

Community Climate Action Programme



Supporting Waterford community groups, large and small, rural and urban, to build low carbon communities

Waterford's Community Climate Action Programme Strand 1

Completing your application form for the Community Climate Action Programme - Online Webinar -

07 December 2023



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council



Climate Action
A Smarter, Greener Waterford



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040

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- This evening's webinar is all about completing the form
- Previous webinars – recordings available:
 - Overview of the programme
 - Project planning (Recommend looking at this!)
- Loads of info available:
www.waterfordcouncil.ie/CommunityClimateActionProgramme

Recommendations before completing your application form

1. Meet the programme objective - “shape and build low carbon, sustainable communities”
2. Read the [Guidelines Document](#) and be familiar with the evaluation criteria
3. Be able to summarise your project in a few sentences i.e. who, what, where and when.
4. You are explaining your project to someone who may know nothing about your project or group.
5. Be clear and use plain English.
6. We are not expecting heavy technical knowledge and language.
7. The word count is only meant as guide - Ideally if you can get your point across in fewer words, then please use fewer words. Don't go over the word count.
8. Any questions – get in touch!

Evaluation Criteria

How will projects be evaluated, selected and approved?

1. Evaluation by LA:

Need to achieve at least 50% and the minimum requirements against the evaluation criteria

2. Selection by LA:

Final selection of projects taking account of:

- the geographical distribution of projects
- the desirability to fund a variety of different projects and across multiple themes
- the contribution of the projects to the climate action objectives of WCCC

3. Approval by DECC:

Decision made by Minister of the Environment, Climate and Communications (8-12 weeks)

Evaluation criteria for <u>strand 1</u>	Weighting	Min. required
Relevance and impact	30%	15%
Innovation and scalability	20%	-
Value for money	20%	10%
Achievability	10%	5%
Partnership approach	10%	-
Governance arrangements	10%	5%
	100%	

Almost the exact same for Strand 1a – key difference Partnership approach has a minimum requirement of 5%.

- Every application will be marked against the criteria
- You will see specific question on each criteria (For medium and large) but the evaluation committee will award you marks if you address the topic somewhere else
- Breakdown available in the “Briefing Note and Guidelines for Applicants”

Selection criterion for Strand 1		Maximum score	Minimum score requirement
Relevance & impact	The project meets the objective to build a low carbon community contributing to Ireland’s climate and energy targets.		
	Builds a low carbon community (obvious direct climate action, real change, impactful, no greenwashing)	12	
	Contributes to Ireland and Waterford's climate and energy targets (aligns with targets)	7	
	Relevance for Theme 1 Community & Energy	2	
	Relevance for Theme 2 Travel	2	
	Relevance for Theme 3 Food & Waste	2	
	Relevance for Theme 4 Shopping & Recycling	2	
	Relevance for Theme 5 Local climate & environmental action	2	
	Contributes to the UN SDGs	1	
	Subtotal	30	15
Innovation & Scalability	The project contains practical innovation/(s) and/or approaches. It has the potential to be scaled up or replicated in other communities, post funding. The project has a lasting impact.		
	Innovative	8	
	Replication/ scalable potential	8	
	Project has a lasting impact (beyond 18 months, positive impact on broader community)	4	
	Subtotal	20	
Value for money	The costs applied for are reasonable, represent an efficient use of resources and are commensurate with the quality and nature of the activities proposed. Realistic, specific and relevant outputs and outcomes are identified, which are commensurate with the level of investment.		
	Investment vs project output	12	
	Evidence of value for money (adequate quotations submitted/ rationale for choosing suppliers)	8	
	Subtotal	20	10

Selection criterion for Strand 1		Maximum score	Minimum score
Achievability	The organisation/partnership has the appropriate expertise to deliver the proposed project. The proposal is clear and coherent and is deliverable within the timeframe. Key milestones are specified with an explanation of how these will be monitored.		
	Quality of delivery plan / milestones	7	
	Project monitoring	3	
	Subtotal	10	5
Partnership approach	Any Partner/Consortium roles and responsibilities are clearly outlined with partnership agreements in place (where applicable). The proposal demonstrates how all key stakeholders will be involved in the planning and implementation of the proposal.		
	Partnerships in assisting with the delivery of the project	5	
	Roles clearly outlined	5	
	Subtotal	10	
Governance arrangements	Any necessary governance and financial management systems, controls and processes are in place to meet the requirements of the Programme. Where applicable, evidence of tax compliance and registration with relevant bodies is supplied. Details of track record in managing other state funding is supplied.		
	Clear governance structure in place generally within the group	5	
	Management for the project clearly outlined (e.g. Project management subcommittee listed)	3	
	Track record with other projects	2	
	Subtotal	10	5
Total		100	50

Application Forms

How to apply?

Same
deadline for
all - 19th
January
(3:30pm)

Option 1 - Online application form:

Complete the online form at
<https://waterford.submit.com/>

Recommended method!

You can save your form as you go, so you do not need to complete and submit the application in one sitting.

You will also be able to upload all relevant documentation.

Option 2 – Email/ Post:

Download a Word version of the form and submit a typed/ written form with your supporting documentation.

