

**WEXFORD COUNTY COUNCIL**  
**HOLMESTOWN COMMUNITY SUPPORT**  
**& DEVELOPMENT FUND GUIDELINES (V. 08/03/2019)**



ENVIRONMENT SECTION  
WEXFORD COUNTY COUNCIL  
COUNTY HALL, CARRICKLAWN,  
WEXFORD  
environment@wexfordcoco.ie  
Tel: 053-9196312

**1. GENERAL PURPOSE OF THE COMMUNITY SUPPORT & DEVELOPMENT FUND**

**Background to the Holmestown Community Support Capital Fund**

In accordance with the Waste Management Licence 191-1 granted by the Environmental Protection Agency for Holmestown Waste Management Facility, under Condition 12.5, Wexford County Council was required to establish a ring fenced community support and development fund at the rate of €0.50 per tonne for every tonne of waste disposed of annually by landfill at Holmestown. The condition required the establishment of a community managed charitable trust (or equivalent) to manage and discharge this fund for the benefit of the social and physical environment of the local community.

Wexford County Council in partnership with the Barntown Environmental Alliance (BEA - a representative group for local residents in the environs of Holmestown) formed the Holmestown Environmental Monitoring Committee (EMC) in 2005, which consisted of two local residents, two Wexford County Councillors and two Wexford County Council officials. The Committee was also a requirement of the Bord Pleanála planning approval for the Waste Management Facility.

In October 2005 the Holmestown Environmental Monitoring Committee(EMC) adopted proposals for the operation of a Community Support and Development Fund including the following provisions;

- Wexford County Council is to pay €2.50 for every tonne of waste accepted for disposal at the landfill in the previous calendar year, into the Community Fund annually.
- The rate shall be at a flat rate of €2.50 per tonne for the duration of acceptance of waste at the landfill. The payment will be made on the basis of actual tonnage accepted for disposal at the landfill each year.
- An advance of €30,000 would be paid into the Fund at the start of construction on site and this would be repaid by deduction of €10,000 from the Fund for each year 2008 to 2010.
- The projects proposed by the EMC shall be approved by Wexford County Council.
- The Management of the fund was to be through a specific Capital and Receipts codes within Wexford County Council's financial management system.
- The EMC is to be updated with the income and expenditure operation of the fund.

The criteria for projects under the support and development were;

- Community support.
- Improving the social/ physical environment.
- Sustainability in the long term.
- Environmentally friendly projects.
- Compliance with Wexford County Council's procurement guidelines.
- Weighted in favour of proximity to the facility.

It was noted that the spending of the Community Fund should not preclude the availability of other funding local, national or E.U. for projects in the locality. Furthermore it was recommended that suggestions for local spending would be sent from the Barntown Committee to the E.M.C. for consideration. In May 2006, the local representatives ranked the criteria for a project to be funded from the Community Fund in order of priority as follows;

- The Fund was not to be used to fund works mitigating the effects of the landfill.
- The Community fund should not preclude projects from accessing other funding sources.
- Weighted in favour of proximity to the facility.
- Long term sustainability.
- Improve the social/ physical environment.
- Be environmentally friendly.
- Have Community Support.
- Comply with Wexford County Council's procurement policy.
- Work in concentric circles (distance from the facility).

Following a review of the Fund in 2013 the guidelines were revised by the Committee as follows;

- The Committee considered that the rate per tonne levied on landfilled waste for the Holmestown Community Support and Development Fund (HCSDF) should remain at €2.50.
- The Committee considered that future applicants for grants from the HCSDF would be required to provide at least 10% funding towards the overall cost of any project from the applicant's own resources.
- It was agreed that beneficiaries of funding would be required to sign a formal acceptance form which would enable the Council to recover in whole or part of the grant if the property/facility (that benefited from grant funding) is disposed of within 5 years of payment of a grant or used for another purpose than was intended at grant approval. The recovery of the grant should be on a graduated scale i.e. immediately 100%, 1<sup>st</sup> year end 80%, 2<sup>nd</sup> year end 60%, 3<sup>rd</sup> year end 40% , 4<sup>th</sup> year 20%, 5<sup>th</sup> year end 0%.
- It was agreed that the Holmestown Community Support and Development Fund (HCSDF) would continue to accept applications from local community and voluntary organisations/ households through the local committee and the Council's website. There would generally be one funding round each year but provision is made for up to two depending on the availability of funds.

