

**Social Enterprise Capital Grants Scheme 2021**

**Application Form**



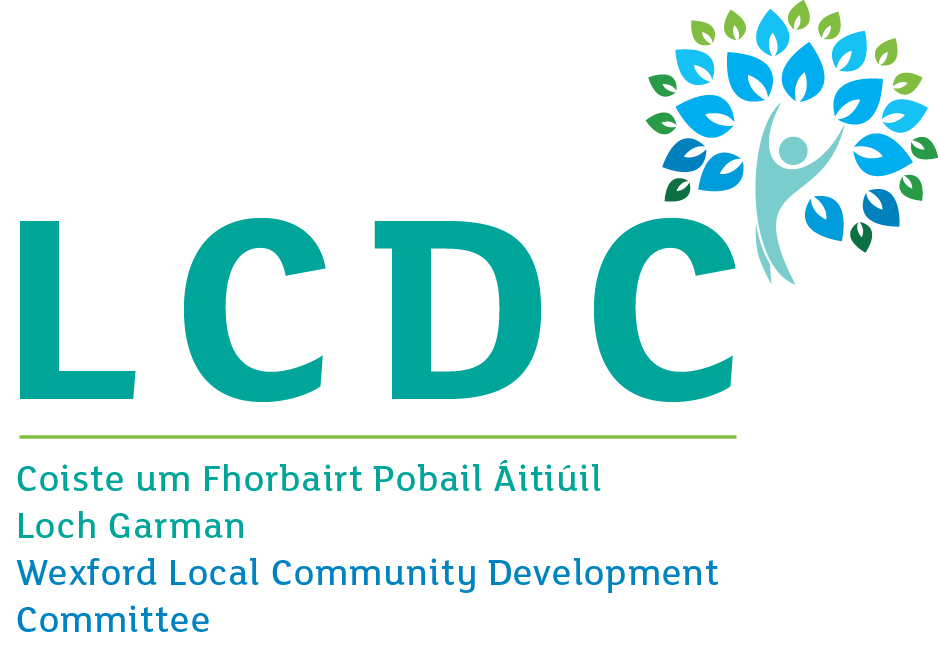
**[Insert Logo of Relevant Local Authority]**

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:



**[Insert Logo of Relevant LCDC Here]**

**ALL APPLICATIONS ARE TO BE RETURNED TO:**

Via emailed to [Community@wexfordcoco.ie](mailto:Community@wexfordcoco.ie)

Alternatively postal application can to be returned to:

Wexford LCDC,

C/o Community Development Section,

Wexford County Council,

Carricklawn,

Wexford Town,

Y35 WY93

**No later than 15th October 2021**

**Guidance for Applicants**

# Background

In July 2019, the Department of Rural and Community Development published a National Social Enterprise Policy for Ireland.

The Social Enterprise Capital Grants Scheme 2021 is one initiative being taken by the Department of Rural and Community Development under the Policy to support social enterprises and is complementary to other supports provided by the Department.

It is anticipated that the small scale nature of the grants under this scheme will particularly benefit smaller or start-up social enterprises which do not necessarily have the capacity to compete for larger grants, but which nonetheless have a need for upgraded/additional equipment to help them to deliver their services.

The scheme is being administered on behalf of the Department of Rural and Community Development by the network of Local Community Development Committees (LCDCs) across the country.

The deadline for receipt of completed applications is **no later than 15th October 2021.**

# Eligible Organisations

Only social enterprises, as defined in the National Social Enterprise Policy (see below), may apply under this scheme. All applicants will be checked and verified to ensure they meet the definition. Applicants who do not meet this definition will not be considered.

|  |
| --- |
| A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders.  It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives.  It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission. |

*National Social Enterprise Policy for Ireland 2019-2022*

# Funding Allocation

Amounts approved to social enterprises will be subject to the total number of applications approved and the overall budget available (€1 million).

# Eligible Costs

Under this scheme, grants will be provided to social enterprises towards small scale capital costs. Capital costs incurred by social enterprises for the purchase of equipment are eligible. Repairs and refurbishment of existing facilities can also be funded.

The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.) or administrative costs.

Only expenditure incurred after the date of grant approval will be eligible.

The grant may cover all, or part of, the purchase or works in question. However, the full cost of the purchase or works must be provided on the Application Form.

# Assessment Criteria

Applicants will be required to confirm that their organisation meets the definition of a social enterprise as set out in the National Policy. Applicants will be asked to explain the purpose for which the grant is sought. Factors such as demonstratable need and the potential impact of the grant on service delivery will also be taken into account.