Email:

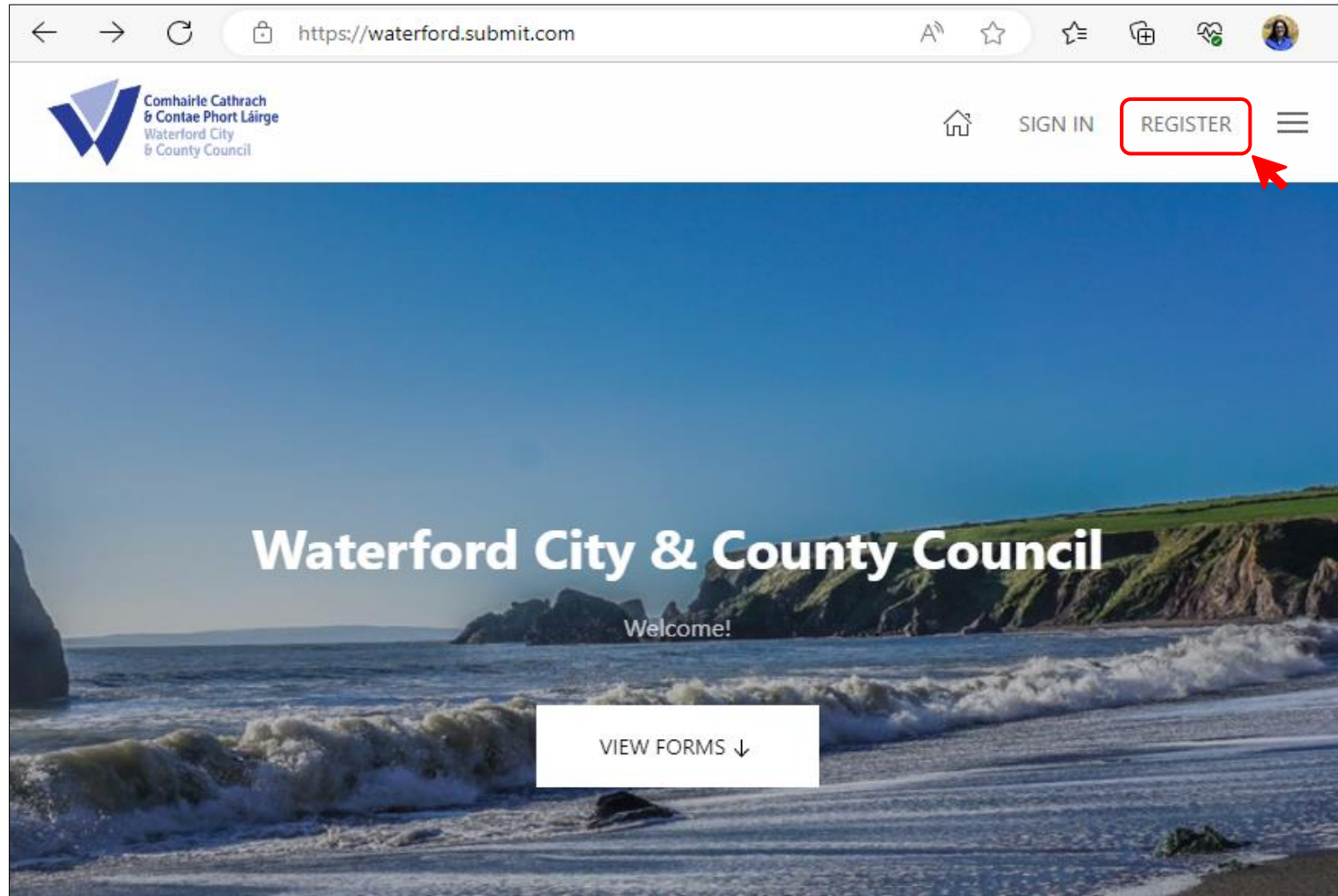
Send to climateaction@waterfordcouncil.ie

Post:

Send your application and supporting documents to “Community Climate Action Officer, Climate Action Team, Environmental Department, Waterford City and County Council, The Mall, Waterford”.

Option 1: Online form – Using Submit <https://waterford.submit.com/>

Register with submit by clicking “Register” on the home screen



Registering for <https://waterford.submit.com/>

1.

Register

USE EMAIL ADDRESS

MICROSOFT

2.

Register

Email

NEXT

BACK

3.

Register

First Name

NEXT

BACK

4.

Register

Last Name

NEXT

BACK

5.

Register

Password

Confirm Password

Passwords can be from 6 to 20 characters long.

REGISTER

- You will be asked to enter your email address, name and to create a password.
- Use your community group name and the community group email address, rather than personal details (if possible).

Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

Susan Test

Order: CUSTOM

Filters: Display my active forms only

Categories: Environment, Parking, FOI, Housing, Roads

UPDATE RESULTS

< 1 >

Community Climate Action Programme

Climate Action Fund - Community Climate Action Programme APPLICATION FOR STRAND 1 – Building Low Carbon Communities (Small Grants)

STRAND 1 - SMALL GRANTS LESS THAN €20,000

DRAFT

Friday, January 19, 2024 at 3:30 PM

Community Climate Action Programme

Climate Action Fund - Community Climate Action Programme - APPLICATION FOR STRAND 1A – Shared Island Community Climate Action (Small Grants)

STRAND 1A - SMALL GRANTS LESS THAN €20,000

DRAFT

Friday, January 19, 2024 at 3:30 PM

Community Climate Action Programme

Climate Action Fund - Community Climate Action Programme APPLICATION FOR STRAND 1 – Building Low Carbon Communities - Medium/ Large Grants

STRAND 1 - MEDIUM/LARGE GRANTS €20,000 - €100,000

DRAFT

Friday, January 19, 2024 at 3:30 PM

Community Climate Action Programme

Climate Action Fund - Community Climate Action Programme - APPLICATION FOR STRAND 1A – Shared Island Community Climate Action - Medium/Large Grants

