

Ballaghveny landfill - Community Gain Fund Guidelines

The Ballaghveny landfill Community Gain Fund (CGF) was established by Tipperary County Council (TCC) with the intention of helping the communities neighbouring our landfill by supporting positive local initiatives and activities in the local community.

The CGF seeks to address current and emerging issues, needs and opportunities within communities, enriching lives and creating brighter possibilities for local residents.

What is the purpose of the CGF?

The purpose of the CGF is to provide grant aid, in the form of financial assistance, to community groups engaged in community and recreation activities and community projects.

There must be a community gain element to these activities and projects, and grant aid does not extend to include personal equipment, goods or services (e.g. laptop, jerseys, etc.) for individual benefit.

Who can the CGF support?

Typically, the CGFs are available to community and voluntary organisations for projects which are based within the Area of Benefit or catchment area of the landfill.

Preference will be given to projects that are for the benefit of a broad section of the community.

Who can apply for support?

The CGFs are available to not-for-profit community and voluntary organisations for projects which are based in the vicinity of the landfill. These include, but are not limited to:

- Registered charities
- Community development groups
- Tidy town committees
- Sports and recreation clubs/organisations
- Parents association of primary schools, for extra-curricular community activities only

It is important that the project group be satisfactorily constituted, not-for-profit, tax compliant, with membership being open and non-discriminatory.

The CGFs are not available to individuals / organisations that are engaged in business or for-profit community activities.

What are the themes / areas of focus for the CGFs?

The CGFs support 'not-for-profit' projects which focus on the following themes:

- Education and skills
- Health, safety and well-being
- Environment and habitat conservation
- Energy efficiency and sustainability
- Culture and heritage (including maintaining and enhancement of local community facilities)
- Recreation, sport and social inclusion

What is the Area of Benefit (AOB)?

The 'Area of Benefit' or catchment area (i.e. townlands of Newtown, Derrybane, Lissanisky, Ballinree, Knockanglass, Ballymackey, Cloonmore, Lisnamoe, Ballinahemery, Riverlawn, Elmhill, Wilton, Donnybrook, Woodville, Ballaghveny, Bessborough, Ballyknockane and Brownstown) around the landfill, which is set to ensure that communities directly neighbouring our landfill benefit most from the CGFs. As such, applications from within the catchment area will receive priority over all others.

In order for an application from outside the catchment area to be considered for funding it must demonstrate the benefit provided to the communities within the catchment area.

When do the Landfill CGFs start?

The CGF commenced 12-months after the landfill started accepting waste and will run for the operational (i.e. waste acceptance) lifetime of the landfill, which at the current fill rate is expected to be up to 2030.

What is the total amount of the CGF?

The annual fund will be dependent upon the actual amount of waste accepted at the landfill in the previous calendar year. In accordance with its licence conditions the landfill may accept up to 49,000t of waste per annum. The annual fund may vary where the available funds are not fully allocated in a given calendar year and are then carried-over into the next calendar year. The CGF will cease in the year following the one where waste is last deposited for disposal in the landfill cells.

The 2023 fund (which will be available to be paid out in 2024) is €62,600, this includes a carryover of €413.05 from the 2022 Fund.

Is 100% funding of projects available?

The community and voluntary organisations will have to confirm their commitment (i.e. match funding) to the project by matching funding as a minimum:

- 10% match funding required for projects up to €3,000
- 20% match funding required for applications from €3,000 to €10,000
- 30% match funding required for projects in excess of €10,000

Voluntary labour, fees paid, etc. may be considered as part of the match funding. All projects and funding for same will be considered individually on its merits by the CGF Committee. TCC reserves the right to modify these terms at its discretion.

How does our organisations apply for funding?

Once a year, TCC will open the CGF in order to accept online applications. When open, a link to the relevant website will be added to the TCC web site www.tipperarycoco.ie. Each potential applicant (i.e. community or voluntary organisation) will be required to:

- Register their contact details.
- Complete the online application form.
- Follow these Guidelines and fill in all sections of the application form with relevant information.
- Provide supporting information as applicable.
- Submit the application form and supporting information online to TCC.

□ **How do we make an application?**

Only applications made through the online portal will be considered. Go to the application portal: <https://consultations.tipperarycoco.ie/ballaghveny>.

Applications must be submitted prior to expenditure being incurred. The application process is as follows:

- (a) submit sufficient information to allow application to be assessed,
- (b) receive approval, i.e. provisional Letter of Offer,
- (c) complete the works / purchase the goods or services,
- (d) apply for and receive payment or stage payment of approved amount.