# Applications

All applications will be reviewed by the LCDCs to verify that the applicant meets the definition of a social enterprise as set out in the National Social Enterprise Policy for Ireland. Final decisions on funding approvals will be made by the Department of Rural and Community Development. Applicants are encouraged to include a copy of relevant Articles of Association (or similar) which clearly show that the applicant is a Social Enterpirse.

Applicants will be notified of the outcome via the relevant LCDC in by 19th November 2021. Successful applicants will have until 8th April 2022 to draw down the grant, based on evidence of completed purchases or works.

# Terms and Conditions

* Only social enterprises as defined by the National Social Enterprise policy will be eligible for funding under this scheme.
* The information supplied by the applicant must be accurate and complete. Incomplete applications will not be considered for funding.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by the Department of Rural and Community Development and Local Authorities.
* The application must be signed by the Chairperson or CEO/MD of the social enterprise.
* It is the responsibility of each social enterprise to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Evidence of expenditure, receipts / invoices must be retained and provided to the LCDC or their representative if requested.
* Payment of grant monies to successful applicants will only be made on foot of submission of supplier receipts/invoices, related to the approved application, to the LCDC.
* The Dormant Accounts Fund and the Department of Rural and Community development must be publicly acknowledged in all materials associated with the purpose of the grant.
* Generally no third party or intermediary applications will be considered.
* Late applications will not be considered.
* Applications in any form should arrive not later than the closing date.
* Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
* An acknowledgement email will issue to the applicants primary email address as per submitted application form, for all applications submitted by email. If you do not receive such an acknowledgement, please contact [community@wexfordcoco.ie](mailto:community@wexfordcoco.ie) for assistance, without delay.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* By completing this Application Form, you consent to the data on the form, as required, being transferred to the Department of Rural and Community Development to enable a decision to be made on your application.
* Successful applicants may be subject to audit by the LCDC or the Department of Rural and Community Development.
* Documentation relating to the purchase of equipment or the completion of works should therefore be maintained for inspection for a period of 7 years.
* Please nsure the application form is completed in full. Incomplete applications will not be considered for funding.
* In order to process your application it may be necessary for Wexford County Council to collect personal data from you. Such information will be processed in line with the Local Authority’s privacy statement which is available to view on [www.wexfordcoco.ie](http://www.wexfordcoco.ie).
* Limited grants to a maximum value of €7,500 per project will be made available. The LCDC reserves the right to exceed this limit in exceptional cases.

# Enquiries

Applicants will be advised that all enquiries in relation to the Social Enterprise Capital Grants Scheme 2021 should be directed to

Community Development,

Wexford County Council

[Community@wexfordcoco.ie](mailto:Community@wexfordcoco.ie)

053-919 6000

# Social Enterprise Declaration

|  |
| --- |
| A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders.  It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives.  It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission. |

*National Social Enterprise Policy for Ireland 2019-2022*

I confirm that the organisation which I represent-

|  |  |
| --- | --- |
| Is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Pursues its objectives by trading on an ongoing basis through the provision of goods and/or services. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Reinvests any surpluses into achieving social objectives. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Is governed in a fully accountable and transparent manner and is independent of the public sector. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| If dissolved, it will transfer its assets to another organisation with a similar mission. | Yes/No: \_\_\_\_\_\_\_\_\_ |

# Organisation Details

|  |  |
| --- | --- |
| **Name of Social Enterprise:** |  |
| **Contact Person** |  |
| **Role of Contact Person** |  |
| **Contact Correspondence Address:** |  |
| **Eircode** |  |
| **Contact Email Address:** |  |
| **Contact Telephone No.:** |  |
| **Organisation Website** |  |
| **Tax Reference Number (if applicable):** |  |
| **Tax Clearance Access Number (if applicable)** |  |
| **Charity Number (if applicable)** |  |

**Successful applications for funding under this programme will only be paid to the applicant organisation’s Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.**

# Details of Proposed Expenditure

|  |  |
| --- | --- |
| **What will the funding be used for?** |  |
| **Why is this funding needed and what impact would this grant have on your organisation’s service delivery.** |  |
| **When will the purchase be made?** |  |
| **Amount being applied for** | € |
| **is this amount the partial or total cost** |  |
| **If partial, please give the estimated total cost** | € |

Important note: If the total cost of your project is less than €5,000.00, please include evidence of quotations sought from a minimum of three different independent suppliers.

If the total cost of your project is greater than €5,000.00 and less than €50,000.00, please include evidence of quotations sought from a minimum of five different independent suppliers with this form.

