



**Breffni Comhtháite CTR  
Breffni Integrated CLG**



## **SICAP (Social Inclusion & Community Activation Programme) Goal 1 Grants Programme**

### **Guidelines**

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.**

## **1. Introduction**

On 1<sup>st</sup> January 2018 Breffni Integrated commenced its delivery of the SICAP Programme 2018-2022 for county Cavan.

### **Delivery Structure**

SICAP is managed locally by 33 Local Community Development Committees (LCDCs) with support from Local Authorities. Programme actions are delivered by Programme Implementers across 51 Lots across the country. Breffni Integrated CLG following a successful tendering process was selected by Cavan LCDC as the Programme Implementer for the SICAP Programme across county Cavan (Lot 32)

### **Duration**

SICAP operates from 1st January 2018 to 31st December 2022.

### **Funding**

SICAP is funded by the Department of Rural and Community Development with co-funding from the European Social Fund (ESF) as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.

### **Cavan Local Economic and Community Plans**

SICAP actions must underpin what has been identified in the Cavan Local Economic and Community Plan (LECP) at county level, reflecting the priorities of Cavan LCDC.

Applications are now being invited for funding to community groups who meet the eligibility criteria under the SICAP Programme under Goal 1.



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

Is Guideachta faoi theorainn ráthaíochta é Breffni Comhtháite CTR. Breffni Integrated CLG is a company limited by guarantee. S/D: H. Bothwell, K. Duffy, J. Dunne, D. Fitzpatrick, A. Corrigan, M. Greenan (Secretary), A.M. Lacey, L. McCluskey, B. McDermott, J. Maguire, H. O'Reilly, (Chairperson), S. Wills, & A. Reilly.

## 2. Aims of the Programme

### Programme Aim

The aim of SICAP is to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration. The programme is divided into two Goals under which there are outlined a number of thematic areas.

### Programme Goals

#### Goal 1: Supporting Communities

To support communities and target groups to engage with relevant stakeholders in identifying and addressing social exclusion and equality issues, developing the capacity of Local Community Groups, and creating more sustainable communities.

#### Goal 2: Supporting Individuals

To support disadvantaged individuals to improve the quality of their lives through the provision of lifelong learning and labour market supports.

**This Grant funding measure is for eligible activities and projects that fit within the thematic areas under Goal 1 of the SICAP Programme.**

## 3a. Who is eligible to apply?

The following will be considered eligible for the programme:

- Locally based community and voluntary groups in disadvantaged areas to include urban and rural areas as well as groups that are issue based providing supports to SICAP Target Groups;
- Projects aimed at improving the quality of life for residents in disadvantaged urban and rural areas;
- Eligible facilities will include community centres, youth clubs, sports/recreation facilities, other not-for-profit organisations facilities once SICAP target groups are being supported by the proposed activities and projects.

## 3b. Who is not eligible to apply?

- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this programme.

## 4. Available Funding

- The **maximum amount** to be approved for any one project cannot exceed €1,500. (A grant application cannot be accepted for less than €150)

- It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.
- Applicant groups may only make one successful application for funding per calendar year.
- Applicant groups shall self-certify that they do not have the funding to undertake the work, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.

## **5a. What will be funded**

### Types of projects

Grants can be used to fund the following types of activities:

- The establishment and setting up of good governance structures within LCGs;
- The development of a community strategic plan to engage with other funders and stakeholders;
- Small scale capital items that will improve and enhance the function of the LCG and its work;
- Capacity building work with LCGs;
- Community activities that have a clear link to SICAP target groups and SICAP outcomes. These activities must show how they are part of an overall strategy to improve the quality of life for community members;
- Costs of travel and subsistence for LCG members to enable them to participate in regional and national networking and learning opportunities where there is no other source of core funding available to the LCG members;
- Funding to women's groups, men sheds, homework clubs, youth work initiatives, after-school programmes delivered by LCGs etc. are eligible as long as the funding is allocated to a specific activity that focuses on SICAP target groups and is linked to an action in the SICAP annual plan;
- Small-scale capital items that have a higher cost than €1,500 and where there is evidence that match funding is in place.

### Target groups and thematic areas

Funding under the Programme is focused on supporting projects that positively impact on residents in disadvantaged areas and support the target groups identified under the SICAP Programme.

## Target Groups



## Thematic Areas

### **Goal 1:1 Promote Community engagement and stronger communities**

- To promote community engagement and stronger communities by providing support to disadvantaged communities and marginalised target groups to identify and address social exclusion and equality issues in their communities;
- To promote greater participation of target groups in social, cultural and civic activities;
- To identify local needs and to co-ordinate and represent these through meaningful area based planning and service delivery, including working with groups that have not been previously engaged; (Responding to the needs of persons experiencing domestic violence may be relevant here).
- To increasingly engage local community groups in community development issues in relation to social inclusion and equality issues; and
- To encourage local community groups to work with SICAP target groups to bring about participation in social, cultural and civic activities.
- To work with various statutory agencies in relation to community needs and provide groups with grants to support their activities where appropriate.

