

Guidelines for Community Water Development Fund 2018

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1. Objective of the Fund

The Community Water Development Fund aims to support communities in progressing water related projects and initiatives, delivering benefits locally whilst also helping to meet the objectives of the River Basin Management Plan for Ireland and the wider EU Water Framework Directive. This fund is open to all community and voluntary groups to assist in the protection and management of water quality, both locally and in the wider catchment. This can include the development of a catchment partnership or River/Lake Trust, and delivery of local projects to protect and improve water quality in a local waterbody. This fund will enable communities to get more involved in the management of their local water environment, delivering multiple benefits for present and future generations. The fund is administered by the Waters and Communities Office on behalf of the Department of Housing, Planning and Local Government.

2. Who Can Apply?

The funding scheme is open to not-for-profit Community and Voluntary Groups; Rural Networks; Urban Networks; Environmental NGOs, Clubs, Associations or other appropriate bodies.

3. Who to Contact?

Applicants must contact their local Community Water Officer before submitting their application form (see Appendix 1 for CWO contact details).

4. Types of Projects

4.1 Capital Projects

Including Restoration/Habitat conservation/Natural Flood Mitigation Measures.

- Riparian management/tree planting, de-tunnelling, etc
- Creation of habitat
- River restoration works
- Fish passage
- Invasive species control
- Silt trapping
- Pollution management/prevention measures (e.g., wetlands, buffer zones)
- Flood management measures (e.g., Swales, attenuation ponds)
- Preparation of restoration plans
- Wetlands to improve water quality/flooding resilience
- Any other water related projects

For capital project ideas see:

River restoration demonstration projects in the UK:

<http://www.therrc.co.uk/demonstration-projects-0>

River Restoration and Biodiversity:

http://www.ecrr.org/Portals/27/River%20Restoration%20and%20biodiversity_web_1.pdf

Mulkear LIFE; Burren LIFE; Duhallow LIFE and Raptor LIFE:

<http://ec.europa.eu/environment/life/countries/ireland.html>

4.2 Public Awareness/Education/Event

- Local waterbody awareness initiatives such as biodiversity/nature events/demonstration days
- Adopt a “local water body” project
- Citizen science (including purchase of specialist equipment and hosting of workshops)
- Community led research/surveys
- Leaflet/booklet of local information
- Development of digital/social media tools
- Training workshops
- Feasibility studies
- Targeted surveys
- Conservation plans
- Water conservation initiatives.

4.3 General Amenity (with a water focus)

- Beach clean
- River/ lake/ coastal walk
- Amenity area/picnic area
- Bird watching facilities/amenities associated with waterbodies (e.g., waders, riparian birds etc).

5. Non-Eligible Projects and Activities

The Community Water Development Fund will not formally fund activities involving:

- Projects that solely benefit an individual
- Teaching/staffing in schools
- Travel and transport costs except in exceptional circumstances
- Equipment, unless directly associated with the project
- Income generating projects
- Ongoing running costs, insurance, etc.

6. Funding

6.1 Funding Categories

Category	Description	Assessment Criteria	Max Rate of Grant Aid
1. Large Scale Projects (Sub catchment Pilot Schemes)	Three sub-pilot schemes from across the regions will be selected from priority Areas identified in the RBMP. The three pilot schemes will promote the integrated catchment approach and will be led by local communities.	Status of waterbody (1-5) Community/landowner/public body engagement (1-5) Actions Proposed (1-5) Potential impact on catchment (1-5) Ability to finance and manage the project (1-5)	€25,000 Max Grant Aid: 90%
2. Medium Scale Projects	These projects will include capital works. Priority will be given to projects in high status areas or Recommended Areas for Action ¹ (RAA).	Status of waterbody (1-5) Community/land owner/ public body engagement (1-5) Actions proposed (1-5) Benefits to Community (1-5) Ability to finance and manage the project (1-5)	€10,000 Max Grant Aid: 90%
3. Small Scale Projects	These projects will provide a 'community gain or benefit' relevant to good water stewardship. They can target local awareness raising or relevant water issues, develop 'pride in a waterbody' or undertake small scale works. Projects must take a catchment approach which is led by local communities.	Status of waterbody (1-5) Community/landowner/public body engagement (1-5) Actions proposed (1-5) Benefit to Community (1-5) Ability to finance and manage the project (1-5)	€5,000 Grant Aid: 75% Grant Aid: 90% if in RAA

¹ A selected number of water bodies are set out in the River Basin Management Plan as Recommended Areas for Action. <http://watersandcommunities.ie/areas-for-action/>

6.2 Assessment Criteria Explained

Status of waterbody (1-5)

The status of rivers, lakes, estuaries and coastal waters is categorised, based on scientific monitoring data as: High, Good, Moderate, Poor or Bad. To view the status of your water body refer to www.catchments.ie. A number of water bodies have also been chosen as priority 'Areas for Action' where extra Local Authority resources will be focused. To view a Map of Recommended Areas for Action (RAA) see <http://watersandcommunities.ie/areas-for-action/>. Project proposals involving a water bodies 'at risk' of not meeting WFD objectives or in a RAA will receive a higher ranking.