Please note, it is recognised that it is not always possible to secure several quotations from different independent suppliers within tight timeframes. As such, submission of evidence of a request for quotations from the required number of independent suppliers will suffice in the absence of quotations received e.g. copy of email showing request. It is recommended that adequate time is given and a deadline date for response for quotations is included in all requests for quotations, to enable and encourage suppliers to respond to such requests.

|  |  |
| --- | --- |
| **Please state how your social enterprise proposes to acknowledge the Dormant Accounts Fund (DAF), DRCD, Local Authority and LCDC** |  |

Note: Depending on the amount being applied for, this could be as simple as including an acknowledgement on equipment labels, or on notices/signs, or in any newsletters that are being produced locally.

**Data Protection Act 2018 & GDPR**

**Paper and Computerised Records**

Wexford County Council is responsible for delivering funding Programmes in County Wexford on behalf of Wexford LCDC and is required to collect information from individuals and community groups who it assists with grant aid under this Scheme.

Some of the information sought is personal data and sensitive personal data which will be processed and securely stored by Wexford County Council in paper and electronic form in compliance with the above Acts and GDPR Legislation.

Information subsequently received may be added to such records. You, as a Data Subject, have a number of rights under the Acts, including access to your information.

Requests should be addressed to: Freedom of Information Office, Wexford County Council, County Hall, Carricklawn, Wexford Town, Y35 WY93.

The information we record will be used only for the following purposes:

* Processing applications
* Compiling statistical information
* Analysing information about applicants for other bodies such as Government Departments e.g. The Department of Rural and Community Development.
* Publication of applicant and project details (including photography) for publicity and promotional purposes.

Personal data will be disclosed only in accordance with Wexford County Council’s duties under the Data Protection Acts. For further information on our privacy policy see our website.

**DECLARATION**

**I have read and understand the above statement and give consent to Wexford County Council for the use and disclosure of data and information as outlined above.**

**Name:**

**Date:**

|  |  |
| --- | --- |
| I confirm I have read and fully understand the Terms and Conditions of this Programme (see page 4 of this form). | Yes/No: \_\_\_\_\_\_\_\_\_ |
| I confirm that I have read and fully understand the ‘Statement on Public Finances’ contained in Appendix A  (see page 9 of this Form) | Yes/No: \_\_\_\_\_\_\_\_\_ |

**I declare that the information provided by me on this application form is truthful and complete.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Must be Chairperson or CEO/MD)

**For Official Use only:**

I verify that the application has been completed fully and that the applicant organisation meets the definition of a Social Enterprise under the National Social Enterprise Policy for Ireland 2019-2022.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LCDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX A**

**Statement on Public Finances**

***This Statement should be brought to the attention of every grant receiving body***

**If you are in receipt of public funding you should**

|  |  |
| --- | --- |
| **Clarity**  Understand the purpose and  conditions of the funding and the  outputs required  Apply funding only for the business  purposes for which they were  provided  Apply for funding drawdown only  when required for business purposes  Seek clarification from the grantor  where necessary – on use of funds,  governance and accountability  arrangements | **Governance**  *Ensure appropriate governance*  *arrangements are in place for:*  Oversight and administration of funding  Control and safeguarding of funds from  misuse, misappropriation and fraud  Accounting records which can provide, at any time, reliable financial information  on the purpose, application and balance remaining of the public funding  Accounting for the amount and source of the funding, its application and  outputs/outcomes |
| **Value for Money**  *Be in a position to provide evidence on:*  Effective use of funds  Value achieved in the application of funds  Avoidance of waste and extravagance | **Fairness**  Manage public funds with the highest  degree of honesty and integrity  Act in a manner which complies with  relevant laws and obligations (e.g. tax,  minimum wages)  Procure goods and services in a fair and  transparent manner  Act fairly, responsibly, and openly in your  dealings with your Grantor |

**Disclaimer – Please read carefully**

It will be a condition of any application for funding applied for to Wexford County Council using this form that the applicant has read, understood and accepted the following:

Wexford County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature directly or indirectly from:

* The application or the subject matter of the application.
* The rejection for any reason of the application.
* Wexford County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities.
* In respect of monies provided by Wexford County Council, the council does not undertake the role of ‘’Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005.
* All relevant public liability insurance, event management and required permissions are the responsibility of the event organisers.

**Wexford County Council requires the procurement of goods and services, in a manner, to ensure at all stages of the development and / or retrofit of publically funded facilities that accessibility and equality (access and equality for end user) is accounted for, In line with Disability and Equality Legislation.**

**For Office Use only**

Organisation Name

£€

Amount recommended **€**

Application Evaluated by

**Date:- ----------------------------------------**