



## Social Enterprise Capital Grants Scheme 2021

### Application Form



Leitrim County Council  
Comhairle Chontae Liatroma



**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

### APPLICATION DETAILS AS FOLLOWS:

Full details of the scheme are available on [www.leitrimcoco.ie](http://www.leitrimcoco.ie)

Applications must be submitted via email to :

[kate.bradley@leitrimcoco.ie](mailto:kate.bradley@leitrimcoco.ie)

(please put your group name in the subject line if possible)

Queries to [kate.bradley@leitrimcoco.ie](mailto:kate.bradley@leitrimcoco.ie) or on 071 96 20005 ext 513

By **no later than 1pm on Friday, 15th Oct 2021**

**CLOSING DATE WILL BE STRICTLY ADHERED TO**

# 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 **1pm on Friday, 15th Oct 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.

Capital grant funding applications must be in excess of €1,000 up to a maximum of €2,000.

## 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 will be notified of the outcome via the relevant LCDC. Successful applicants will have until Friday 25<sup>th</sup> February 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.
- 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.
- 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.

## Enquiries

Applicants will be advised that all enquiries in relation to the Social Enterprise Capital Grants Scheme 2021 should be directed to [kate.bradley@leitrimcoco.ie](mailto:kate.bradley@leitrimcoco.ie)

## Application Form

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the application form in full and that any documentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible.

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

## 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:	
When was your Social Enterprise established (year of establishment)	
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.

### Bank/Credit Union details for electronic payment to applicant:

Account Name:	
Account Number	
IBAN	
BIC/SWIFT	

**You must attach a copy of the top of your bank statement showing your name, address and account number.**

## 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 Leitrim County Council Procurement Information:

Thresholds		
Requirements	Supplies/Services	Works
1 Verbal Quote	Less than €1,000	Less than €1,000
3 Verbal Quotes	Between €1,000 and €6,000	Between €1,000 and €6,000
3-5 Written Quotes	Between €6,000 and €25,000	Between €6,000 and €25,000

#### Note –

- All figures quoted in the table above are exclusive of VAT
- The required number of quotes must be submitted with your completed application form  
**Full procurement must be submitted with the emailed application form**

<b>Please state how your social enterprise proposes to acknowledge the Dormant Accounts Fund (DAF), DRCD, Local Authority and LCDC</b>	
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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.

In order to process your application it may be necessary for Leitrim County Council to collect personal data from you. We are committed to protecting and respecting your privacy. Your personal data will therefore be processed in line with Council privacy statement(s) which are available to view at the following [link](#):

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**

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