



Community Services Programme Supervising Community Halls and Facilities 2008

GUIDELINES FOR APPLICANTS

1. 2008 APPLICATIONS FOR SUPERVISING COMMUNITY HALLS AND FACILITIES

The Community Services Programme is funded by the Department of Community Rural & Gaeltacht Affairs under the NDP. The purpose of the programme is to support voluntary and community groups to provide essential services and businesses to their communities. The provision of these services will:-

- Alleviate disadvantage in those communities
- Promote social and economic development within the communities
- Provide employment for those most distant from the labour market
- Promote the sustainable and inclusive development of the communities
- Strengthen local ownership through participation in decision-making.

Within this overall purpose, in 2008 the Department is inviting applications for “Supervising Community Halls and Facilities. The purpose of these grants will be to enable community halls and facilities to be open and run on a day to day basis, and to be available for community use.

The programme defines a community hall or facility as one that is:

- owned and managed by a local community,
- available for community use by groups and individuals,
- where community members and groups are responsible for designing and organizing some or all of the activities and services undertaken.

This strand is confined to relatively small grants of up to €46,000 a year to contribute towards the costs of employing up to two full time equivalent workers (detailed below). Grants are typically awarded on a three year contract. CSP does not aim to fund 100% of any service or activity and all CSP grants are awarded on a community enterprise model: applications **must factor** in other sources of income, e.g. room rental, support in kind and other resources which demonstrate an adequately resourced and viable proposal.

Not-for-profit: Applicants must be (or become) appropriately constituted as a company limited by guarantee or as an industrial and provident society (co-operative).

Employment: As a general principle 70% of CSP-funded workers must be from the following target groups:

- Unemployed persons in receipt of unemployment benefit, unemployment assistance or one parent family payment.
- Persons in receipt of disability allowance, invalidity pension, blind persons pension or other disability benefit.

- Travellers in receipt of unemployment benefit or unemployment assistance or one parent family benefit.
- Stabilised and recovering drug misusers.
- People employed from Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. RSS workers who are former CE placements are also eligible. CSP funding is not intended to replace an existing CE scheme.
- Ex-prisoners.

Exclusions

- The programme **cannot** consider applications for premises which are at the planning stage and have not been built.
- Enterprise centres are **not** eligible for consideration.
- The programme does **not** fund capital works.
- Community development activities and educational programmes are **not** eligible for funding.

2. CSP GRANT CALCULATION

- The Community Halls & Facilities strand will contribute funding to support up to two full time equivalent workers.
- The contribution is calculated as follows:-

CSP contribution per full time equivalent ("FTE") workers at the minimum wage of €8.65 an hour)	€19,033 per annum
CSP contribution to non-wage costs (e.g. overheads) per FTE	€4,065 per annum
Based on these figures, the total maximum possible grant = contribution to employing two FTES: €19 033 x 2 plus €4065 x 2	€46,196 per annum

- "Full-time" is required to be a 39 hour working week.
- Successful applicants may deploy their FTE allocation as full or part-time workers but will need to demonstrate that the part-time hours added up to the full 39 hours.
- In cases where the applicant is awarded two FTEs and decide to employ them full time, the requirement is that they must come from the employment categories i.e. 100% recruitment. If the applicant wishes to employ them part time, then the 70 – 30% rule may apply.
- CSP awards a "non-wage" element of €4,065 per FTE to contribute towards overheads.
- A CSP grant is awarded as a contribution only towards wages and overheads. Applicants are encouraged to top up worker wages to an appropriate level from other income sources.
- And the applicant is required to demonstrate that the overall proposal is financially viable. The application make take a variety of income sources into account including room rental and trading, other grants and significant in-kind contributions (e.g. where another agency is providing premises or support services at no cost).
- CSP discourages any application for less than one FTE.