STRAND 1A - MEDIUM/LARGE GRANTS €20,000 - €100,000

DRAFT

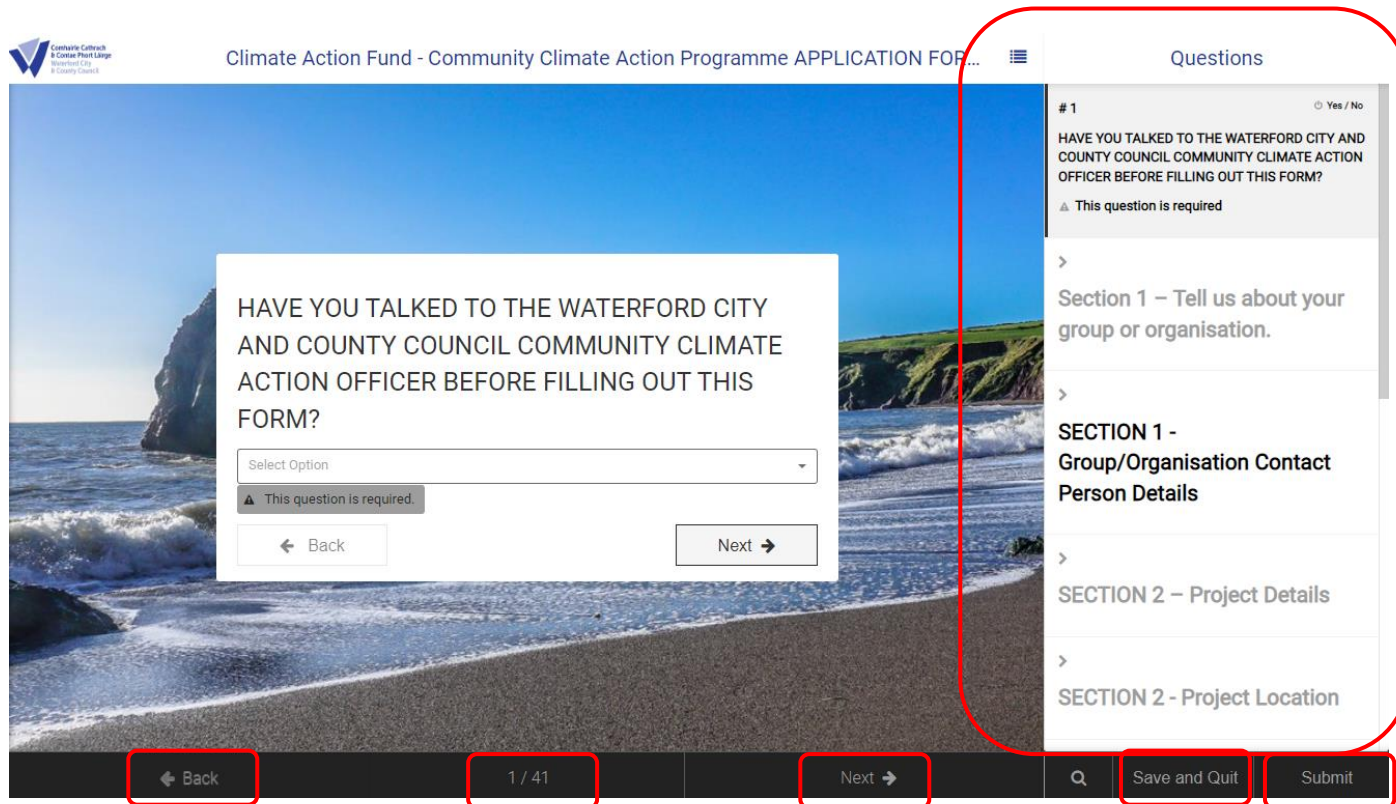
Friday, January 19, 2024 at 3:30 PM

Once you have registered, log in and select the form for the grant size and strand you are applying for.

Strand 1 = Most people applying for this

Strand 1a = Shared Island/ Northern Ireland Partnership

Using Submit



Panel on the right shows the sections of the form. This can be expanded to allow you see all questions and click into them.

Submit – This will submit your application. All compulsory questions will need to be completed otherwise you will not be able to submit.

Back – Brings you back to the previous question.

Question number

Next – Brings you forward to the next questions.

Save and Quit – Saves your work and allows you to come back later. Make sure to save and quit before closing your application each time you log out.

Using Submit

Questions with a word limit will have it listed by the “Upper limit”.

The number of words you have written will be by “Word Count”. You won’t be able to submit your application if you go above the Upper Limit.

SECTION 2 – TELL US ABOUT YOUR PROJECT
Project Summary

Describe your project. Outline what the funding will be used for.

(300 words max.)

B I U Normal H1 H2 x₂ x²

Our project will be...|

word count: 4

↑ Upper Limit: 300

← Back

Next →

If you wish, you can format your text (bold, italicise, number bullet points etc.) with the buttons at the top of each text box.

