

Community Climate Action Programme

Frequently Asked Questions

Q: Is this fund first-come, first-served or is there a closing date?

A: Funding is not allocated on a first-come, first-served basis. The closing date for receipt of applications is **5pm on Tuesday 16th December 2025**. The fund will be awarded on a competitive basis, and all applications will be assessed and scored by an external and independent assessment panel.

Q: Does the community group need to pay for the works before claiming the grant?

A: Yes. A grant claim can only be submitted after works are completed and the contractor(s) are paid in full. Evidence of payment will be required (copy of bank statement).

Q: Can the community group get started on the project in advance of grant approval and claim those associated costs?

A: No. Only costs incurred after grant approval are eligible.

Q: Does the community group have to wait until the project is fully completed before submitting a claim for reimbursement?

A: No. Claims can be submitted to the CCAO on a phased basis (for example quarterly), providing that project segment is fully completed, and the contractor is paid with evidence of same. **Wexford County Council will retain 10% of each claim until all project works are completed and the final claim is submitted.**

Q. What documentation is required for the application?

A: You will need the following documents:

- PPN registration number (if not a PPN member then Articles of Association / Constitution, copies of AGM minutes and list of committee members)
- 3 quotations for each element of the proposed works (5 if any single element >€50k)
- Any supporting documentation that explains the benefits of the works in detail
- A copy of the minimum 5-year lease agreement (where applicable)

Q. What documentation is required if the application is successful?

A: If successful, the following documents will also need to be provided:

- Tax registration number
- Tax clearance cert
- Bank account in the name of the group
- Copy of insurance documents
- A letter of indemnity from insurer
- Quotations from preferred suppliers

Q. If a community group needs to apply for a loan (for example Credit Union loan) can the loan interest be reimbursed through the CCAP?

A: No. Interest on a loan does not qualify under the CCAP.

Q. What is the timeframe in delivering the project?

A: A group has 18 months from the date of signed agreement to complete all aspects of their project.

Q: Can a large project combine funding from the CCAP with alternate Government funding if it is broken down into components?

A: The component being funded through the CCAP 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 be clearly demonstrated that the individual component can be advanced in fulfilment of the objectives of the CCAP without being subject to or compromised by the delivery of the larger project.

It must also be noted that there **cannot be a duplication of funds**.

Q. If land/ property/ other assets are provided for the project by a public or private body what are the rules for its inclusion regarding the future (leasing etc.)?

A: Where a project will be delivered from a site / building(s) / floor space that are not in the ownership of the applicant group, they must have a minimum five-year lease or agreement in place from date of project completion.

Q: What insurance will be required for successful applications?

A: Successful groups will be required to sign a Memorandum of Understanding with Wexford County Council which will include the terms and conditions of funding. Groups will be required to provide evidence of adequate insurance which will be sufficient to cover the construction / works / activity being funded. Responsibility for

health and safety and all regulatory requirements will be the sole responsibility of the applicant group.

Q: Are physical inspections on the site of projects required?

A: Yes. Site visits will be carried out prior to commencement of approved works and again upon completion. **There will also be periodic online check-ins between the group and the CCAO during the lifetime of the project.**

Q). Who gets reimbursed for project elements when there is a partnership?

Where a partnership has been entered into for a CCAP funded project, Wexford County Council will reimburse the organisation, whether that be the lead or junior partner, for the project elements that they pay for.

For example; A Community Hall Development Group and a Tidy Towns Group enter into a partnership agreement for a CCAP application. The community hall is the lead partner, and the tidy towns group is the junior partner. The project includes solar pv panels in the community hall, and an e-cargo bike for the tidy towns group. Wexford County Council will reimburse the community hall development group for the solar pv panels element and the tidy towns group for the e-cargo bike element of the project.

Q). Do all organisations in a partnership / consortium application need to be from the same district?

No, they do not all need to be from the same district, but they do need to be geographically close to each other so that all project elements connect in a meaningful way. For Example, two groups in two districts but within walking / cycling distance to each other could create a cycle way connecting both locations.

Q). If you are in a partnership for CCAP project and one partner does not deliver on their project element as per the signed agreement, does that impact on the drawdown for the other partner?

Only fully completed project elements can be fully recouped as **Wexford County Council will retain 10% of each claim until all project works are completed and the final claim is submitted.**

Q). Should you form a new bank account for the purpose of a joint partnership CCAP Project?

It is not necessary to form a separate joint account with your partnering organisation. Please refer to the question on reimbursement of project elements when there is a partnership, question no. 4

It is advisable however to have a partnership agreement between both organisations which clearly outlines the responsibilities and roles of each member and how each stakeholder will be involved in the planning and implementation of the project.

Q). Is the breakdown of the project bands the same as in phase 1?

Yes, the funding distribution percentage guidelines remain the same as in phase 1

Small Scale	€0 - €20,000	10%
Medium Scale	€20,001 - €50,000	40%
Large Scale	€50,001 - €100,000	50%

Q). Are there weights for the different themes or different elements of the application form?

The maximum overall score available is 100, only applications that score 50% or above and meet the minimum score required under selected criteria will be considered for funding. The selected criteria as set down by the DCEE are as follows:

Selection Criteria	Weighting	Minimum Required
Relevance and Impact	30%	15%
Innovation and Scalability	20%	-
Value for Money	20%	10%
Achievability	10%	5%
Partnership Approach	10%	-
Governance Arrangements	10%	5%

Q). Are smaller projects at a disadvantage, as they might not be able to hit a lot of themes?

While applicants are encouraged to address as many themes as possible in their application, consideration as to the amount of their grant application needs to be taken into consideration. Medium and Large-scale projects are expected to address more themes than small-scale projects.

Q). Is there any weights/priority towards community groups over sports clubs?

No, there is no priority given towards community groups over sports clubs and vice versa.

Q). Any grants for services/labour costs?

No, this grant funding is towards capital costs only.

Q). Do we need to prove/calculate CO2 savings based on measures? / To what extent does a group need to quantify CO2 savings?

One of the evaluation criteria seeks the relevance and impact of the project, applicants need to be able to clearly demonstrate the impact of the project in contributing to Ireland's climate and energy targets.

Q). What does up to 100% funding mean?

The evaluation board will look at the value for money aspect of applications and if an element, or part thereof, is identified as not providing value for money, then this element may not be approved for funding.

Q). Can previously successful groups from CCAP Phase 1, reapply in Phase 2 for funding?

In the interest of fairness, Wexford County Council will prioritise applicants who have not previously been successful under Phase 1. If there is any funding remaining, Phase 2 applicants who were successful under Phase 1 of the CCAP, may then be considered for assessment.

Non-Eligible Projects and Activities

The Community Climate Action Programme will not fund activities involving:

- Projects that benefit an individual or private group, commercial undertakings, schools and national community or environment organisations
- Teaching/staffing
- Travel and transport costs except in exceptional circumstances
- Equipment, unless directly associated with the project
- Income generating projects
- Overheads, ongoing running costs
- Insurance
- Accommodation and subsistence
- Redundancy costs
- Penalties / Interest / Bank 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, for example the room hire within the applicant's own premises
- Legal Fees

This list is not exhaustive.

Note:

- Applicant organisations / their partners cannot include the cost of using their own equipment or premises, that is items such as the use of a photocopier or use of their own rooms for meetings.