

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 & Strand 1a

Planning your project
- Online Webinar -

14 October 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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Your Group

Management & Governance

1. Make sure your group are **eligible** and you have your **documents** for your application
2. Must have a **group bank account** - Successful applications for funding under this Programme will only be paid to the applicant group/organisation's Bank Account
3. Decide **who is doing what** for:
 - a) the application stage - who is getting the quotes, completing the application form, who will be the point of contact etc.
 - b) if you receive funding, how will the project be managed/ who will be doing it?

Will you set up a project management subcommittee, if you receive funding? This is *optional*. Could be a good way to manage the project, especially for the bigger projects or those with multiple components.
4. What have you learned from doing **other projects and other funding** you have received (big or small)?
5. 10 marks available

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 than €200,000 within the last three fiscal years.

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

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.

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

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

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.)

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 to larger scale situations 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 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, 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”.

Your project

Projects – the basics

1. Direct Climate Action Projects only

Reducing emissions and/ or combatting the impact of climate change

Indirect would be things like education and awareness projects = not eligible for funding

2. 100% funding available. Eligible = Capital Costs

Can use other funding for other aspects/ match funding

3. Address as many themes as possible

4. Must be completed in 18 months

5. Own/ lease for the building or land

5 years from the end of the project

Could be multiple locations

Theme	Project examples include but are not limited to:
1. Community & Energy	<ul style="list-style-type: none"> • small community renewable energy projects (solar, hydro, wind) • retrofitting community buildings • LED community lighting • community EV charging point(s)
2. Travel	<ul style="list-style-type: none"> • cycle parking • improving access to cycle/ walkways • community EV charging point(s)
3. Food & Waste	<ul style="list-style-type: none"> • community gardens/ allotments • repair hubs • community composting facilities • community fridge
4. Shopping & Recycling	<ul style="list-style-type: none"> • community repair hubs • sport reusable kits • toy/ equipment library of things • water filling stations
5. Local climate & environmental action	<ul style="list-style-type: none"> • mini forests • community gardens/ roof gardens • pollinator projects • water harvesting • climate resiliency projects

Designing your project:

Step 1: Do you know the **need in your community** your project is addressing?

Step 2: Look at other examples and design your project. Chat with the Community Climate Action Officer.

Step 3: Review what's needed to deliver the project. It could be:

- a) Project Design
- b) Land Title (5 years from the end of the project, so at the end of the 18 months)
- c) Planning Permission/ Environmental Designations/ Licences
- d) Insurance
- e) Costings (3 quotes – where possible)
- f) Funding (Bridge Financing)
- g) Application form



1. Community & Energy:

Improving energy efficiency and increasing renewable energy.

Hints & Tips

Start with your building fabric first - When looking at your energy, it is recommended to always first check the fabric of your building – your walls, floor, roof, doors and windows. A well-insulated building will have lower running costs, be more comfortable and have better energy efficiency. You want to reduce the amount of energy you need by cutting down on energy you are losing.

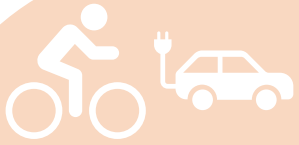
Lighting can be a big energy user for many organisations -

LED bulbs and light controls (e.g. daylight and occupancy sensors) are great tools to lower energy usage and emissions. For any outdoor lighting consider the impact to local wildlife and reduce unnecessary light pollution where possible.

Energy Audits – Not compulsory for this programme but a great way to assess your building and energy possibilities. Anyone with an energy spend over €10K can apply for the [SEAI energy audit voucher](#) (cover the cost of the audit). If you are below this there may be other options – so get in touch asap!

Solar PV – good option for a building when there is a steady daytime electricity demand and a suitable roof top, i.e. south-facing, in good condition and with minimal shading. No planning permission is required for most rooftop installations.

Heat Pumps – good option for new builds or buildings that have excellent insulation and airtightness **and** frequently in use – they are less efficient if only needed for short periods of time.



2. Travel

Contribute to a reduction in travel related emissions.

Hints & Tips

Know who is responsible for what – Local Authorities are responsible for the management of roads, footpaths, cycles lanes and parking; active travel planning; and developing an EV and Charging Strategy NTA (National Transport Authority Ireland) public transport (bus and rail routes) TII (Transport Infrastructure for Ireland) responsible for transport infrastructure (road and rail).