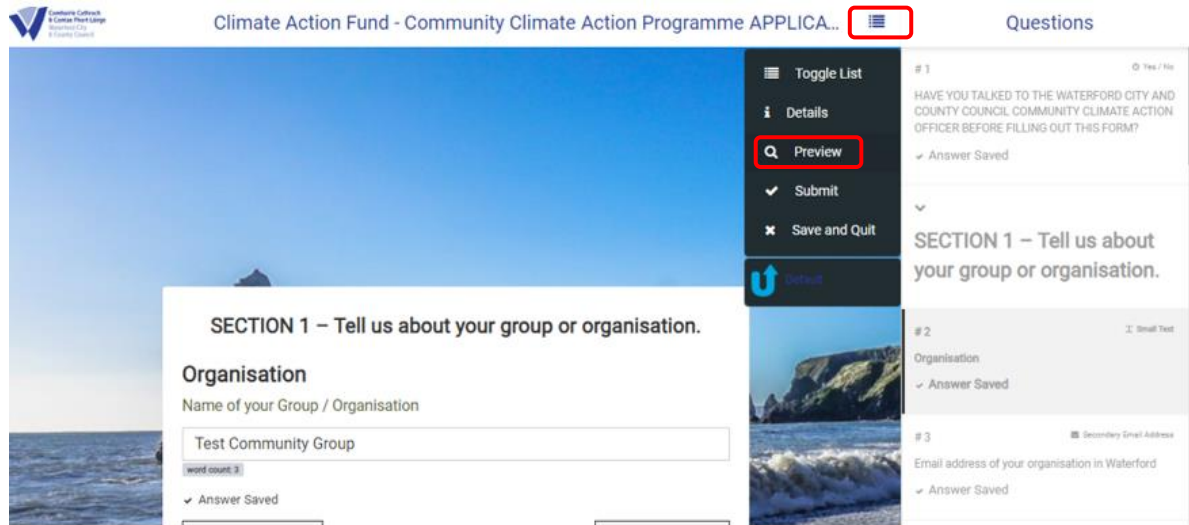
Using Submit

The screenshot shows a web application interface for the 'Climate Action Fund - Community Climate Action Programme APPI ICA'. A confirmation dialog box is displayed in the foreground, asking 'Are you sure you want to change this answer?'. Below the question, a warning message states: 'Unselecting answer options of this question will delete dependent answers. Any unselected questions will be affected.' The dialog box has 'Cancel' and 'Yes' buttons, with the 'Yes' button highlighted by a red square. In the background, a survey question is visible: 'Please indicate the number of locations where your project takes place that DO NOT have Eircode'. The question has five radio button options, with the first option, 'All our project locations have an Eircode', selected. Below the options, it indicates '1 Max Selectable Answers : 1'. Navigation buttons for 'Back' and 'Next' are visible at the bottom of the question card. The bottom of the screen shows a navigation bar with 'Back', '22 / 41', 'Next', 'Save and ...', and 'Submit' buttons.

There are a small few questions that if you change your answer, you will alter the questions which follow, e.g. you change the number of Eircodes you wish to list.

If you change an answer on those questions, you will then get a pop-up question making sure you wish to change it. Click “Yes” to change the answer.

Using Submit – Preview application



You can preview your full application on one screen by selecting the toggle button on the top of the screen and selecting “Preview”.

A new window will pop up and you can scroll down through each question (you cannot edit in this window).

The preview window displays the following sections:

- SECTION 1 – Tell us about your group or organisation.**
- 2 Organisation**
Name of your Group / Organisation
Test Community Group
- 3 Email address of your organisation in Waterford**
test@test.ie
- 4 Address of your organisation in Waterford**

Address line 1:	12 Place Street
Address line 2:	Dungarvan
City/Town	Waterford
Eircode	X91RF9
- 5 Year established:**
1997
- 6 Purpose of Group/Organisation (e.g. Tidy Towns, Sports Club, Community Committee etc.)**
Sports - Badminton club

Option 2: Downloading the Word Version

Step 1: Go to

www.waterfordcouncil.ie/CommunityClimateActionProgramme

Step 2: Scroll down to “How do I apply?”

Step 3: Select which form you want by downloading the English/ Irish version



How do I apply?

Interested community groups are strongly encouraged to contact the Community Climate Action Officer with their project ideas before completing their application form, see contact details below.

To apply groups must complete an application form and submit necessary documents by Friday 19th January (3:30pm).

There are two ways to submit an application form:

- Using the online application form (Recommended method) – via <https://waterford.submit.com/>

The direct links are:

1. [Small project under strand 1](#)
2. [Medium/Large under Strand 1](#)
3. [Small project under strand 1a \(Shared Island/ Cross Border\)](#)
4. [Medium/large project under strand 1a \(Shared Island/ Cross Border\)](#)

Or alternatively, you can download a Word version of the form below and submit your completed application and supporting documents via email or post.

1. [Application form for a small project under strand 1 \[English / Irish\]](#)
2. [Application form for a medium/Large under Strand 1 \[English / Irish\]](#)
3. [Application form for a small under strand 1a \(Shared Island/ Cross Border\) \[English / Irish\]](#)
4. [Application form for a small medium/large project under strand 1a \(Shared Island/ Cross Border\) \[English / Irish\]](#)

The Community Climate Action Officer is here to assist groups with their applications.

Application form

Section 1 – Details on your group/ organisation

Section 2 – Project details

Section 3 – State Aid Questionnaire

Section 4 – Supporting documents

Section 5 – Declaration

*Shorter form for small projects



Section 1 – Tell us about your group/ organisation

- Who, what, where etc.
- Same for all grant sizes and strands
- If you are applying under Strand 1a – you will need to enter the same details for your partner group(s) in Northern Ireland

First few questions are the basics about your group

Name of Group/ Organisation	Name of your community group
Email	Email people would generally use to get in touch with your group
Address	Address of your community group. If your group does not have a specific address, then please list the town, village or geographical area.
Eircode	This is the specific Eircode for your community group. If your group does not have a specific location, then please write “n/a”.
Year Established	The year your group was started.
Purpose of Group/Organisation (e.g. Tidy Towns, Sports Club, Community Committee etc.)	Very briefly describe the type/ purpose / focus of your community group e.g. We are a Women’s Shed.

