



Comhairle Contae  
Ros Comáin  
Roscommon  
County Council



Gníomhaithe ar Son  
na hAeráide Ros Comáin  
Climate Action  
Roscommon

## **Guidelines for Community Groups applying for funding under the:**

### **Community Climate Action Programme**

#### **Strand 1: Action: Building Low Carbon Communities and;**

#### **Strand 1A: Shared Island Community Climate Action**

**Expressions of interest for both strands must be submitted via  
My Online Services at:**

<https://roscommon-self.achieveservice.com>

**Closing date for receipt of Expressions of Interest is  
28th February 2024 at 4pm**



**Rialtas  
na hÉireann  
Government  
of Ireland**

**Tionscadal Éireann  
Project Ireland  
2040**

**Q. 1 Who is eligible to apply for Strand 1 and Strand 1A of the Community Climate Action Programme?**

**A. 1** Community Organisations who fulfil the following criteria are eligible to apply for funding under Strand 1 and Strand 1A of the Community Climate Action Programme:

- Community groups who are not-for-profit
- Community groups who are located in operational area of Co. Roscommon
- Community group who are registered with PPN, Wheel, Tidy Towns and/or community group with Articles of Association or Constitution

Entities who are not eligible include:

- Private Individuals
- Commercial Undertakings
- Schools / Pre-Schools / Naíonraí
- National Bodies

**Q. 2 What types of projects are eligible under Strand 1 and Strand 1A of the Community Climate Action Programme?**

**A. 2** Projects must be capital in essence and address at least one of the five themes of the fund:

- Community Energy
- Travel
- Food & Waste
- Shopping & Recycling
- Local Climate & Environmental Action

Eligible Projects include:

- a) Projects that seek to reduce, or support the reduction of, greenhouse gas emissions in the State;
- b) Projects that seek to increase the production, or use, of renewable energy in the State;
- c) Projects that seek to improve energy efficiency in the State;
- d) Projects that seek to increase climate resilience in the State;
- e) 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;
- f) Initiatives involving potentially innovative solutions to—
  - (i) Reduce greenhouse gas emissions in the State,
  - (ii) increase the production or use of renewable energy in the State,
  - (iii) increase energy efficiency in the State,
  - (iv) increase climate resilience in the State,
  - (v) increase the removal of greenhouse gas in the State,

- (vi) enhance biodiversity through nature-based projects that seek to reduce, or increase the removal of, greenhouse gas emissions or support climate resilience in the State;
- g) Projects and initiatives in regions in the State and within sectors of the economy impacted by the transition to a low carbon economy.

**Q. 3 What is the duration of Strands 1 and 1A of the Community Climate Action Fund?**

A. 3 Projects must have the capacity to be completed within 18-months from the date successful community groups sign their Funding Agreement with Roscommon County Council. Projects may be completed earlier than the 18-month timeframe.

**Q. 4 How much funding is available to community groups in Co. Roscommon?**

A. 4 €402,000 is available to community groups under Strand 1: Action: Building Low Carbon Communities.

There is no pre-allocated funding amount for Strand 1A: Shared Island Community Climate Action. Rather, submitted projects will be considered on an individual basis.

Under Strand 1: Action: Building Low Carbon Communities:

- 10% of funding is reserved for small scale projects (Up to 20k)
- 40% of funding is reserved for medium scale projects (€21k-€50k)
- 50% of funding is reserved for large scale projects (€51k-€100k)

**Q. 5 What are the differences between Strand 1 and Strand 1A?**

A. 5 Strand 1 and Strand 1A seek to address the same project themes and have the same project scales and project values.

However, Strand 1A seeks to support cross-border and all-island community climate action initiatives. Under Strand 1A, a community group located in Co. Roscommon will partner with a community located in Northern Ireland. If successful, 50% of the awarded funding will be for project delivery in Northern Ireland and 50% for project delivery in Co. Roscommon.