- Grant applications will be submitted to Wexford County Council in the first instance. Applications received by the closing date will be considered by the BEA and the Holmestown Environmental Monitoring Committee (EMC) for approval.
- In consideration of the acceptance of projects from greater than 2 kilometres from the landfill the Committee agreed that projects outside the area may be considered by the adjudication committee at their discretion taking into account the significance of any project to the local community and the overall level of funding available in the relevant year together with the number and nature of other applications on hand.

These guidelines are aimed at standardising the submission and assessment of projects applying for funding from the HCSDF.

## **2. ASSESSMENT OF APPLICATIONS**

When assessing the merits of each application, the E.M.C. requires a fully completed official application form and supporting documentation, which should include the following information:

- A clear outline of the proposed project.
- Supporting information giving a detailed description of the project.
- Details in relation to the on-going viability and sustainability of the proposal (community groups only).
- Evidence of the overall financing of the proposal (for community groups where there is funding from other sources).
- Timescale for the implementation of the proposal.
- Evidence of good value for money, and accuracy of the financial figures provided.
- Confirmation of community support for the proposal.
- The benefits of the proposal to the community.
- An outline of the track record of the organisations (i.e. note previous work of the community group etc.).
- Compliance with Wexford County Council procurement guidelines which require the submission of three written quotations with any application for works to a maximum cost of €25,000. This is to ensure value for money with regard to any proposed works.
- Compliance with tax clearance, planning and any other legal requirements.
- A copy of the Articles of Association, a copy of the constitution, details of the charitable register number and a list of current office holders (Chairman, Secretary, Treasurer, PRO etc.) of any community/voluntary organisation must accompany the application form.

Grants will be assessed by the BEA Committee then considered and recommended by a sub-committee of the Holmestown Environmental Monitoring Committee (EMC). The assessment process may also involve a site inspection visit to verify information in relation to any application. The following criteria weighting will be used in assessing grant applications for funding (minimum required mark 55/100 to qualify for funding);

- Proximity to Holmestown WMF – 30 marks (Weighting factor = 6)
- Environmental merit of project – 15 marks (Weighting factor = 3)
- Sustainability of project - 20 marks (Weighting factor = 4)
- Improving social/ physical env. – 20 marks (Weighting Factor = 4)
- Community support for proposal- 10 marks (Weighting Factor = 2)
- Compliance with procurement – 5 marks (Weighting factor =1)

Guidelines.

Total                      100

In assessing each application marks in the range 1-5 will be awarded in respect of each factor. In relation to the proximity to the Holmestown Waste Management Facility (WMF) marks will be given as follows;

- 5 = having a common boundary with the WMF.
- 4= not having a common boundary with the WMF but less than 100 metres from any boundary with the WMF.
- 3= 100 metres or more from any boundary with the WMF but less than 500 metres from any boundary with the WMF.
- 2 = 500 metres or more from any boundary with the WMF but less than 1 kilometre from any boundary with the WMF.
- 1= a kilometre or more but less than two kilometres from any boundary with the WMF.

Successful grant applicants (households/ organisations/ community groups) will be approved in writing through the Environment Section of Wexford County Council. Grant approvals will generally last for 12 months and may otherwise be cancelled if they are not taken up. Work on proposed projects should not generally proceed prior to the approval of a grant.

### **3. FUNDING**

Funding available under the Holmestown Community Support Capital Fund Scheme covers 2 categories:

- Small scale grants                      €500 - €5,000
- Large scale grants                      €5,001 - €25,000

In every funding round (maximum of 2 per year), only the top 5 projects will qualify.

### **4. BASIC CONDITIONS/RULES AND PROCEDURES**

- (a) The original application form must be used.
- (b) Grants will only be made to groups/organisations/households. Grants paid to groups /organisations/ households will be awarded within the context of the overall budget available, the number of grants previously or currently awarded to the group/organisation/household and the extent of funding sought.
- (c) Applicants seeking repeat funding must re-apply each year, specifying the sum of money sought and its proposed use.