Then some eligibility questions

Is the group a not-for-profit organisation? (Yes/No)	Please confirm your status with “Yes” or “No” so we can check your eligibility.
Is the group registered with a collective (e.g. PPN) OR does your group have Articles of Association, hold an AGM and have minutes available? (Please specify)	<p>To understand if your organisation can be funded, we need some information about how it is set up and run – a short overview.</p> <p>For example, are you sports club registered with the PPN, do you have a management group, or a board of directors? Is your organization a registered charity, or other type of registered body?</p> <p>In the next question, you can go into more detail on the governance arrangements.</p>
Set out the governance arrangements for the organisation and attach supporting documentation such as terms of reference, constitution, AGM minutes etc, where appropriate. (100 word limit)	Simply tell us how your organization is run. Outlining who is involved, who makes decisions, how you manage your finances, your organisational decision making and reporting structures.
Is the group located only in the Waterford City & County Council area? (Yes/No)	Eligible communities must be located in the operational are of Waterford City & County Council. Please confirm your status by entering “Yes” or “No”.



Examples for governance arrangements (samples which are brief & not complete)

Example 1:

We are a local GAA club with a five-person committee consisting of a chairperson (xxx), secretary (xxx) and treasurer (xxx), liaison officer (xxx) and general officer (xxx). We have a specific group bank account, hold an AGM and have attached our minutes to the application. We have appropriate financial and management structures in place...

Example 2:

We are registered charity with a board (no.4545444a), constitution and financial statements available...

Website/ Social Media

Website / Social Media Accounts (if applicable)	Include links here if your community group has a website and/ or social media accounts.
	It is not compulsory or more advantageous to have an online presence.

Some questions on your Charity, Tax & PPN details

Is the group registered for VAT? (Yes/No)	<p>We need to know if you group can reclaim VAT as it will impact your total grant amount.</p> <p>You can include VAT in your grant amount if you cannot reclaim VAT. If your group is able to reclaim VAT, then your expenses should not include VAT.</p>
Charitable Status Number (if applicable)	<p>Your group's Charitable Status Number. If this is not relevant for your group, then please write "n/a".</p>
PPN Registration Number (if applicable)	<p>Your group's PPN Registration Number. If this is relevant for your group, then please write "n/a".</p>
Tax Reference Number (if applicable)	<p>Your group's Tax Reference Number. If this is not relevant for your group, then please write "n/a".</p> <p>Tax reference number is like your tax 'ID' – it is how Revenue identify you. Will be listed on any communications you have had already.</p>
Tax Clearance Access Number (if applicable)	<p>Your group's Tax Clearance Number. If this is not relevant for your group, then please write "n/a".</p> <p>A tax clearance number is issued by Revenue to state that you are tax compliant. You might need to apply for this (not an automatic thing).</p>

Finally, your point of contact

Contact Name	This is the name of the person who will deal with queries relating to this application. This person agrees to be communicated with by Waterford City and County Council to discuss this application and climate action in general.
Role/ Position held in group	This is the role of the contact person. For example, Chairperson, Treasurer etc.
Contact Address	Address of the contact person. This may be different to the group's address above.
Email Address	Email address for the contact person. This may be different to the group's email.
Phone Number	Number for the contact person. This may be different to the group's contact number.

Note: All personal details will be stored securely in line with our GDPR policy.

Section 2 – Tell us about your project

- a) Project summary (Small grants have a shorter version of this section)
 - b) Dates and Locations
 - c) Project Costs
 - d) Project Benefits and Management (Small grants have a shorter version of this section)
- Longest section of the whole form
 - Word Count on many of the questions
 - Small grants (<€20k have a shorter version) but are addressing the same areas

Grant size, themes and project description

<p>How much funding are you applying for? Tick one of the below options.</p>	<p>There are different size grants groups can apply for. Simply tick which category is relevant for your application.</p> <p>For example, a project with a total cost of €33,550 will apply for a Medium Project which is between €20,000 and €50,000.</p> <p>Note: Small grant applications will not have to select the funding tier.</p>
<p>Select which programme theme(s) your project will address? Tick all that apply.</p>	<p>Tick the relevant programme themes your project is looking at.</p> <p>e.g. If you are installing solar panels and a bike parking station then you would tick “Theme 1 – Community & Energy” and “Theme 2 – Travel”.</p>

Grant size, themes and project description

Describe your project.

A clear description of what your actions will be, i.e. the actual works you will carry at, what will be purchased and what members of your community are taking part.

If you are doing energy works on a building - tell us a bit about the building. When was it constructed, current insulation etc.

If planning or other licensing requirements are needed, state you have received them or are in the process of getting them.

It may be necessary to provide some brief background information or reasons why your project has come about – if not obvious.

Note: Small grant applications will not have this question. Instead, simply tick from the displayed list of project(s) what you will be doing. If your project(s) is not listed then tick “Other” and then write it down.

Examples for project description (samples which are brief & not complete)

1. Our centre was built in 1995 and insulation and doors upgraded 3 years ago. As advised by an energy audit, the gas boiler will be now replaced with an air to water heat pump and 9kW of Solar PV will be installed on the south facing roof, including a 6kW battery. After installation, we are going to organise an energy info event with our SEC mentor and WCCC's Climate Action Team. This event will be for the community to ask questions and see the practicalities and benefits of moving away from fossil fuels and switching to renewables. Our chairperson and treasurer will be managing this from procurement to installation.
2. Planting of a 65m long native Irish hedge along the back-west section. As recommended by the All-Ireland Pollinator Plan, 75% will be whitethorn and the remaining 25% will be made up of Crab apple, hawthorn and wild cherry. One of the coaches will be overseeing this and the local under 12s soccer team will be assisting with the planting. Signage will be included describing the species and biodiversity advantages to increase awareness and education among our members. A maintenance plan will be developed for these trees around cutting and weeding.
3. Bike parking dock will be installed in front of the community centre to support members to cycle, not drive. A monthly carpool and cycle day will be developed to reduce emissions and encourage active travel. Our treasurer will be managing this part of the project. Adult cycling classes will be run in conjunction with Waterford Sports Partnership.
4. A monthly clothes repair café will be set-up and run by volunteers to encourage reuse and repair. This will require the purchasing of a sewing machine and storage equipment. Our chairperson will manage this.