**Q. 6 Can Community Groups submit multiple applications under Strand 1 and Strand 1A?**

A. 6 No, a community group may submit one application under Strand 1 and one application under Strand 1A.

**Q. 7 Can Community Climate Action Programme funds be leveraged with SEAI grants?**

A. 7 Yes, provided it would not result in duplicate funding.

**Q. 8 Can a large project combine funding from the Community Climate Action Programme with alternate Government funding if it is broken down into components?**

A. 8 The component would have to be assessed individually and stand up on its own merits, exclusive of the alternate funding, against the eligibility criteria, objectives, and themes of the programme. It must also be noted that there cannot be a duplication of

funds. It must be clearly demonstrated that the individual component(s) can be advanced in fulfilment of the objectives of the Community Climate Action Programme without being subject to or compromised by the delivery of the larger project.

**Q. 9 Are Partnerships/consortiums eligible under Strand 1? For example, more than one community is involved in the project.**

A. 9 Partnership is permitted, but they must be in the jurisdiction of the Local Authority, with the exception of strand 1a. No duplication should be allowed, this would not allow community groups to multiply their funding. There would have to be a lead partner identified.

**Q. 10 How can community groups apply for funding under Strand 1 and Strand 1A of the Community Climate Action Programme?**

A. 10 Community Groups will be required to complete and submit an Expression of Interest form to Roscommon County Council before the application deadline of 4pm on 28/02/2024 . There are two separate expression of interest forms available:

- Expression of Interest form for small scale projects
- Expression of Interest form medium to large scale projects.

Community Groups will be required to provide details on their group, project details (including a description of the project, costs, achievability, necessity for grant funding, impacts of project, innovation/scalability of project, value for money and governance arrangements), State Aid questionnaire, De Minimis questionnaire and a declaration.

**Q. 11 How will Community Groups Expression of Interest be evaluated for Strand 1 Projects?**

A. 11 Expressions of interest will be assessed inter alia on the following criteria. The maximum overall score is 100. Applications scoring 50% or above, and that meet the minimum score required under selected criteria as set out below, will be considered for a project partnership with Roscommon County Council.

Selection Criterion	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%		

Following evaluation, RCC will then decide the final selection of projects taking account of the desirability to fund a variety of different projects and across multiple themes, the geographical distribution of projects and the contribution of the projects to the climate action objectives of Roscommon County Council.

A portfolio of projects will then be forwarded to the Minister of Environment, Climate and Communications for final approval and decision on any specific conditions of funding.

**Q. 12 How will Community Groups Expression of Interest be evaluated for Strand 1A Projects?**

**A. 12** Expressions of interest will be assessed inter alia on the following criteria. The maximum overall score is 100. Applications scoring 50% or above, and that meet the minimum score required under selected criteria as set out below, will be considered for a project partnership with the LA.

Selection Criterion	Weighting	Min. Required	Basis for Assessment
Shared Island Relevant 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 climate and energy targets on a cross-border basis on the island of Ireland and the sustainability objectives in the Shared Island chapter of the revised National Development Plan.
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.
Cross-border Partnership Approach	10%	5%	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. The proposal demonstrates how all key stakeholders will be involved in the planning and implementation of the proposal. The proposal includes at least one partner in Northern Ireland, and at least 50% of awarded funding will be for project delivery in Northern Ireland.
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%		

Following evaluation, RCC will then forward a portfolio of projects to the Minister of Environment, Climate and Communications for final approval and decision on any specific conditions of funding.

**Q. 13 What costs are deemed non-eligible project costs?**

**A. 13** The Community Climate Action Fund will not formally fund activities involving:

- Projects that solely benefit an individual
- Teaching/staffing
- Equipment, unless directly associated with the project
- Overheads, ongoing running costs
- Insurance
- Accommodation and subsistence
- Redundancy costs
- Penalties/Interest/Bank Interest/Charges
- Loan repayments
- Retrospective costs i.e. expenditure which has taken place prior to approval date of the project

- Costs for which more appropriate funding opportunities already exist are ineligible, where it is clear that Community Climate Action Programme funding is a substitute for other public funding which is currently available
- Notional costs e.g. the room hire within the applicant's own premises
- Legal Fees

This list is not exhaustive.