Travel audits – get a sense of what it is like to move around your area. There are few options [NTA](#) or [Green Clubs](#)

EV Charging Points – can be great but they are a good few things to consider. Waterford is only developing its EV Strategy now; size (which will be depend on your current supply and budget); do you have the users; do you have a suitable location; insurance; how will the billing be managed; have you organised a new connection etc.



3. Food & Waste

Reduce food waste.

Hints & Tips

Composting and Wormeries - Composting facilities and wormeries in community spaces typically do not require planning permission as they are for community use but would need the consent of the residents and/ or landowner. A waste licence or permit would be required for larger quantities of waste (incl. animal waste) and for commercial purposes. Community use is typically a resource for reuse within the group rather than waste processing. It is best to check with WCCC to find out if a license is required.

Allotments and Gardens - Allotments are plots of land rented to individuals/ families, while a community garden is worked on by all members of the community together. They can be set up on private or public land. Planning permission is often required, so it is best to contact the Planning Department in WCCC to check.

Community Fridge - they need to comply with relevant food safety and food hygiene legislation. In some cases, groups may be required to register as a food business with their local environmental health office.



4. Shopping & Recycling Food & Waste

Increase the variety and facilities for reduce, reuse, repair and recycling of materials.

Hints & Tips

Waste Collection Permits – If a community group is planning on collecting waste as part of a circular economy project, they may need a waste collection permit. There are exemptions depending on the type of group and waste. It is best to check with WCCC to find out if a permit is required

Available Resources – there are resources out there on a number of topics such as understanding waste in your community, people's mindsets, developing a waste masterplan and communication strategies – [My Waste](#), [VOICE Ireland](#) and [WCCC](#).



5. Local Climate & Environmental Action

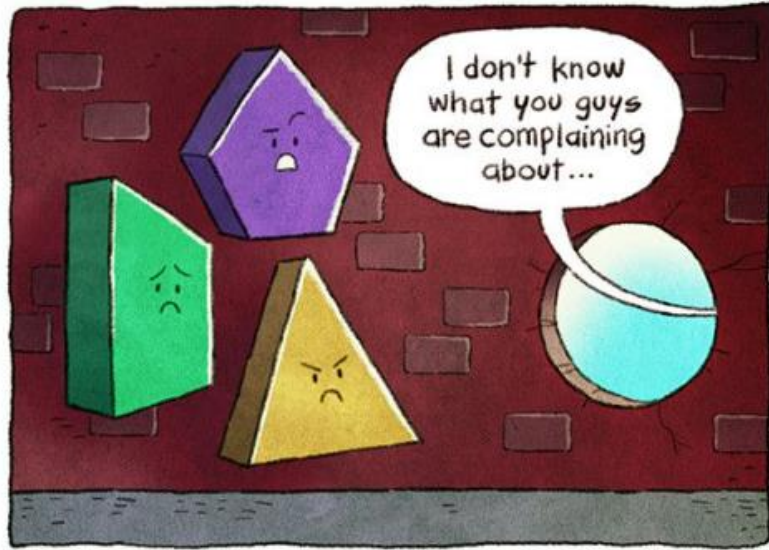
Managing the local physical environment, including in relation to climate action.

Hints & Tips

Pollinator/ Biodiversity projects - There are many well-meaning but sometimes ineffective pollinator projects. Groups should consult the advice provided on the [All-Ireland Pollinator Plan website](#) which cover everything from managing and planting hedgerows, increasing the diversity of native plants, mowing guidelines, signage etc.

Water Quality and Conservation Audit - To get a better understanding of your water use, potential sources of pollution and opportunities for water conservation, you could carry out a local assessment. There are examples of simple water audits you can carry out available on the [GAA Green Clubs website](#).

Water Management – increased flooding will be an climate change issue for Waterford. There are ways to reduce the risk of flooding and lessen the impact on waterways and biodiversity. For example, water harvesting, creating buffer zones around rivers or water courses with plants and trees, creating rain gardens and using porous paving so more rainwater can penetrate into the ground. There is specific advice available for community groups including project examples available on the [Local Authority Waters Programme website](#)



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Relevance and Impact

When you are planning your project remember the objective...