Dates and Locations

Start date	<p>When will your project begin?</p> <p>Groups will have 18 months to complete their projects but for some the work may be time depend. List the date/ month you expect to be able to start your project. If work can only be carried out a specific time you can mention that.</p> <p>Projects are likely to start Q3/Q4 of 2024.</p>
End date	<p>When will your project finish?</p> <p>List the date/ month you expect all components of your project will be finished. All projects must be completed in 18 months from the letter of offer date.</p>
Please indicate the location of your project using an eircode or an exact location	<p>This is the location where your project will take place – you can list either the Eircode or co-ordinates. E.G. X35 Y326</p> <p>For most groups, their project will only be in one location. If you are carrying out a project in a number of locations, (i.e. there are multiple eircodes/ coordinates) you can list the different locations.</p>

Example – Project costs

Please show the project costs below.	
Item (Please specify below the expenditure item and type of materials, equipment, goods, etc.)	Cost in €
Air to water heat pump and installation	€12,350
9kW of Solar PV, 6kW battery and installation	€20,200
Hedging and materials	€1587
Signage x4	€800 (€200 per sign)
Bicycle parking dock and installation	€2500
Sewing equipment & storage	€195

- List each item you will be buying and the cost.
- If using Submit and you have more than 11 items, you can add them by selecting “Yes” when asked “Do you require more lines to list more project costs?”
- For strand 1a projects, all quotes must be provided in Euros and the relevant community group must absorb the sterling conversion rate, if there is one.

Project costs – VAT question

Are your project costs inclusive or exclusive of VAT?	<p>Simply select if your costs include VAT.</p> <p>If your group can reclaim VAT then the projects costs should not include VAT. If your group cannot reclaim VAT then the project costs should include VAT.</p>
Upload quotes	<p>You must submit 3 quotes on your application</p> <p>If you can't get them (e.g. only one supplier in the market, suppliers aren't getting back to you etc.) then check-in with the Community Climate Action Officer before the deadline.</p> <p>Include a contingency in your budget (especially for bigger projects)</p> <p>When getting quotes from suppliers, groups should try to ensure that quotes will be valid for when they are carrying out the work (where possible).</p>

Project costs – Funding request

Total project cost	This is the total cost of the project you are carrying out.
Amount of funding requested	<p>This is the amount of funding you are seeking from the Community Climate Action Programme.</p> <p>This amount may be different from the total project cost. A difference could be for a variety of reasons, e.g. some of the expenses may not be eligible under the Programme or you have match funding available from another source etc.</p>

Project costs – Bridge Financing/ Prefunding

Successful applications for funding under this programme will be reimbursed quarterly for expenses and may need to ensure that they have bridging finance to accommodate this. Does your group/ organisation have sufficient funds or will the group/organisation be able to arrange some form of bridge funding?

This grant is a reimbursement grant, i.e. you'll spend the money and get it back.

BUT

WCCC can provide bridge financing/ prefunding to groups who do not have the money or won't be able to secure bridge financing elsewhere. Prefunding will be given out in agreed amounts (e.g. 25%)

Please indicate what your group will need – this can be changed later, and the answer won't impact your evaluation/ selection. Successful applications will be asked for more details later.

Project and Impact – SMALL GRANTS ONLY!

Describe your project and its impact (Add as many lines as required - 600 words max.)

This is an opportunity to describe your project as a whole and how your vision will “shape and build low carbon, sustainable communities”.

Include a clear description of what your actions will be (≈ 80-100 words) i.e. the actual works you will carry at. If you are doing an energy works on a building - tell us a bit about the building. When was it constructed, current insulation etc. If planning or other licensing requirements are needed, state you have received them or are the process of getting them. It may be necessary to provide some brief background information or reason why your project has come about – if not obvious.

You should also discuss the below - Look at the following slides for a summary of these:

- Relevance and impact (≈ 100-150 words)
- Innovation and scalability (≈ 80-100 words)
- Value for money (≈ 80-100 words)
- Achievability (≈ 80-100 words)
- Partnerships (≈ 30-60 words)
- Governance arrangements (≈ 40-70 words)

Note: This question is not on the Medium/ Large grant form. Only the small grant application.

Relevance & Impact

Relevance and impact

It must be clear how your project ties in with the Programme's aim "to shape and build low carbon, sustainable communities". This section is where you can say what your project is doing to address climate change. Outline how your actions will make your community specifically less carbon intensive and/ or more sustainable at the end of the project. If possible, outline how your plans achieve the UN SDGs.

Make sure you are hitting as many of the five programme themes as possible.

Ireland and Waterford have specific climate and energy targets for 2030 and 2050. Looking at:

- Increasing energy efficiency
- Increasing renewable energy
- Reducing transport emissions
- Making an area more climate resilient
- Increasing biodiversity
- Creating carbon sinks
- Reducing waste (food and other) and supporting the circular economy
- Just transition for group, areas and sectors

Note: Small grant applications will not have to answer this question but should address it under the "Describe your project and its impact" section of their form.



Examples for Relevance and Impact (samples which are brief & not complete)

Example 1:

Our project looks at theme 1 Community & Energy. Our goal is to reduce our badminton club's energy emissions by replacing our oil boiler with a heat pump and solar panels. This would eliminate the use of fossil fuels in our club and 35% of our energy demand would be from renewable energy. This would contribute to Ireland's overall energy efficiency and renewable energy targets. As our club is based in the city boundaries, we would be helping to achieve Waterford City's aim to decarbonise by 2040. Our project would mainly address UN SDG 7 - Affordable and Clean Energy, 13 - Climate Action, 11 - Sustainable Cities and Communities and 3- Good Health and Well-being...

