

Waterford's Community Climate Action Programme

Briefing Note and Guidelines for Applicants

Strand 1: Action: Building Low Carbon Communities

Phase 2: Applications 2025

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The Community Climate Action Programme has been developed by the Department of the Climate, Energy and the Environment (DCEE) to support small and large, rural and urban communities to take climate action at a local level. Waterford City and County Council (WCCC) will administer this Programme for communities within its areas of operation. Phase 1 of the CCAP was from 2023-2025 and Phase 2 will be from 2025-2027.

Ireland has committed to reducing its carbon emissions by 51% by 2030 and becoming a net zero and climate neutral economy by no later than 2050. Becoming a climate resilient society will help us to cope with the impacts of a changing climate. In addition, WCCC are aiming to decarbonise Waterford City in partnership with city residents by 2040. For Ireland and Waterford to make this transition, we need to work together to address how we power our buildings, work, travel, consume goods and services, and manage our waste.

This guide has been prepared for groups in the operational area of WCCC to learn more about the Community Climate Action Programme and it may be subject to change. Groups are advised to contact the Community Climate Action Officer to discuss their application.

1. Objectives of the Community Climate Action Programme

The overall objective of this Programme is to support and empower communities, in partnership with their local authorities, to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets.

2. Overview of strand 1

Strand 1 - Action: Building Low Carbon Communities

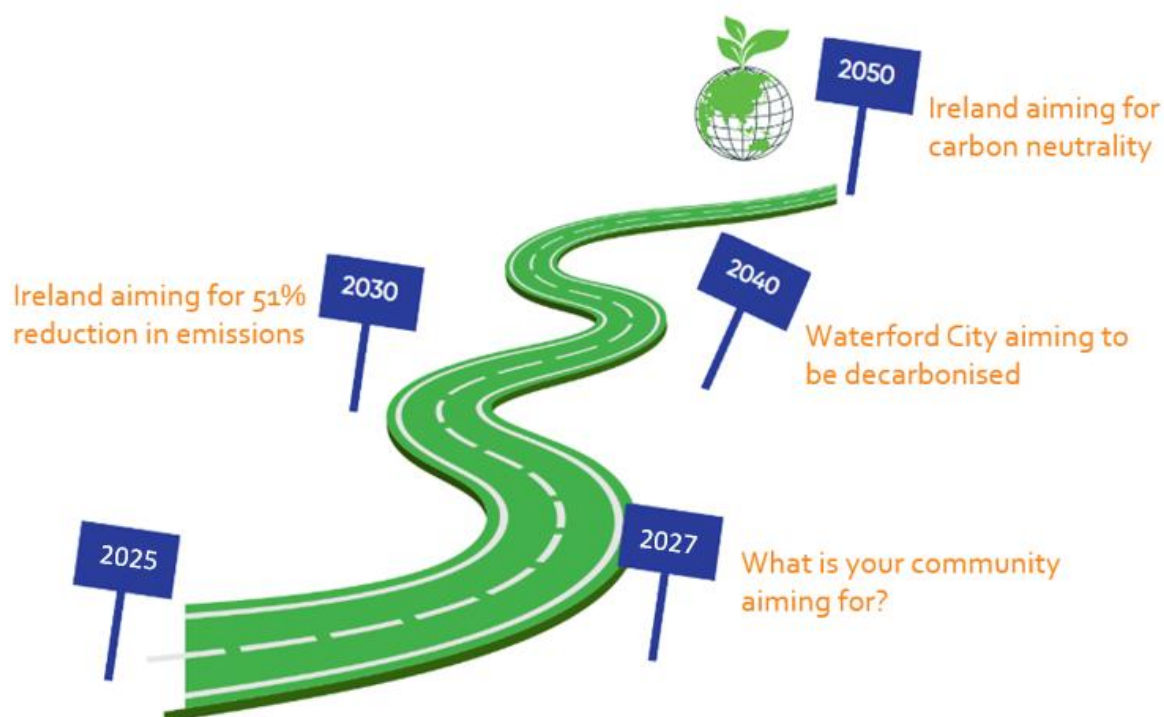
WCCC have been given an allocation of €564,000 for projects. Communities will carry out projects that have a direct climate action impact.

A number of projects will be selected from across the city and county which demonstrate the delivery of national climate action at local level in Waterford.

Projects must meet the objectives of the Programme as set out in project eligibility below and be completed within 18 months. 100% funding is available for projects. Projects can include a suite of measures, not just one specific action. Medium and larger projects are strongly encouraged to include more than one action.