□ **What supporting documentation is needed?**

The supporting documentation required for each application depends largely on the type of project you are seeking support for. However, at a minimum you will be asked to provide the following:

- Completion of the online application in full.
- A copy of the: Project / Community Groups terms of reference or constitution (advice and guidance is available from the web site www.wheel.ie (see <https://www.wheel.ie/advice-guidance/governing-your-organisation>)); letter of registration from a National Governing Body; etc.
- Financial information including a copy of the header of your organisation's bank, credit union or post office account statement.
- Quotations are required to verify the value of each item or service you wish to purchase, as follows:
 - Up to €5,000.00 – 1 formal quote (preferably 3 quotes)
 - Over €5,000.00 – 3 formal quotes
 - Quotes must be on headed paper, include VAT numbers and items listed must relate to the project.
- National procurement guidelines and procedures (contact TCC for further information) will apply to projects of:
 - €25,000 and over for goods /services, and
 - €50,000 and over for works / works related services.
- For works relating to renovation/construction/refurbishment (in addition to the quotations):
 - Permission to proceed from land owner.
 - Planning permission, or a letter of exemption from the relevant Local Authority.
 - Any other regulatory consent, approval or permission obtained.
- For expenditure exceeding €10,000.00 tax clearance must be available for both the applicant and goods/services/works provider.
- Employers liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested-in, as appropriate, shall be put in place by the Project / Community Group under the terms of any grant approval. Each successful applicant must indemnify Tipperary County Council against any claim arising from the activities of the supported project now and/or in the future.
- The Project / Community Group tax status shall be declared, and tax affairs shall be maintained in order.
- The applicants Charity revenue number, tax reference number, revenue exemption number, VAT registration number, etc. shall be provided.
- Confirmation of Tipperary Public Participation Network (PPN) membership (<https://www.ppntipperary.ie/register/>) and further information is available at [Public Participation Network Support | Tipperary County Council \(tipperarycoco.ie\)](https://www.tipperarycoco.ie/public-participation-network-support)

- Agreement with data protection policy, further information is available from the following web site: <https://www.tipperarycoco.ie/your-council/tipperary-county-council-privacy-statement>.

How will applications be appraised?

All online applications are appraised by TCC through its CGF Committee having regard to these Guidelines and taking account of the information provided in the application. Additional information may be requested from applicants during appraisal by the CGF Committee.

Applications received after the closing date will not be considered.

The CGF Committee will make its recommendation(s) on the allocation of the funds, to the Steering Committee, including reviews/further recommendation(s).

Is it possible to QUERY a funding decision?

Any query on funding decisions (by an applicant regarding the offer it receives) will be referred to the CGF Committee for consideration and further recommendation to the Steering Committee. A response will be issued to the applicant.

The Steering Committee will consider the recommendation(s) of the CGF Committee and accept it; or return the recommendation(s) to the CGF Committee for review and further recommendation.

The elected members of the Nenagh Municipal District will be informed of the allocation of funding, as accepted by the Steering Committee, and TCC will make the provisional letter(s) of offer available to relevant applicants.

Who is on the CGF Committee / Steering Committee?

The CGF Committee will comprise of two local community representatives and two officials from TCC, all appointed by the Director of Services for the Environment & Climate Action Section of TCC.

The Steering Committee will comprise of the Director of Services and Senior Executive Officer of the Environment and Climate Action Section of TCC.

How much can my group apply for?

The annual CGF is dependent upon the amount of waste accepted at the landfill each year and will be calculated as €1.27 per tonne of waste accepted in each calendar year, and will be distributed at least one year in arrears.

Grant awards will be project dependent and vary, but could comprise the annual amount available, where a project is identified as being of significant strategic benefit to the local community.

Where the annual CGF amount is not fully allocated in a particular year, any unallocated amount will be carried over into the following years fund.

Where applications for funding in excess of the annual amount available are received, the CGF Committee will only be in a position to allocate funds in the amount of the current fund (i.e. it cannot commit to any future allocation in subsequent years)

How does TCC pay the grant?

In general, grants from the CGF will be made retrospectively, as such; monies will be made available to an organisation upon completion of their proposed project.

For a grant to be paid out, you must have applied online to TCC for CGF grant funding and obtained the prior written approval from TCC to grant aid (i.e. a

provisional letter of offer), and then accept the grant offer in writing (i.e. the grant agreement). Payment of a grant will only be made following the receipt of a completed grant agreement.

Works must be completed / goods or services must be received before payment can be processed.

Please note that the grant aid offered may not necessarily be the same as the amount of grant funding applied for.

It is expected that all grant aid offered in a calendar year shall be drawn down by the community / voluntary organisation in the same calendar year as the offer.

Except in special circumstances, a group / organisation shall not receive a grant for the same purpose more than once in any twelve-month period.

How to accept a grant offer?

In order to accept a grant-offer TCC will write to each successful applicant confirming the amount approved for funding along with a brief description of the project, i.e. the provisional letter of offer.

The provisional letter of offer will contain a grant agreement, identifying the conditions relating to the grant offered. This communication will also ask the applicant to complete the grant agreement, which must be signed and returned via post or email to TCC within 15 working days of receipt (see below for TCC contact details). Please read your grant agreement carefully and contact TCC if you have any questions relating to it.

Incomplete claims will result in delays processing your grant.

When and how will we be notified of a decision?

In most cases, applicants will be notified in writing of a decision being made within two months from the stated closing date of the CGFs.

How do I know who has received funding?

Annually, TCC will publish the names of the grant recipients along with a brief description of the projects and amount of aid each recipient/project received.

The applicants will be required to provide photographs showing their project (i.e. before, during and after the project is carried out).

Who do we contact about the CGF?

The Environment and Climate Action Section of TCC administers the Landfill CGF. Contact details for TCC are as follows:

Phone: 0818 06 5000

Email: ballaghvenycgf@tipperarycoco.ie

Web: www.tipperarycoco.ie

Post: Environment and Climate Action Section
Tipperary County Council, Civic Offices, Limerick Road, Nenagh
Co. Tipperary, E45 A099