Example 2:

Our goal is to reduce travel emissions in our area by increasing the number of people who regularly cycle for business or pleasure through more cycle parking and adult road cycling classes. Our project has the potential to reduce emissions and air pollution; encourage more active lifestyles and making our area a nicer place to move around. Therefore, we would achieve UN SDG 3- Good Health and Well-being; 11 - Sustainable Cities and Communities; and 13 – Climate Action and 9 - Industry, Innovation and Infrastructure...

Example 3:

Our goal is to protect and increase biodiversity and reduce food miles by opening a community garden. This will allow local residents to actively engage in biodiversity work and food growing. Our garden would increase the amount of green space available in our urban area which currently has limited green spaces which is good for climate action and general health. This ties in with local and national targets...

Example 4:

Our repair cafe (under theme 4) hits on two important climate action targets - the circular economy and just transition. Our repair cafe will create a local circular economy - reducing waste and keeping perfectly good items in use for longer. The area our group is located is in a socially and economically deprived space (Pobal Deprivation Index based on CSO 2022 Data), so our project is also a Just Transition Project...

Innovation & Scalability

Innovation/Scalability

Ideally projects should be innovative and scalable. Many communities can learn from each other, and projects carried out by one group could be scaled up and replicated in another community.

Innovations may be clever ways that you have solved problems, or ways that you make your project especially effective for your location (e.g. rural, urban etc.), type of organisation (e.g. residents association, sports club, sewing circle) or project (e.g. energy, travel, etc.)

Think who could learn from what you want to do? What other locations/ groups could replicate it.

Clearly state the lasting impact of your project here.

Note: Small grant applications will not have to answer this question but should address it under the “Describe your project and its impact” section of their form.

Examples for Innovation and scalability (samples which are brief & not complete)

Example 1:

Our sports club is typical of other sports clubs across the country, many of which are not yet low carbon spaces. Our project would be a great blueprint for similar rural clubs on how they can take a holistic approach and be a low carbon and sustainable place. Our energy project will show how groups can improve their energy efficiency and decarbonise their flood lights, internal lighting and heating. We would write up a detailed case study document with the WCCC Community Climate Action Officer so similar groups do not have to start from scratch on something similar but learn directly from us. Our biodiversity planting could practically show what they can do with their grounds, while still maintaining its primary use as a sports ground. Working with the local Men's Shed to reuse discarded pallets to make our rain planters is an innovative way to reuse materials in our community and engage other groups in local climate action. The energy components will have a lasting impact and reduce emissions for years to come...

Example 2:

Our community reusable nappy scheme would be one of the few schemes in the country to tackle single use disposable nappy on a community wide level, including low emission laundry. Our project will have fifty local families and creches cut their nappy waste by 50% and create a family led circular economy practice. Our project will be a blueprint for similar areas to replicate and scale up as our area is typical of many suburban Irish neighbourhoods...

Necessity for grant funding

Necessity for Grant Funding

Need to know that the funding provided is absolutely needed by your group – your current resources, current cost prohibitive elements etc.

Please describe how this funding is needed to either make the project happen, or to scale up and increase the climate impact of an existing project.

Examples for Necessity of funding (samples which are brief & not complete)

Example:

We are a very small community group with limit funding and monies. Without this grant we could not financially cover the cost of switching from a gas boiler to a heat pump, as our budget barely covers monthly bills. We can submit accounts to show this...

Example:

We want to scale up our previous circular economy project to reach more residents but need assistance with getting the project of the ground which will then be financial self-sufficient after the 18 months...

Example:

The membership fees we take in and other public funding we apply for only cover the basic running of our club. We do not have the additional funds to cover the biodiversity and recycling works...

Value for money

Value for Money

We need to know how your project will get good value for tax payers money. This is not necessarily lowest cost, but the best balance between costs and the results achieved.

Discuss how your project is sure it is getting good value from its purchases. Comment how three quotes have been sought so you know it is in line with current market values.

If you have included a contingency amount (which bigger projects should) then maybe include a line about what you would do with any money left over.

Note: Small grant applications will not have to answer this question but should address it under the “Describe your project and its impact” section of their form.

Achievability

Achievability

Outline how your group will deliver the proposed project.

It is very important we understand your timeline for implementing the project as well as how it will be monitored.

Summarise your workplan into the major milestones of the project.

Describe the information you will need to collect regularly to know whether your project is both on track and is delivering the results you expect it to.

Note: Small grant applications will not have to answer this question but should address it under the “Describe your project and its impact” section of their form.

Example for Achievability (not complete)

Example:

Proposed timeline:

Q4 2023:

- Heat pump installed by December
- Submit vouched expenses (33% of grant amount)

Q1 2024:

- Planting of native Irish hedge will be done over two weekends in January
- Solar pv and battery installed by March
- Submit vouched expenses (55% of grant amount)

Q2 2024:

- Bike parking installed April
- Sewing machine bought by end of April with monthly repair hub running the last Saturday of every month.
- Signage for hedge in place by May
- Energy and Cycle public days in May/ June
- Submit vouched expenses for this part to WCCC (12% of grant)

Roles for who will manage each component was mentioned under the project description.

We will do a community online survey at the beginning, middle and end of the 18 months to see how many people repair/ upcycle their clothing & number of people cycling to monitor a change in behaviour. We will monitor the number attendants at the repair café and number of bikes being parked. If numbers are low/ do not increase, we will run a communication blitz. We will work with WCCC to run workshops for the public on these topics.