Note: Applicant organisations nor their partners cannot include the cost of using their own equipment or premises i.e. items such as the use of a photocopier or use of their own rooms for meetings.

**Q. 14 What costs are deemed eligible project costs?**

**A. 14** All costs included for this grant must:

- Be for the sole purpose of implementing the project and shall not be used for any other purpose.
- Not duplicate public funding received from other sources for the same purpose.
- Must be verifiable e.g. supported by evidence of compliance with public procurement in Ireland, an invoice and receipt of payment.
- Be reasonable in their nature and amount i.e. not excessive and it what would be incurred by a prudent person in the conduct of delivering a project of this nature
- Be considered necessary for the delivery of the project
- Up to 100% funding may be provided from the Community Climate Action Programme. Other funding may be leveraged for projects (e.g. with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.). However, the CAF/Shared Island funded component must be able to stand on its own merits and be independent of the other funding. Duplication of funding is not permitted.
- Funding must comply with State Aid requirements.

**Q. 15 Can Community Groups be reimbursed for assessments done during the application period?**

**A. 15** No, funding is only available for costs incurred after successful project selection by the Minister for Environment, Climate & Communications.

**Q. 16 Regarding the Expression of Interest Forms, does the amounts (€) entered in this exclude VAT or include VAT figure?**

**A. 16** Acknowledging that the VAT may be quite expensive for Community Groups, all costs submitted as part of the application process should be inclusive of VAT. However, some community groups may be able to reclaim VAT ie. community groups with charity status. These community groups should submit project costs exclusive of VAT.



**Q. 17 If a community group need to apply for a loan (ie. Credit Union loan) does the amount applied for have to include the interest amount that will apply to the loan?**

**A. 17** The interest would not be eligible for Community Climate Action Programme expenditure. Payment must be made up of proof of eligible expenditure in relation to the project, not for servicing a loan.

**Q. 18 What form of financial management / accounting records is required?**

**A. 18** Financial management/accounting record requirements will be set out in Funding Agreement that Community Groups will be required to sign with Roscommon County Council prior to project commencement.

**Q. 19 Who is responsible for insurance / liability for accidents, illnesses or any claims arising out of the grant?**

**A. 19** Roscommon County Council will not assume liability for accidents, illnesses or any claims arising out of the Community Climate Action Programme – Strands 1 and 1A. Please see Q. 30 below.

**Q. 20 Do State Aid requirements apply to the Community Climate Action Programme?**

**A. 20** The Community Climate Action Programme is funded by State resources and as such it must be determined whether or not community groups applying for funding under the CCAP could constitute State Aid.

State Aid is any aid granted by an EU Country, or through State resources in any form, which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods must, in so far as it affects trade between EU countries, be incompatible with the internal market. If your community group is deemed to be State Aid then the De Minimis ceiling will come into effect – which means your group cannot receive more than €200,000 within the last three fiscal years. It is essential that applicant community groups notify Roscommon County Council if they have received more than €200,000.

**Q. 21 How can I determine whether or not my community groups proposal constitute State Aid?**

**A. 21** You will be asked to answer three questions to determine if your group/project will be considered State Aid.

- 1.** Does the funding confer an advantage on one or more undertaking over others?
- 2.** Does this funding distort or have the potential to distort competition?
- 3.** Does the awarding of this funding have the potential to affect Trade between EU member states?



Note: If the answer to all three of the above questions is “yes” then granting of funding through the Community Climate Action Programme would constitute State Aid. In this case, it is necessary to complete the De Minimus State Aid Questionnaire.