Community/landowner/public body engagement (1-5)

Please outline if your proposed project involves working closely and in partnership with other community groups or interests, landowners, local or public authorities, etc. Any permissions required must be submitted with the application form. Projects with strong partnership arrangements and local involvement will be given a higher rating. Evidence of this will be seen in letters of consent.

Actions Proposed (1-5)

Proposals should be well structured, clearly defining project aims, objectives and actions. Any 'on the ground measures' and physical works proposed should be specific and detailed in as far as practicable. Proposed actions which meet the WFD objectives will receive a higher ranking.

Potential impact on the catchment/ benefits to the community (1-5)

Please demonstrate how your proposed project will benefit the community and if it involves actions that can be applied in other communities. Projects that demonstrate benefits to the community and that they are replicable elsewhere will be given a higher ranking. Projects that demonstrate a potential improvement in the water quality of the catchment will receive a higher ranking.

Ability to finance and manage the project (1-5)

Applicants must demonstrate clearly how the funding will be spent. Project budgets should be well set out and three quotations obtained as appropriate. Larger scale project proposals must demonstrate previous successful project delivery by the applicant. Clear, well structured proposals that demonstrate good value for money, efficient use of resources and a level of match funding commitments will receive a higher rating. Projects not eligible under other funding streams will be given a higher priority.

6.3 Total Funding Available

Total funding available under the Community Water Development Fund Open Call 2018 is €180,000.

Category	Large	Medium	Small
Total Funding Amt	€75,000 (max €25,000 per project)	€50,000 (max €10,000 per project)	€55,000 (max €5,000 per project)

6.4 Project Delivery

Successful applicants must be able to demonstrate a capacity for project delivery together with appropriate project planning and governance experience.

6.5 Special Permissions

In assessing applications, requirements under other relevant EU Directives will be considered (such as the EU Habitats Directive).

6.6 Invasive Species

Projects addressing the spread of aquatic or riparian invasive species are eligible, collectively, up to a maximum of 20% of overall fund budget.

6.7 Cash Contributions

It is recommended that applicants can demonstrate their ability to make a cash contribution commitment to projects of a minimum amount of 5% of total project costs.

6.8 Geographical Spread and project selection

Projects will be assessed by Category. An even geographical spread of funded projects according to the Waters & Communities Office regional structure is desirable (see www.watersandcommunities.ie for regional structure). Projects will initially be assessed on a regional basis. Where there is an insufficient number of eligible applicants meeting the selection criteria from one region, the Waters & Communities Office reserves the right to grant aid projects from another region. Projects will be evaluated in a manner that reflects the level of funding sought by the applicant and in line with the assessment criteria.

6.9 Voluntary Labour

Voluntary Labour is a legitimate contribution @ max €14 per hour. However, no more than half of match funding should be voluntary labour in lieu of cash. Please ensure to complete the Voluntary Labour Schedule in Appendix 1 of the Application Form.

Example: Project Costings – eligible for 75% Grant Aid

Total grant amount sought (refer to 6.1 of Guidance notes)	€ 4,000
ADD:	
Applicant body's own funds	€ 800
Other public grants (e.g. LEADER, IFI, Heritage Council etc)	€ 0
Bank or credit union loan	€ 0
Voluntary labour, if applicable (complete Appendix 1)	€ 600
TOTAL SOURCE OF FUNDS (This should equal the total Project Cost)	€ 5,400

6.10 Letter(s) of Support

Where the involvement or help of another party is required for the success of your project, please include a letter of support outlining their agreement to participate and the extent of their involvement.

7. Terms & Conditions of the Fund

7.1	Successful applicants will receive a Letter of Offer and Grant Agreement from the Waters & Communities Office.
7.2	Grant Agreement must be signed by the beneficiary and returned to the Waters & Communities Office within 14 days by email or post. This will form a contract between the beneficiary and the Waters & Communities Office.
7.3	Grants awarded will only be paid by Electronic Funds Transfer into the beneficiaries bank account.
7.4	Phased payments will be considered on a case by case basis on completion of a drawdown request form. Progress report will be required for each phase.
7.5	A member of the Waters & Communities Office. team will provide project oversight to ensure project delivery.
7.6	Unsuccessful applicants will be notified and will also be informed of the appeals process.
7.7	Applicants assisted under the Scheme must indemnify the Waters & Communities Office against any claims on their Insurance Policy. Insurance must be in place for volunteers.
7.8	The Waters & Communities Office will not be responsible or liable for any loss or damage of any kind arising during the course of any work undertaken on a project by the beneficiary.
7.9	Health & Safety requirements must be to the standard of the Waters & Communities Office requirements.
7.10	Any permissions required for project delivery are the responsibility of the applicant and evidence of same must be produced.
7.11	The Waters & Communities Office reserves the right to contact other funding bodies such as LEADER, IFI, Heritage Council, Local Authorities, etc. regarding project applications.
7.12	The Waters & Communities Office may request further information if project application is not sufficiently complete.
7.13	Projects should be complete by 31st October 2018 . Beneficiaries must submit a drawdown request form, and submit all receipts for invoices paid before 16th November 2018 , unless this is not possible due to the nature of the project.
7.14	Any extensions to report deadlines must be agreed by a member of the Waters & Communities Office team.
7.15	If a drawdown request form and a project completion report is not received, the Waters & Communities Office may consider that the project is not progressing. The grant awarded may be revoked or reduced if any of the following events should occur: <ul style="list-style-type: none"> - The beneficiary abandons the project or reduces the scale of the investment provided for, or

