

## Tidy Towns & Amenity Grant Scheme 2025

### Terms and Conditions

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

#### Who May Apply?

Grant aid for community groups and voluntary organisations wishing to undertake small scale amenity projects in their local area.

- Tidy Towns Associations who are entering the National Tidy Towns Competition 2025
- Community/Voluntary Groups whose primary purpose is the carrying out of works to enhance or maintain their immediate living environment.
- Local Development Groups who are carrying out small scale capital amenity projects
- Only Housing Estates Taken-in-Charge by Roscommon County Council will be considered.
- Proposals from individuals will not qualify

#### Eligible Projects

The following will normally be considered:-

- Small scale amenity improvement projects i.e. bio-diversity projects, litter control projects.
- Tidy Towns Projects – i.e. provision and maintenance of open spaces, planting of trees, shrubs or flowerbeds, grass cutting & general gardening and maintenance.
- Activities that make the area more sustainable and reduce your environmental impact or demonstrate pollinator friendly or climate change benefits.
- Works should not be on private property and must be of benefit to the community.
- Sub Aqua Clubs

#### 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
- Festival/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.
- Any type of signage

## 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. Constitution, Limited Co., Ad-hoc Group etc)
- Evidence of registration for VAT (if applicable)
- 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 the grant.**
- The grant will be reduced in the event of actual costs on completion of the project being less than the original estimate.
- The maximum amount of grant available is **€2,000**.
- Grant aid will be paid retrospectively on submission of **all requested documentation**.
- **Grants awarded will not exceed 75% of the invoiced cost.**

## Selection Criteria

The following criteria will be applied by Roscommon County Council when assessing applications:-

- 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.
- Successful applications will include works which demonstrate clear positive impacts on the immediate environment.
- 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 endeavor to ensure that the available funds are dispersed around the county as equitably as possible.
- The Tidy Towns and Amenity Grant **will not become a substitute for existing funding**.

## Grant Offer

- Successful applicants will be informed by email of their **Letter of Offer**
- They will be required to accept the offer via **“My Online Services”** which will constitute a contract with agreed objectives, targets, timescales and costs.
- The contract is conditional on the applicant complying with the General Conditions (see above).

## Grant Claim

To drawdown the grant applicants are required to submit their claim via **“My Online Services”** by uploading the following documentation:-

- Original invoices/receipts
- A description of works undertaken
- Photographic evidence of works completed

**The maximum grant will be the amount allocated OR 75% of the value of invoices/receipts submitted whichever is the lower.**