing case studies/reports on projects and groups will be asked to

provide details about their works and experiences. These reports will be carried out at a 6-, 12- and 18-month period after the project starts.

All payments are subject to:

- Evidence of compliance with the public procurement guidelines. If the grantee does not comply with the public procurement guidelines, financial sanctions may apply e.g., expenditure will be deemed ineligible and will not be reimbursed.
- Evidence of compliance with Climate Action Fund Guidelines
- Eligibility of the costs as per the guidelines for the Programme and Letter of Offer.

11. Data Protection

Information provided by the applications and those who receive funding will be utilised for The purposes of evaluating and administering this Programme, and to facilitate reporting, auditing any site visits. When evaluating the applications and during the lifetime of the projects, RCC may share information with the Department of Climate, Energy and the Environment. Find RCC privacy statement for the fund [here](#)

12. Important Dates

Milestones	Date
Application Period	21 st of October - 16 th of December 2025
Application appraised by RCC and recommendations issued to DCEE	Q1 2026
Approval by DCEE	Q1 2026 (end of Q1)
Results Announced	Q2 2026
Projects in Delivery	Works Commencement Date 27/04/2026 . Programme delivery period is 18 months.
Projects Complete	27/10/2027
First Drawdown for Projects	27/07/2026
Mid Year Report	27/10/2026
Annual Report	27/04/2027
Final Drawdown	27/10/2027
Final Report	27/10/2027