...to shape and build low carbon, sustainable communities...

Know which ones apply to your project

...to shape and build low carbon, sustainable communities...

Impact & Relevance = Good few marks

Programme themes:

1. Community & Energy
2. Travel
3. Food & Waste
4. Shopping & Recycling
5. Local Climate & Environmental Action

Climate Action:

- Reducing emissions
- Increasing renewables/ energy efficiency
- Increasing/ protecting biodiversity
- Creating local climate resilience
- Reducing waste/ Circular Economy
- Just Transition

Consider the UN Sustainable Development Goals...



- Applicants are asked to consider these
- Very small marks going for this - Know which ones your project aligns with

Innovation & Scalability

Ideally projects should be innovative, scaled up or replicated in other communities

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.) or
- type of organisation (e.g. residents association, sports club, sewing circle) or
- type of project (e.g. energy, travel, etc.)

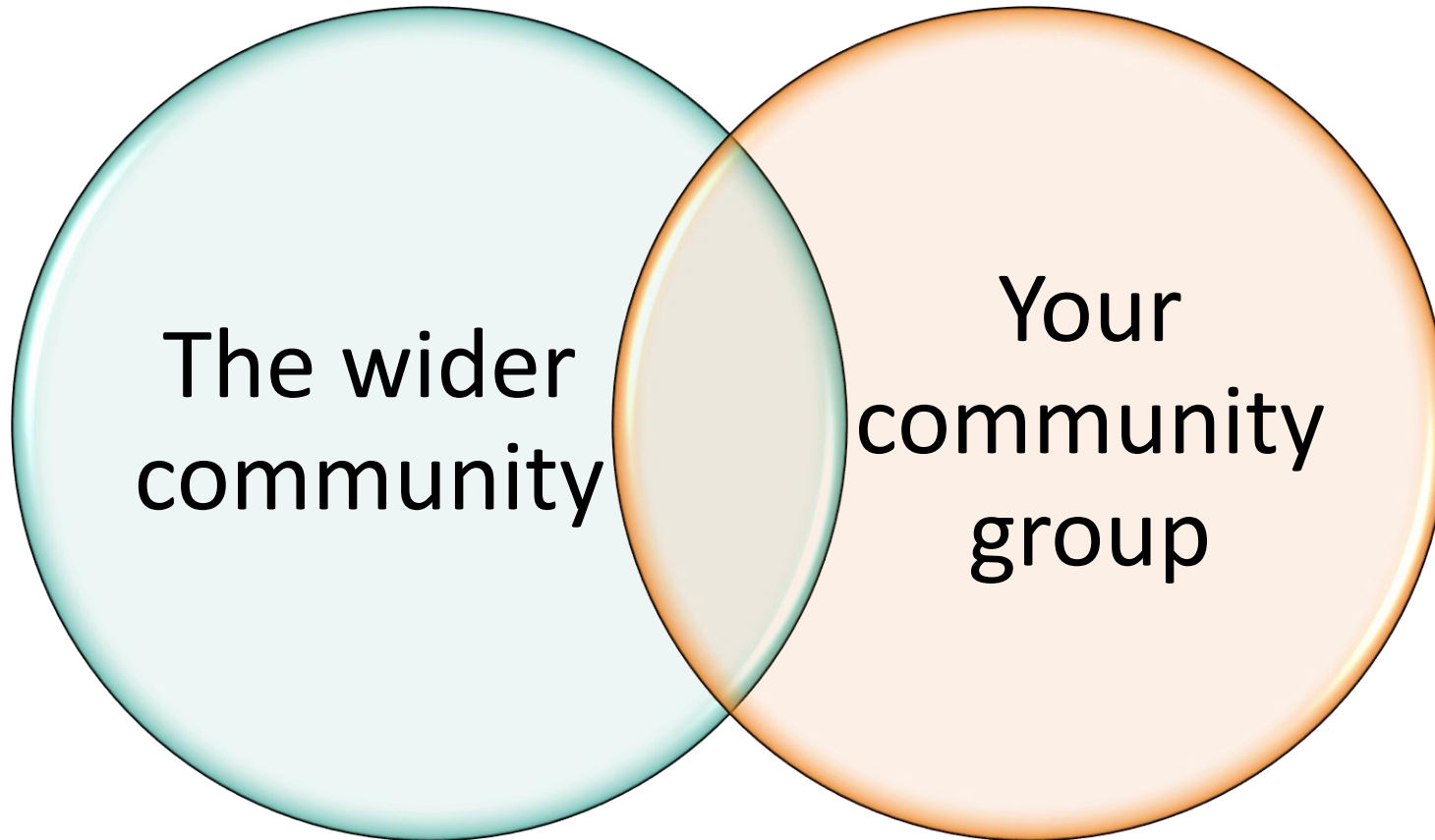
Replication and scalable:

Many communities can learn from each other and projects carried out by one group could be scaled up and replicated in another community. Consider who you can learn from and who can learn from what you will do.

20 marks available



Who will see the benefit of this project? Directly and indirectly



- People may be directly or indirectly impacted
- How will you engage your community members?
 - Energy events
 - Circular Economy events
 - Active Travel events
 - Communication Plan

WCCC can assist with these

Partnerships

- Not compulsory but (small - 10) marks available for Strand 1. Compulsory for Strand 1a – Northern Irish Project.
- Potential to engage wider community
- Engage subject matter expertise
- Increase impact
- Competitive programme *Option: Groups in one area apply together*
- Don't forget Waterford City & County Council:
 - Community Climate Action Officer Here to assist groups with managing the project
 - Sports Partnership (e.g. Cycling classes)
 - Active Travel Team
 - Environmental Awareness Officer
 - Healthy Waterford (e.g. Playful Streets)



Value for money/ costings

- Get **three quotes for your application**. If you can't get them (e.g. only one supplier in the market etc.) then check-in with the Community Climate Action Officer before the deadline.
- This is not necessarily lowest cost, but the best balance between costs and the results achieved.
- We need to know how your project will get **good value** for tax payers money
- Consider the **investment vs impact**.

How much is your project costing versus the climate impact?

- Include a **contingency** in your budget (especially for bigger projects)
- 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)
- 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.
- Those who receive funding will need to follow public procurement guidelines
- **VAT** can be included for groups who cannot reclaim VAT
- 20 marks available

Milestones

- Groups will have 18 months to complete their projects but for some the work may be time depend.
- Know when you plan to start and end your project
- Summarise your workplan into the major milestones of the project and 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
- How will your monitor successes? – Will it be CO₂ saved? Will it be the number of people cycling? Will it be a reduction in waste?...
- 10 marks available



Reimbursement

- This is a reimbursement grant (i.e. you'll spend the money and get it back)
- Groups will submit quarterly expenses – photographic evidence, receipts and bank statement
- 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%)

How to apply?

1. Contact the Community Climate Action Officer to discuss your project ideas

2. Design and cost your project (3 quotes)

3. Complete and submit your application form (Deadline – 19th January 2024)

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. The word count is only meant as guide - Ideally if you can get your point across in fewer words, then please use fewer words.
7. Any questions – get in touch!

How to apply?

Same
deadline
for all

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:

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”.

For more details visit:

www.waterfordcouncil.ie/CommunityClimateActionProgramme

1. Briefing Note and Guidelines for Applicants – All details on the programme
2. Examples of community led climate action projects – Case studies of projects done by other groups, including hints and things to consider for different types of projects
3. Planning projects and applying for funding – General guidelines and tips to help you plan your project and make an application for funding
4. Understanding the UN SDGs – Quick overview of the goals, links to learn more and how they are relevant for climate change projects



- Please do not be put off by all the technicalities and rules
- Many of you have done projects for years – you have the experience
- Taking Climate Action is a win-win for everyone in a community
- Some projects will be small and some will be big – we want to see them all!

Questions?

Please fill out the poll

Susan Lee – Community Climate Action Officer

Contact details: climateaction@waterfordcouncil.ie / 087 279 7577

Website: www.waterfordcouncil.ie/CommunityClimateActionProgramme



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The above presentation is a overview of planning a project for the Community Climate Action Programme.

All details are available on
www.waterfordcouncil.ie/CommunityClimateActionProgramme

Interested groups are encouraged to contact the Community Climate Action Officer to discuss their project and applying for the programme.



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