- (d) Progress reports on how the grant aid has been applied may be required from successful applicants.
- (e) Hand written applications will be accepted, but must be printed in block capitals, and clearly typed legible applications are preferred.
- (f) Applications must be received by the designated closing date (up to 2 application periods per annum).
- (g) Grants will be paid on the completion of any work and may be subject to the inspection of the work funded. Interim payments can be made in exceptional circumstances. Inspections will only be for the purpose of determining that work has been completed, this does not provide any warranty or guarantee of the quality of work carried out.
- (h) Grants will be paid over a maximum of 3 years in up to five instalments.
- (i) These conditions will be reviewed at least every 5 years by the EMC and the BEA.
- (j) Applicants must supply at least 10% funding for any given approved project.
- (k) In the event of any grant aided project, facility, building or other thing being sold or used for any purpose other than that for which the grant was approved, the grant or a portion of may have to be repaid by the recipient. The repayment of the grant in such circumstances will be on a sliding scale as follows; immediately 100%, after one year 80%, after 2 years 60%, after 3 years 40%, after 4 years 20% and after 5 years NIL.

## **5. TAX AND LEGAL AFFAIRS**

All applications must comply with current requirements in relation to planning issues, finance and taxation, health and safety, environment, insurance and employment legislation. Contractors engaged to undertake work must have a current C2 or Tax Clearance Certificate. Successful applicants and groups will be required to submit a valid tax clearance certificate in respect of themselves or the community/voluntary organisation concerned.

## **6. SUBMISSION OF APPLICATIONS TO THE HOLMESTOWN EMC.**

Applications for grant assistance by households/ community and voluntary organisations should be sent to Holmestown Environmental Monitoring Committee, C/O Environment Section, Wexford Co. Council, County Hall, Carriglaw, Wexford.

Application forms for this purpose may be obtained from the Environment Section, Wexford County Council, County Hall, Wexford or on the Council's website [www.wexfordcoco.ie](http://www.wexfordcoco.ie) . The application should be accompanied by the following:-

1. A detailed estimate of the cost of the works proposed; where quotations have been invited, details should be supplied (e.g. 3 written quotations).
2. A map or tracing showing the location and extent of the works:
3. Evidence of planning permission obtained and certificates of compliance where appropriate
4. Where structural works are involved – a scale drawing and brief specification.
5. Supplementary information in relation to the project proposal, its long term sustainability, current/future funding and organisation (community groups etc.)

6. A copy of the articles of association, the constitution of the organisation, the charitable register number of the group, details of the office holders (Chair person, Treasurer, Secretary, PRO etc.) of any community/voluntary organisation must accompany the application.
7. Copies of a current tax clearance certificate in respect of the applicants and a tax clearance or C2 certificate in respect of the proposed contractor.

Documentary evidence will be required by the Environmental Monitoring Committee to ensure satisfactory compliance as to the eligibility and suitability of the scheme generally, with particular reference to layout and design, the accuracy of cost estimates, the arrangements for management and maintenance, and the ownership or effective control of the land affected by the sponsoring body/ household.

Where it is intended that work on a scheme will be spread over a number of years, it is desirable that the work should be broken into definite phases for execution in successive years.

The application to the EMC should indicate the phasing proposed and the estimated cost of each phase on the application form. Detailed plans, estimates, etc need only be supplied for the first phase when the initial application is being sent to the EMC. Details of further phases can be submitted later as the scheme progresses.

In some cases a local group/ household may wish to be satisfied about the eligibility of a project before detailed plans, estimates, etc., are prepared. Where this question arises, it is open to the group to seek approval in principle to the project from the EMC before going any further.

**Work on the project consisting of construction works or other works should not commence prior to a decision to approve or refuse the grant. Notice of such decisions will be made in writing to the applicant.**

## **7. PAYMENT OF GRANTS**

Grants in respect of approved schemes will generally only be paid to local groups/ organisations/ households by the EMC/County Council on **completion** of the authorised works. In appropriate cases, the EMC/ County Council may consider payment of instalments of grants as the work goes ahead. The work will be subject to general oversight and inspection by the County Council. If work is not carried out and the grant is not claimed within 12 months of approval, the grant offer will be withdrawn.

Payment of grants will only be made when proof of expenditure and formal accounts statements are submitted in the name of the applicant body (community/ voluntary group) and subject to the availability of funding

**Grants must normally be claimed before 30<sup>th</sup> November (following approval of a project) in any year, otherwise funding will not be paid.**

**8. COST ESTIMATES: DESIGN OF SCHEMES, ETC:**

It is important that cost estimates should be as accurate and realistic as possible. The Council will consider assisting local groups in the layout and design of works, and the important scenic or amenity areas or they may recommend that consultants should be engaged to prepare plans etc. The consultants' fees can be included in estimates for grant purposes.

