

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: What are the assessment criteria?

A: There are six assessment criteria (which appear as questions to be completed on the application form), it is important that **each** of these questions are answered and given due consideration:

- Purpose and Relevance
- Achievability
- Impacts
- Innovation and Scalability
- Value for Money
- Governance

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.

Q. Is there an option to prefund projects?

A: It is possible for approved groups to seek prefunding up to a maximum of 25% of their approved allocation, as an advance payment, upon signing of their agreements. This is subject to being satisfied that this is necessary and appropriate in the particular circumstances of an individual case and following an assessment of the needs of the group.

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 life-time of the project.

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.



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