This Programme is an opportunity for groups to take a holistic approach in making their community less carbon intensive and more sustainable for the future. The Programme is open to a range of community groups – from those new to climate action to those with more experience. The wider community benefit, beyond simply the applying group, will be taken into consideration.

Your low carbon, sustainable future...



3. Eligible Communities

Community groups are required to self-certify that they do not have the funding available to undertake the work without support, **OR** alternatively that the support will enable them to undertake more work which they otherwise would not be able to afford. Groups must be able to demonstrate their ability to carry out the proposed works.

Eligible communities

To be eligible to apply, community organisations must:

- be a not-for-profit organisation
- be located in the operational area of WCCC
- be registered with the PPN **or** connected with other collectives such as the Wheel, Tidy Towns **and /or** a community group with Articles of Association or a Constitution, which hold an AGM, and for which approved minutes are available

The following types of organisations are **not** eligible to apply for strand 1:

- Private individuals
- Commercial undertakings (including sole traders)
- Schools, third levels institutions etc.
- National community and environmental organisations
- Financial institutions

Groups who received funding under Phase 1 (2023-2025) of the Community Climate Action Programme, can apply for Phase 2. However, priority may be given to new groups who have not received funding before.

4. Eligible Projects

Projects must:

- meet the overall objective “to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets.”
- address one or more of the five Programme themes and national climate action targets, as set out below.
- comply with all statutory requirements in relation to planning, building regulations, Health and Safety, and Fire Codes etc., if applicable.

Five Programme themes

Projects will address the following themes:

- Theme 1: Community and Energy
- Theme 2: Travel
- Theme 3: Food and waste
- Theme 4: Shopping and recycling
- Theme 5: Local climate and environmental action

National Climate Action Targets

Apart from the Programme themes, projects should seek to demonstrate the following delivery of national climate action at a local level:

- a) Reducing or supporting the reduction of greenhouse gas emissions

- b) Increasing the production, or use, of renewable energy
- c) Improving energy efficiency
- d) Increasing climate resilience
- e) Identifying nature-based projects that enhance biodiversity and seek to reduce, or increase the removal of, greenhouse gas emissions or support climate resilience in the State
- f) Assisting regions in the State (including communities in those regions) and within sectors of the economy impacted by the transition to a low carbon economy
- g) Involving potentially innovative solutions to address the above asks.

Projects can address one, all or some of the five themes. However, communities should try to incorporate as many themes as possible. Below is a breakdown of each theme and some suggested projects. These are only examples and communities are encouraged to be as innovative as possible with their projects.

For further examples of projects, you can read the [case study document](#) covering each of the themes, including things to consider for different types of projects.

A summary of the Waterford projects which received funding under Phase 1 of the Community Climate Action Programme (2023-2025) can be found [here](#). A brief list of all the projects nationally from Phase 1 can be found [here](#). These links are included as examples and for information purposes, they are not indicative of what a project must look like in Phase 2.

Groups should also consider how their projects contribute to progress in relation to relevant [UN Sustainable Development Goals](#). A brief [summary guide](#) is available on WCCC's website.

Theme 1: Community and Energy	
Many Irish buildings have very low energy ratings and high running costs, mainly due to heat loss. How we build, heat and run our buildings can play a big part in reducing Ireland's greenhouse gas emissions. Heat loss accounts for 10% of Ireland's greenhouse gas emissions. We can make our buildings more energy efficient by retrofitting them (e.g. insulation), switching off and using low energy lights/ appliances, and using smart controls. Potentially relevant UN SDGs: 	Projects of interest under this theme would reduce the climate impact of buildings in communities by using less energy, utilising renewable energy and avoiding heat loss. Project examples include but are not limited to: - retrofitting community buildings (e.g. insulation and upgraded windows and doors) - Upgrading lighting to LEDs - small community renewable energy projects (solar, hydro, wind) - heating/ building energy control - community EV charging point(s)
Theme 2: Travel	
Transport accounts for approximately 20% of Ireland's greenhouse gas emissions. Changing our means of travel is not simple and is often dictated by previous planning and housing choices, particularly in rural communities. How we travel is one of the main areas where behaviour change can have a rapid and real impact on achieving our climate goals.	Projects of interest under this theme would contribute to a reduction in travel related emissions. Project examples include but are not limited to: - improving access to cycle/ walkways - cycle parking - bike repair stations - bike library