### **Goal 1:2 Build the capacity of Local Community Groups**

- To support and resource disadvantaged communities and marginalised target groups to build their capacity to enable them to carry out their aims and objectives to improve the quality of life of the communities they serve or represent;
- The Action will also include encouraging new or established LCG(s) to address a social need or to improve engagement between SICAP Target group members and service providers; (Responding to the needs of persons experiencing domestic violence may be relevant here).
- To assist local community groups to progress along the community development matrix;
- To provide training to groups to enable them to upskill where necessary to carry out their aims and objectives;
- To provide support to groups to source and draw down funding to enable them to carry out their aims and objectives;
- Build the capacity of local community groups to address the social inclusion needs of the communities they serve or represent; and
- To work with various statutory agencies in relation to community needs and provide groups with grants to support their activities where appropriate.

### **Goal 1:3 Support participation in decision making structures**

- To support and promote the community engagement of disadvantaged target groups across the life-cycle, and to support the development of local community groups which promote equality and social inclusion in a local, regional or national context.
- To improve representation and participation in decision making structures at a local, regional and national level, and as a result community groups can more strongly influence those developments that affect people's lives.
- To support the development of networks and frameworks between local community groups and service providers resulting in initiatives that effectively address social exclusion and inequality at local level.

### **Goal 1:4 Promote Collaborative engagement**

- To support and resource disadvantaged communities and marginalised target groups to engage with relevant local and national service providers and relevant stakeholders in identifying and addressing social exclusion and equality issues;
- To prioritise groups with a low capacity for this work and to mentor them through the process of working with a service provider;
- To identify local needs and to co-ordinate and represent local needs through meaningful area based planning and service delivery in collaboration with relevant local and national service providers and stakeholders; and

- To encourage collaboration and co-operation between relevant stakeholders in addressing social exclusion and inequality through joint initiatives and strategies.

### **Goal 1:5 Support social enterprises which contribute to SICAP outcomes.**

*Priorities:*

#### **The priorities for this thematic area are:**

- To support community groups both area and issue based to use economic activity to achieve their social objectives empowering them to use utilise and grow their resources and assets to achieve their own goals;
- To identify social enterprises operating locally, support them to develop their own identity access public participation opportunities, increase accessibility, broaden their target groups and provide quality, relevant supports and services for the communities which they serve;
- To educate and create awareness among the Community and Voluntary sector in conjunction Cavan Social Enterprise Network of the benefits of developing a social enterprise and support community groups to progress towards developing social enterprise;
- To assess project/business ideas to determine potential viability and mentor the development of business plans offering advice and guidance, sign posting and undertaking light research with the onus and ownership of the business proposal remaining with the group who are creating the social enterprise;
- To mediate on behalf of groups with other local agencies and groups to ensure access to the maximum supports available and to progress the group along each stage towards enterprise establishment and if eligible support the group in accessing grants and finance; and
- To provide training where it is required and small community grants to support the development of new or expanding social enterprises where appropriate.

## **5b. What will not be funded**

Grants **cannot be** used to fund the following types of activities:

- Funding travel and subsistence for employees of other service providers that are a member of boards of management of LCGs or have a role in projects led by LCGs;
- Grants to statutory service providers operating breakfast clubs and homework support programmes;
- Funding for on-going running costs incurred by LCGs for example rent, insurance, electricity, phone costs and office maintenance.

## 6. Requirements of the Programme

The following conditions apply to all projects:

- **Tax Requirements**
  - The applicant group/organisation does not have to be registered for tax purposes.
  - If the applicant group/organisation is registered for tax purposes, then the group/organisation must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.
  - VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- **Statutory Consents** - Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.
- **Insurance** - Written evidence of a valid insurance policy may be requested by the Breffni Integrated CLG, where relevant, during the applications review process.
- **Acknowledgment of funding** – Depending on the amounts of grants awarded, it may not be cost-effective to require signage acknowledging the Department, Breffni Integrated CLG or Cavan LCDC however other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms.
- The LCG must submit a **project evaluation report** to Breffni Integrated CLG on completion of the project.

## 7. Selection Criteria

- Applications will be checked initially by a SICAP Development Officer in Breffni Integrated to ensure eligibility under the ethos of the SICAP Programme and complementarity with the Cavan Local Economic and Community Plan (LECP). Projects may also be judged having regard to additional criteria deemed appropriate by the Breffni Integrated CLG which demonstrate the added value of the project or element of a project in suitably addressing the SICAP Programme's objectives and targets
- The SICAP Development Officer will make a recommendation and submit the application to the Board of Breffni Integrated.
- The Board of Breffni Integrated will review the application taking into consideration the recommendation of SICAP Development Officer and make a final decision to approve or deny the application.

## **8. Corporate Governance**

### **8a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

### **8b. The Code of Governance for Community and Voluntary organisations**

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## **9. Approval Procedures**

In deciding the final allocation of funding to a projects, Breffni Integrated CLG will take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Following the decision of the Board of Breffni Integrated CLG, each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of this offer.

There is no requirement for the group/organisation to request payment, the LCDC will confirm that all the details on the application form are unchanged and make payment directly.

The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.

The Department and/or Breffni Integrated CLG reserve the right to carry out an audit of expenditure or conduct inspections from time to time.



**Please Note:**

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

Breffni Integrated CLG, in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

## **10. General**

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

The Department, Breffni Integrated or Cavan LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

Breffni Integrated CLG reserves the right to request further information from you in order to assess your application if so required.

**N.B.**

Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

**Applications should be forwarded to:**

**Breffni Integrated CLG**  
***Unit 6A Corlurgan Business Park***  
***Ballinagh Road***  
***Cavan***

**Applications and queries can also be emailed to [info@breffniint.ie]**