**Q. 22 How will successful Projects be monitored and reported on?**

A. 22 Roscommon County Council will be responsible for monitoring all successful Projects and will provide reports to the Minister for Environment, Climate & Communications on an ongoing basis through an Annual Report, Mid-Year Progress Report and Final Report.

Roscommon County Council will closely monitor the delivery and success of the project throughout the grant period to ensure that the Programme is being delivered and that the milestones are being to the satisfaction of the Minister.

Community Groups are required to facilitate requests from Roscommon County Council to discuss the progress of projects and submit all required and necessary documentation in a timely manner. Community Groups will be required to commit to reporting requirements as set out in their Funding Agreement with Roscommon County Council if their project receives Ministerial approval under the Community Climate Action Programme.

**Q. 23 Is it possible to change aspects of a project once Ministerial approval has been received?**

A. 23 Any requested changes to projects will require Departmental approval and a ‘change control procedure’ to be followed. Proposed changes to the portfolio of projects must be cost neutral and project timelines cannot be changed such that any project would run for longer than 18 months, for example, may not result in additional costs to the total Portfolio of projects being administered by Roscommon County Council and no additional funding can be requested as a result of a proposed Portfolio change. However, individual project cost changes can be considered insofar as they do not affect the overall Portfolio costs. Costs associated with individual projects that fail to complete cannot be reallocated. The Minister reserves the right to reject the Change Control Notice or request amendments to it.

**Q. 24 How are Authorisation and Statutory Consents dealt with?**

A. 24 Roscommon County Council will seek assurance through the Expression of Interest (EOI) forms from each community group 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.

**Q. 25 How will my community group carry out Procurement?**

A. 25 It is the community groups responsibility to ensure that they achieve value for money and accountability in any procurement that they carry out. Evidence of procurement should be retained and it is important that all documentation is held for the purpose of records. It is necessary to seek a minimum of 3 quotes in respect of the procurement of goods and services.

**Q. 26 How will Capital Works be managed?**

A. 26 All capital works undertaken must comply with the Building Regulations and the Building Control Regulations may also apply. All capital works undertaken must comply with all applicable national and EU health and safety at work legislation, including the Safety, Health and Welfare at Work (Construction) Regulations 2013. Projects which involve capital works may require on-site checks to verify that the works are being realized and/or have been completed as specified for Project delivery.

**Q. 27 How will Equipment and Assets that have been purchased from the Grant be regarded and treated?**

A. 27 No assets purchased from the Grant shall be hired out, pledged, mortgaged, or charged for financial gain without prior written approval from the Minister and the Minister may impose such conditions as his discretion so determines.

Projects that receive capital investment (i.e. for equipment and assets) must operate for five years from the date of final strand 1 payment. Roscommon County Council may only select projects on condition that the funding to any project will be repaid if within a five-year period of the date of the final grant payment if:

- The Community Group ceases or relocates the activity outside of Ireland; and/or
- And Community Climate Action Programme funded assets are sold, leased or otherwise change ownership without the Ministers' prior written approval; and or
- The investment is substantially changed or modified in a way that affects the nature, objectives or implementation conditions of the investment and undermines the original objectives of the Community Climate Action Programme funding provided.

**Q. 28 How will Intellectual Property rights be treated?**

A. 28 All intellectual property rights, know-how, and all right, title and interest in or to any information, data, reports, documents, procedures, forecasts and technology howsoever generated by the Local Authority or a partner organization or in which Roscommon County Council or a community group has secured an interest for the purposes of implementing a project, shall belong to the relevant party.

Roscommon County Council or the community group, as applicable, shall grant to the Minister and all Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a

formal reporting and legal relationship to Central Government Departments, a royalty free, non-exclusive, perpetual licence to any information, data, reports, documents, procedures, forecasts and technology howsoever created pursuant to the Project.