Potentially relevant UN SDGs: 	community EV charging point(s)
Theme 3: Food and waste	
Growing, processing and transporting food requires large amounts of energy and materials. It is estimated that one third of the food we grow is wasted and accounts for 10% of global emissions. There is a national commitment to reduce food waste by 50% by 2030. While being mindful that different situations such as the culture, religion, health, abilities and tastes can affect the decisions individual people can make; at a systems, community and lifestyle level there are opportunities to connect and engage people in action on food, waste and climate change. Potentially relevant UN SDGs: 	Projects of interest under this theme would reduce food waste. Project examples include but are not limited to: - community gardens - community fridge - allotments - food markets - repair hubs - wormery - orchard - community composting facilities
Theme 4: Shopping and recycling	
What we buy has a major contribution to emissions in terms of how they are made, transported, used, reused and recycled. If we keep on using resources as we do now, by 2050 we would need the resources of three Earths to satisfy demand. Ireland is moving towards creating a circular economy - making products that last longer, can be repurposed, reused and eventually recycled more easily. One of our climate goals is to increase the amount of waste that is recycled and to make all packaging reusable or recyclable by 2030. As shoppers we have the power to influence. People are changing their shopping habits by buying products that last longer or repurposing items, planning what they will do with things when they are finished using them, recycling as much as possible, actively segregating their waste for collection and using recycling centres and services near to them. Potentially relevant UN SDGs:	Projects of interest under this theme would increase the variety and number of recycling facilities in the local community and initiatives aimed at reducing, reusing and recycling. Project examples include but are not limited to: - community repair hubs (including equipment required e.g. sewing machines etc.) - swap shops - toy/ sport/ party reusable kits - water filling stations - single use plastics elimination in the community

8 DECENT WORK AND ECONOMIC GROWTH	11 SUSTAINABLE CITIES AND COMMUNITIES	12 RESPONSIBLE CONSUMPTION AND PRODUCTION	13 CLIMATE ACTION	14 LIFE BELOW WATER	15 LIFE ON LAND
Theme 5: Local climate and environmental action					
Ireland has an abundance of natural resources, from our bogs and forests to our rivers and oceans. These natural resources need to be protected from climate change, and in return, they will help us by absorbing carbon, reducing the risk of flooding, increasing plants and wildlife (biodiversity), and acting as places for us all to reconnect with nature. Community action can take many forms from simple clean-ups to community schemes, to making plans to adapt to the changes already happening. Potentially relevant UN SDGs: 			Projects of interest under this theme would take a holistic approach to managing the local environment, including in relation to climate action. Project examples include but are not limited to: • biodiversity planting • water harvesting • Bird/bad/bog boxes • mini forests/ forest schools • ponds • dispersed orchards • community gardens • roof gardens • pollinator projects • planters • climate resilience projects • wetland conservation		

The Community Climate Action Officer can address your queries on the specifics of projects ideas.

Additional notes for projects:

Waterford's Climate Action Objectives

Waterford City and County Council adopted its Climate Action Plan in February 2024. The plan sets out how the Council will work to reduce greenhouse gas emissions from its operations and in the services that it provides to the people of Waterford. Where possible groups should consider how their projects would align with [Waterford's Climate Action Plan](#).

Project locations

It is essential that projects be available to the community, where applicable. If the group do not own the land/ building(s)/ floor space then they must have a minimum of a five years lease or agreement in place from date of project completion (i.e. five years from the end of the 18 months). Groups may need to provide proof of ownership, lease or access agreements.

Additional notes on energy projects

Energy audits are not required for an application, however they can be useful for groups to better understand their energy use and upgrades required.

The size of proposed solar panels should be related to your current energy requirements and not related to the maximum amount of solar which can be installed.

Additional notes on biodiversity projects

Planting of just any kind is not eligible under this Programme. All planting and biodiversity measures should be in line with the All-Ireland Pollinator Plan and biodiversity aims of WCCC.

Projects should consider how these components will be maintained into the future.

Additional notes on circular economy projects

Projects which are setting up reuse/ swap shops etc. will be required to host a minimum number of sessions or events before the end of the 18 months.