Exceptional grants

This strand of the Community Services Programme is normally confined to smaller grants to support the employment of one or two workers. In 2008, the programme may consider supporting a greater staffing level, up to a maximum of four FTEs for very large facilities. Where the size of the community facility also warrants, a grant towards the employment of a premises manager may be considered. Applications for larger grants will only be considered where a demonstrable case is made in the application form that the facility serves a high density of population and disadvantage, with a commensurable level and range of activities

QUESTIONS? PLEASE CALL THE COMMUNITY SERVICES PROGRAMME HELPLINE ON 01 448 4828 OR EMAIL csp@pobal.ie

3. APPLICATION PROCESS AND TIMETABLE

<i>Pobal is currently working to this time table. Slippage can occur owing to events outside our control.</i>	Working timetable
a) Application form and applicant guidelines published	March 2008
b) Local intermediaries (Partnership, Community Partnerships, LEADER companies, Udaras na Gaeltachta) asked to consult locally to elicit submissions.	March – 30 May 2008
c) Submission of applications to local intermediaries	By 30 May 2008
d) Board of integrated local development body (comprising Partnerships, Community Partnerships & LEADER companies) (or Udaras) to select two – four applications using local priorities and criteria, and submit these to Pobal.	By 30 June 2008
e) Pobal will write to acknowledge receipt of your application – but only if it is one of the applications short-listed and submitted by the local intermediaries.	July 2008
f) Pobal will carry out appraisals based on information supplied within each application form, against published appraisal criteria. An appraisal officer may be in touch with you during this time for clarification or further information.	July - September 2008
g) Pobal to make recommendation to the Department of Community Rural & Gaeltacht Affairs regarding each application	October 2008
h) The Department will notify you of the outcome of your application.	November 2008
i) The CSP team at Pobal will then contact successful applicants to explain the conditions of contract, the steps required to enter into contract, how to draw down CSP funding etc.	December 2008

4. SUBMITTING YOUR APPLICATION

- Please submit your application to your local Area Partnership, Community Partnership or LEADER company (or Udaras na Gaeltachta if applicable). Pobal cannot accept direct applications. If you do not know how to contact your local Partnership/LEADER company etc, please contact us on the number below and we will endeavour to direct you to the appropriate body.
- Please submit your form typed or word-processed; we regret we cannot accept handwritten, scanned or faxed forms.
- Please submit **TWO** hard copies and an **electronic version** (via email or c.d.) of your application form. This will assist us greatly in processing and appraising without delay.
- You need to send your last two sets of Audited Accounts and your Memorandum & Articles of Association (or Constitution or Rules of the Society) with your application. If you are a previous applicant to the Community Services Programme or other Pobal programmes, please indicate this on the form and we will retrieve your Memo & Arts (etc) from files. However, you **must** submit your most recent audited accounts.

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5. APPRAISAL CRITERIA

Applications received by Pobal will first be assessed for eligibility against the criteria set out in section 1 above. Eligible applications will then be appraised against the following criteria:-

Evidence of need for the community hall or facility

Need can be demonstrated in various ways for example: evidence that the project addresses a gap in local service provision, links to relevant local and national plans or research and/or evidence that the local groups have been consulted. We will also be considering whether alternative sources of funding might be more appropriately sought and whether the hall/facility actually has a need for further funding/ staffing.

Extent to which the proposal tackles disadvantage

This is an assessment of the project's potential to make a difference and have a lasting impact on the community it serves. In particular we want to know if there is a good understanding of existing and future users/beneficiaries, their needs and the benefit that they will derive from the Community hall or facility.

The capacity of the group

In assessing a group's capacity to manage a community hall or facility, we look at many different aspects including the track record of applicant in a particular field and in handling public funding, evidence of management structures including the role and skills of the management committee or board; ability to employ staff responsibly. For new groups, we would also look for evidence of support agencies and other partners, role and commitment of the management committee and other volunteers.

Evidence of forethought and planning

We are looking to see that the proposal is based on a defined strategy; that the plan is clear in its analysis of existing and potential users and their needs; that it sets out a coherent set of actions and has realistic targets, costing and financial projections.

Value for money

In looking at value-for-money, we will consider such factors as the potential for income generation, whether there will be sufficient funding to sustain the business and quality standards, the overall cost of the project with regard to the outputs proposed and the appropriateness of administration costs. Proposals which are seeking CSP funding to replace an existing income stream will need to explain clearly the advantages *and additional benefits* to the group and their users/clients.

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