Roscommon County Council or the community group will make publicly available all final reports, findings, research, feasibility studies etc. which have been funded by the Grant once the Project is completed, or sooner if so decided by the Local Authority and/or Minister, and no later than the Final Deadline for the Final Report. Roscommon County Council shall publish these online, and/or they will be published by the Minister.

**Q. 29 How will Confidentiality, Freedom of Information and Data Protection be treated?**

**A. 29** Roscommon County Council agrees at all times to comply with all applicable national and EU data protection legislation (including but not limited to EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”)) and the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Office of the Data Protection Commission (together the “Data Protection Laws”).

The Freedom of Information Act obliges public bodies to publish information on their activities and to make the information that they hold, including personal information, available to the public.

The Freedom of Information (FOI) Acts assert the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

If a member of public wishes to seek access to information using the Freedom of Information Acts they will need to request in writing to:

E-mail: [foioff@roscommoncoco.ie](mailto:foioff@roscommoncoco.ie)

Postal Address: Roscommon County Council Áras an Chontae Roscommon F42 VR98

Community Groups applying for funding under the Community Climate Action Programme will be required to provide certain personal data in order to provide services and carry out the functions of the Department. Personal data may be exchanged with other Government Departments and agencies in certain circumstances, where lawful. Full details can be found in the data privacy notice on the DECC website – [gov.ie](http://gov.ie) - [Data Protection \(www.gov.ie\)](http://www.gov.ie). Please see here for

## Roscommon County Council's Privacy Statement

[Freedom of Information - Roscommon County Council \(roscommoncoco.ie\)](https://roscommoncoco.ie)

**Q. 30 Will community groups be required to indemnify Roscommon County Council and the Minister and Department of Environment, Climate and Communications against any claim?**

**A. 30** Yes, Roscommon County Council and the Minister and Department of Environment, Climate and Communications, accepts no liability, whether direct or indirect, that may come about from funding under the Community Climate Action Programme. Roscommon County Council and the Minister and Department of Environment, Climate and Communications must be indemnified against any claim arising out of the Community Climate Action Programme. Roscommon County Council and the Minister and Department of Environment, Climate and Communications accepts no liability for any consequences, whether direct or indirect, that may come about from the obligations or activities of community groups or subcontractors under the Community Climate Action Programme funding, through the use of the grant or from any withdrawal, termination or amendment of the Grant.

**Q. 31 Will Communities Groups (if deemed eligible for funding under the Community Climate Action Programme) be required to sign a Funding Agreement?**

**A. 31** Yes, community groups who are successful for funding under the Community Climate Action Programme will be required to sign a Funding Agreement with Roscommon County Council. The Funding Agreement will set out:

- Purpose of the funding;
- Amount of funding;
- Deliverables expected within specified timeframes;
- Duration of the project/agreement;
- Reciprocal responsibilities;
- Governance and audit arrangements;
- Monitoring, reporting and verification processes;
- Financial arrangements including payment arrangements, maximum support that maybe claimed, and accounts and records to be maintained;
- Other conditions particular to the approved project, initiative or research; and
- Process for dispute resolution and termination.

Community Groups who are successful in receiving funding should be aware that their submitted proposal is subject to alteration by either the Minister, Department of Environment, Climate & Communications and/or by Roscommon County Council.

- Q. 32 **Are there any circumstances under which a Community Groups project who receives funding under the Community Climate Action Programme could be terminated?**
- A. 32 Community Groups who do not adhere to the stipulations of their Funding Agreement with Roscommon County Council will be at risk having their approved funding terminated.
- Q. 33 **Who is my point of contact with Roscommon County Council in respect of the Strands 1 & 1A of the Community Climate Action Programme?**
- A. 33 Please contact Breata Coyle, Community Climate Action Officer  
Telephone No. 090 6637235. Email: [climatefund@roscommoncoco.ie](mailto:climatefund@roscommoncoco.ie)