5. Funding/ Grant Sizes

Funding is available for 100% of the project costs. There are three project sizes:

- Small projects (Up to €20,000) - 10% of projects selected will be small scale
- Medium projects (€20,000 – €50,000) - 40% of projects selected will be medium scale
- Large projects (€51,000 - €100,000) - 50% of projects selected will be large scale

Eligible Costs

The Programme will cover principally capital costs. Below is a guide to the eligible and ineligible costs for projects. Eligible costs will be considered on a case-by-case basis. However, the following general conditions will apply:

Eligible Costs	Ineligible Costs
• For the sole purpose of implementing the project, be necessary and shall not be used for any other purpose • Verifiable and reasonable • No duplicate public funding • Other funding may be leveraged for the project, but the Community Climate Action Programme funding component must be able to stand on its own merits and be independent of the other funding • Funding must comply with State Aid requirements	• Projects that solely benefit an individual or income generating projects • Training, staff costs etc. • Equipment, unless directly associated with the project • Overheads, operating, travel, transport, subsistence, notional, legal, insurance or banking, loan costs etc. • Costs incurred before the Letter of Offer is issued • Costs where more appropriate funding opportunities already exist

VAT is considered eligible for grant payment in cases where it cannot be reclaimed. For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT then their expenses should be exclusive of VAT. Documentation may be sought by WCCC confirming the VAT status of the group, i.e. a recent letter, or letters, from the Revenue Commission confirming the VAT status. Every group will be required in their application form to declare their VAT status.

Duplicate public funding is not permitted but if groups have received partial funding from other sources, they can seek funding for the remainder of costs not covered from the other funding stream via the Community Climate Action Programme. For example, a group could receive partial funding from SEAI for solar PV under the Non-domestic Microgen Grant and apply under the Community Climate Action Programme to make up the difference/ pay for the remainder of the solar installation. Groups are responsible for checking and adhering to rules of individual grant schemes. Not all grant schemes allow the combination of grants. Groups should ensure duplicate funding does not occur, they are not claiming twice and individual funding components can stand on their own merits.

The Community Climate Action Officer will be able to advise what costs are eligible when groups are planning their projects.

6. How to apply

Interested community groups should contact Waterford's Community Climate Action Officer to discuss their project ideas. The Community Climate Action Officer is there to offer guidance to groups developing their projects and completing the application form.

Application form:

To apply groups must complete the application form. The application window will be open from Wednesday 22nd October (9:00am) to Wednesday 17th December (3:00pm).

There are two ways to submit an application form:

Option 1: Using the online application form (Recommended method)	Option 2: Download the application form and submit via email/ post
We would recommend using the online form on https://waterford.submit.com/ You can save the 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.	Alternatively, you can download a Word version of the form from the WCCC website and submit your completed application and supporting documents via email or post. Via Email: Submit your completed application to climateaction@waterfordcouncil.ie. In your email please use the subject line "CCAP Application [<i>Insert Community Name</i>]". Via Post: Send your application to "Community Climate Action Officer, Climate Action Team, Environmental Department, Waterford City & County Council, Menapia, Waterford". Hard copies of the forms can be posted out upon request to the Community Climate Action Officer.

No applications will be considered after the deadline. Only posted forms stamped on or before this date will be accepted. Only one application per organisation may be submitted.

Documents to submit with the application form:

- Governance Documents for the organisation e.g. terms of reference, constitution, AGM minutes etc.
- Costings breakdown i.e. written proof of quotes
- Any relevant supporting documentation, e.g. planting plan, biodiversity reports, energy audits etc. This is not compulsory, and only relevant documents should be submitted.

The Evaluation Committee may not be able to review in detail all supporting documentation. Therefore, it is vital that all information be contained in your answers in the application.

Cost and budgeting

As part of the application community groups will need to prepare a budget detailing everything that they will need to pay for during the project. To ensure an application represents value for money, three written quotes must be sought and submitted with the application. Communities must also consider green procurement where possible. WCCC must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

Where three quotes for a particular product/service is not possible or is overly burdensome in the case of multiple project components, this requirement may be waived, and the application may be evaluated on the quotes available. Groups should consult with the Community Climate Action Officer prior to submitting their application if this situation arises.

When drawing up costs it is advised to include a contingency to address any unforeseen changes to costs or inflation. This would be especially important 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, otherwise procurement may need to be repeated if groups are awarded funding. Please note that successful applicants will need to follow public procurement guidelines and depending on the type of work and cost, may need to get further quotes. The Community Climate Action Officer can advise groups on this.

State Aid and De Minimis

Public funding is deemed to be 'State Aid' where it provides the recipient, whether an enterprise, not-for-profit organisation, or an individual, an economic advantage over others. To comply with State Aid rules, the level of funding provided to a project promoter must not exceed €300,000 - this is known as the De Minimis ceiling. De Minimis regulations sets a limit on how much assistance can be given to organisations. The current limit for a company, or group, irrespective of size or location, is €300,000 during the previous three-year fiscal period.

Many groups/ projects under this Programme would not be considered State Aid and therefore will not be subject to the De Minimis ceiling. However, community groups when submitting their application will need to clarify their status and how much State Aid they have received in the last three fiscal years (e.g. from a state agency, government department, Local Enterprise Office, local authority, LEADER funding etc.). The Community Climate Action Officer will be able to assist groups on this requirement.