After the energy projects are done, we will get an estimation of carbon saved from the installers.

Under 12s will join the National Biodiversity Data Centre's Pollinator monitoring programmes to track our biodiversity.

The chairperson and treasurer will monitor the progress of all the components of our project and will stay in regular contact with the Community Climate Action Officer.

Partnership approach

Partnership Approach

There may be stakeholders taking part in or benefitting your project. Name organisations who will assist you implement your project and what roles they are playing.

In some cases partners may deliver a specific part of the project. For example, local men's shed building planters etc.

Partners may help increase the impact of your project e.g. by letting people know about it, by selling your produce or in other ways.

We would like to understand the different ways projects and organisations collaborate in climate action.

Don't forget Waterford City & County Council for partnership opportunities.

Note: Small grant applications will not have to answer this question but should address it under the "Describe your project and its impact" section of their form.

Governance arrangements

Partnership Approach

We want to know your group has the experience and appropriate management to handle the project.

Make sure the governance structure is clear for the evaluation committee and it is clear how your group will manage the programme. For example, will you have a subcommittee who are looking after it?

Who will be responsible for project implementation?

Who will be responsible for managing financials and liaising with WCCC?

Outline any previous projects you have successfully completed. For example, Sports Capital, Town & Village, Leader, General Community Grants etc.

Note: Small grant applications will not have to answer this question but should address it under the “Describe your project and its impact” section of their form.

Section 3 – State Aid

- Ensure trade remains fair in the EU
- Must answer “YES” to all three questions to be considered State Aid – then the De Minimis Ceiling kicks in
- Section 3.b will only need to be answered by those who answer “Yes” to all three questions

State Aid

You will be asked to see if your group/ project will be considered State Aid.

State Aid is any aid granted by an EU country, or through State resources in any form, which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods must, in so far as it affects trade between EU countries, be incompatible with the internal market.

If you are deemed to be State Aid then the De Minimis ceiling will come into affect – which means your group cannot receive more that €200,000 within the last three fiscal years.

If you have received more than €200,000 - tell us ASAP!

For most community groups applying – State Aid won't be relevant but you must answer the three questions.

On the application you'll be asked 3 State Aid Questions.

You must answer “Yes” to all three to be considered State Aid.

1. Does the funding confer an advantage on one or more undertaking over others?
2. Does this funding distort or have the potential to distort competition?
3. Does the awarding of this funding have the potential to affect Trade between EU member states?

If you answer “No” to any of the above then you are not considered State Aid and the De Minimis ceiling is not relevant to your group.

Section 3.b is only to be answered by those who answer “Yes” to all three questions.

If you have no economic activity then you are no to all questions!

Economic activity = any money changing hands (includes membership fees)

1. Does the funding confer an advantage on one or more undertaking over others? Yes/ No

- If you have any economic activity and are given access to this funding you are in theory getting an advantage of others as it is a limited resource and not everyone who applies will get it.
- If you have any economic activity then you should select “Yes”. If you have no economic activity, then you should select “No”.
- Economic activity refers to anything big or small where money is changing hands. It could be something as small as selling a cup of tea, you might have a membership, or bigger such as selling products/ services to customers or other businesses within Ireland and abroad.

2. Does this funding distort or have the potential to distort competition?

Yes/ No

- If you have no economic activity, then you should select “No”.
- If your economic activity is very localised and could not impact competition beyond your local area OR the project can't distort competition, then select “No”.
- If your economic activity has a wider impact and goes beyond a local level then select “Yes”.

3. Does the awarding of this funding have the potential to affect Trade between EU member states? Yes/ No

- If you have no economic activity, then you should select “No”.
- If the economic activity you are engaged in does not and could not be traded between other EU countries OR the project can't distort competition, then you should select “No”.
- If the economic activity you are engaged in does or could be traded between other EU countries, then you should select “Yes”.

Summary of State Aid

Q1. Does the funding confer an advantage on one or more undertaking over others?

Yes

No

Q2. Does this funding distort or have the potential to distort competition?

Yes

No

Q3. Does the awarding of this funding have the potential to affect Trade between EU member states?

Yes

No

You are not considered State Aid and the De Minimis ceiling is not relevant to your group.

You are considered State Aid and the De Minimis ceiling is applied. Must check how much De Minimis funding you have received in the last three fiscal years (e.g. from a state agency, government department, Local Enterprise Office, local authority, LEADER funding etc.) and answer Section 3.b

Section 4 – Supporting documents

Supporting Documents

Must submit:

- Your setup/ governance documents
- Your quotes

Will be looked at
in detail!

You can submit anything you think is (very) relevant, examples:

- Drawings of your plans
- Photos of inspiration (e.g. replicating what has been done elsewhere)
- Community survey
- Biodiversity report
- Tidy Towns report
- GAA Green Club documents
- etc.

May not be
looked at in
detail!

Section 5 – Declaration

Declaration & Submission

- By signing the declaration, you and your community group are confirming the statements. Some are repeated from the general terms and conditions. Some will be spelt out in more detail in the Letter of Offer from WCCC, if you are given funding.
- Please type the name of your organisation's authorized person. This would normally be the point of contact for the proposal.
- The Submit system will email the point of contact to verify the signature is officially approved by the organization.
- If you try to submit your application but the system detects that there are one or more incomplete required questions it will send you back to the right place before allowing you to submit.

Deadline = Friday 19th January (3:30pm)

Examples are only provided as samples; groups do not need to follow that style.

Any questions on your application (how to register for submit, downloading forms, answering specific questions etc.), please get in touch:

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