	<ul style="list-style-type: none"> - It is found that the award has not been used for the purposes for which it was intended, or - That the investment financed by the award has not been properly carried out or that irregularities in relation to the grant have occurred, or - An order is made, or an effective resolution is passed, for the winding up of the beneficiary. - In any case in which payment of a grant is reduced, suspended or cancelled or where the award is revoked or reduced, the beneficiary will be required to reimburse any relevant amounts to the Waters & Communities Office.
7.16	Applicants may choose to combine this scheme with other sources of grant aid however, there should be no duplication of funding for the same activity/project.
7.17	Recognition must be given to the Waters & Communities Office in any promotional material associated with the project including the use of the Waters & Communities Office logo on publicity material (such as flyers, leaflets, Reports, etc) and must be submitted with the project summary report.
7.18	Applicants must submit a project summary report and include pictures, video clips, media articles, etc., as appropriate.
7.19	Applicants are encouraged to host an event during Heritage Week running from 18 th - 26 th August 2018.
7.20	The Waters & Communities Office may use project details in promotional material.
7.21	Public sector requirements apply for procurement. www.procurement.ie
7.22	Where applicable, grantees must, produce a current tax clearance certificate from the Revenue Commissioners (where grants exceed €10,000).
7.23	In the event of failure by a beneficiary to comply with any or all of the foregoing conditions payment of the grant awarded may be suspended, reduced or cancelled.

8. Data Protection and Freedom of Information

When a grant application is received by the Waters & Communities Office, a record is created in your name for the information you provide. The information will be stored by the Waters & Communities Office, where relevant, in paper/electronic form. Information that is collected by the Waters & Communities Office, including information that you give us, is added to the record. You have the right, given by the Data Protection Act of 1988 and 2003 to a copy of your information at any time. The Waters & Communities Office is also subject to the Freedom of Information (FOI) Act, 1997.

The information we record is used only for the following purposes:

- Processing of applications;
- Auditing of applications;
- Compiling statistical information to help us plan and improve our services;
- Analysing information about applicants for other bodies such as various Government Departments;
- Producing our own statistics for publication;
- Publication of applicant and project details (including photography) for publicity and promotional purposes.

9. Checklist

A checklist is included as part of the application form as a useful reference document.

10. Closing Date

All applications must be made on the official application form or online at www.watersandcommunitiesoffice.ie and submitted to the Local Authorities Waters & Communities Office by **Monday 28th May at 17.00hrs** to the following address:

Community Water Development Fund
Local Authority Waters & Communities Office
Ballingarrane
Cahir Road
Clonmel
Co. Tipperary
E91X370

Applications can also be emailed to: info@lawco.ie or completed online at www.watersandcommunities.ie.

11. Further Information

For more information or assistance:

Sheevaun Thompson
Local Authority Waters and Communities Office
Ballingarrane
Cahir Road
Clonmel
Co. Tipperary
E91X370

Tel: 0761 065261
Mobile: 087 2436804
Email: sthompson@lawco.ie

Appendix 1: Community Water Officers Contact Details

Name	Areas	Mobile	Email
Kieran Murphy	Cork	085 8083059	kmurphy@lawco.ie
Catherine Seale	Galway & South Roscommon	085 8085533	cseale@lawco.ie
Aoife McGrath	Kildare, Meath	085 8083682	amcgrath@lawco.ie
Sinéad Hurson	Dublin, Wicklow	085 8083725	shurson@lawco.ie
Ruairí Ó Conchúir	Clare, Limerick, North Tipperary	085 8083715	roconchuir@lawco.ie
Ann Phelan	Kilkenny, Waterford, Carlow Wexford	085 8084067	aphelan@lawco.ie
Jimmy McVeigh	Donegal	085 8085603	jmcveigh@lawco.ie
Karen Kennedy	Sligo, Leitrim, Longford	085 8085495	kkennedy@lawco.ie
Gretta McCarron	Louth, Cavan, Monaghan	085 8085756	gmccarron@lawco.ie
Basil Mannion	Offaly, Westmeath, Laois	086 8599514	bmannon@lawco.ie
Mick Kane	Mayo, North Roscommon	085 8083064	mkane@lawco.ie
Bláithín Ní Ainín	Kerry	085 8083716	bnianin@lawco.ie
Sheevaun Thompson	South Tipperary	087 2436804	sthompson@lawco.ie