**9. MAINTENANCE ARRANGEMENTS:**

Arrangements for the future maintenance of schemes carried out with grant assistance will have to meet with the approval of the Environmental Monitoring Committee. Promoting bodies/ households will be expected to prove that they have ownership or effective control of the land and/or buildings affected, and to be legally constituted to ensure continuity or responsibility. In some cases, the EMC may, as a condition of grant assistance, require the promoting body to enter into a covenant or agreement to ensure future maintenance and management of the amenity for the purposes for which the grant is paid. *No Grant funding is available for the current or future maintenance of any particular project.*

**10. PLANNING PERMISSIONS:**

Applicant bodies/ households are reminded that where planning permission is required for any project proposed to be carried out under the scheme, such permission must be obtained before the work can legally be commenced. The Council will advise on the procedure to be followed. In such cases, grants will only be paid in respect of projects where such permission has been granted in full and conditions have been complied with. Documentary evidence of planning permission granted and letters of compliance, where applicable, will be required prior to payment of the grant.

**CLOSING DATE FOR RECEIPT OF APPLICATION FORMS IS 4.00 PM  
THURSDAY 30<sup>TH</sup> MAY, 2019.**

**HOLMESTOWN ENVIRONMENTAL MONITORING COMMITTEE (EMC)**

**HOLMESTOWN COMMUNITY SUPPORT & DEVELOPMENT  
FUND 2019 APPLICATION FORM – Final ( Version 08/03/2019)**

Name of Organisation/ Household:

\_\_\_\_\_

Contact Name(s) (Chair/Sec/Treasurer etc.)

\_\_\_\_\_

\_\_\_\_\_

Contact Numbers:

\_\_\_\_\_

E-mail address (if available)

\_\_\_\_\_

Name and address to which correspondence is to be sent:

\_\_\_\_\_

\_\_\_\_\_

Location of proposed project:

\_\_\_\_\_

Tenure in the property (owner/lease holder/tenant)

\_\_\_\_\_

Details of project you are seeking funding for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits that the project will bring to the Community/ Household:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Proposed date of commencement of project:

\_\_\_\_\_

2. Proposed date of completion:

\_\_\_\_\_

3. **Financial Details:**

(a) Total Estimated Cost of Project:

€ \_\_\_\_\_

(b) Total Expenditure on Project to date:

€ \_\_\_\_\_

(c) Funds raised locally to date & anticipated funding:

€ \_\_\_\_\_

(If applicable)

(d) Total grant assistance from public bodies received to date or promised for the future:

(if applicable)



Name of Public Body	Grant

(e) Grant assistance sought now from the EMC € \_\_\_\_\_  
 (Note – This may be split over a number of periods, maximum 3 years)

4. Please state the name & address of proposed contractor(s) – (use additional sheets if necessary)  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Please state the VAT Registered number of the contractor(s) and tax clearance certificate reference: \_\_\_\_\_

6. Please state the planning permission reference (if applicable) \_\_\_\_\_

Completed application form must be submitted to

**Holmestown EMC C/O Environment Section, Wexford County Council, Carriglawn Wexford,**

on or before the advertised closing date: **Thursday 30<sup>th</sup> May, 2019 at 4.00 p.m.**

**SIGNED: \_\_\_\_\_ ON BEHALF OF THE APPLICANT BODY/ HOUSEHOLD**

**I declare that I have read the guidelines pertaining to the grant application and that all information supplied by me on this application form and supporting documentation is truthful and factually correct. I understand that supplying false or misleading information by me may invalidate this grant application and may result in the refusal of the grant application.**

**DATE: \_\_\_\_\_**

**Before submitting application, please ensure that:**

- You have read the grant application guidelines that accompany the grant scheme
- You have read the application form fully and completed **all** sections – including signing of the above declaration (incomplete applications **will not be processed**)
- You have enclosed all necessary and relevant supporting documentation
- Additional supporting material describing the project may be submitted.
- You have allowed sufficient time for completion **and** delivery of application before closing date to the EMC c/o Wexford County Council
- You are submitting your application on time – **LATE APPLICATIONS WILL NOT BE PROCESSED**