7. Evaluation, Selection and Approval

For a project to be successful and receive funding they need to first pass the evaluation stage, then the selection stage and finally the approval stage.

1. Evaluation:

All applications will be evaluated by WCCC to ensure they align with the objectives and eligibility of this Programme and will be marked against the selection criteria below.

Applications must meet a minimum score of 50% or above and meet the minimum scores, to be considered for selection by WCCC.

2. Selection:

Following evaluation, WCCC will then select the final projects taking account of the highest scores and:

- 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:

WCCC will submit the selected projects to the Minister of the Climate, Energy and the Environment for final approval. Success at the evaluation, and selection stages is not a guarantee of funding. The Minister will decide what projects are ultimately approved and any specific conditions of funding.

Evaluation criteria

To ensure projects are selected in a transparent and fair manner, applications will be first evaluated on the following criteria. The maximum score is 100. Applications must meet a minimum score of 50% or above and meet the minimum score required under selected criteria to be considered for a project partnership with the WCCC.

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 and Waterford'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	15	
	Evidence of value for money (adequate quotations submitted/ rationale for choosing suppliers)	5	
	Subtotal	20	10

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 (other community groups/ wider community) 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

Additional note on the evaluation of small-scale projects

Small projects will be evaluated under the same criteria listed above however consideration will be given to the smaller scale of the project. Projects should still be relevant and demonstrate impact. Thought should be given to the potential for replication by other communities, but they do not need to be innovative or scalable.

8. What to expect if your application is successful

Following the Minister's approval, WCCC will issue a Letter of Offer to the successful communities setting out the terms and conditions. Groups are responsible for carrying out their projects and will have 18 months from the Letter of Offer to complete their projects.

WCCC reserves the right to withdraw from a project if all requirements are not met within a reasonable period.

If an applicant is awarded a lower funding allocation from what was initially sought, the applicant may submit a revised programme of works to the satisfaction of WCCC.

In signing their funding agreements, each community will agree to the following:

- Compliance with the [Climate Action Fund Financial Guidelines](#).
- Compliance with [Circular: 13/2014](#), from the Department of Public Expenditure and Reform.
- Compliance with [Public Procurement guidelines](#) in relation to the purchase of all goods and services.
- Agree to retain all documentation for 7 years.
- The provision of data and information on the actions funded as may be requested by DCEE and/or the local authority.
- The maintenance of separate accounting records for its projects.
- The funding is subject to audit by DCEE.
- Vouched receipts, photographs of completed works (where appropriate), and other documentation as necessary may be sought by WCCC and DCEE.
- Site Visits: The Department and/or WCCC may carry out unannounced site visits to verify compliance with Programme terms and conditions.
- The contribution of the 'Government of Ireland' must be acknowledged in publicity, promotions and signage, and other relevant matters as appropriate.

Procurement during the project

Those who are approved for funding in the Programme, will need to comply with [Public Procurement guidelines](#) in relation to the purchase of all goods/services when actually carrying out the project. Below are the National Procurement Thresholds.

Threshold amounts (excl. VAT)	Procedure for Goods/ Services	Procedure for Works Related Services
<€5,000	1 quote in writing by email/ post. Small projects will be required to seek 3 quotes, where possible – further details below.	1 quote in writing by email/ post. Small projects will be required to seek 3 quotes, where possible – further details below.
€5,000 - €50,000	3 quotes in writing by email/ post on the basis of responses to written specifications.	5 quotes in writing by email/ post on the basis of responses to written specifications.
€50,000 - €221,000	Must Publish Contract Notice on eTenders.	Must Publish Contract Notice on eTenders.

Please note that as this Programme covers capital spending only and most costs will fall under “Works Related Services”. Examples: a group upgrading lights to LEDs would be considered “Works Related Services” and a group buying trees they will plant themselves would fall under “Goods/ Services”.

Additional Procurement note for Small Scale Projects

Small scale projects may fall under the procurement thresholds. Where that happens, groups will be asked to apply a three-quote minimum rule to ensure value for money. There is no requirement to choose the cheapest option. Where three quotes for a particular product/service is not possible or is overly burdensome in the case of multiple project components, the requirement for three quotes per item may be waived.

Payment and reporting

Successful applications for funding under this Programme will only be paid to the applicant group/organisation's Bank Account. Groups will submit quarterly expenses to WCCC including invoices, receipts, proof of payments, contracts and a brief update on progress (e.g. any information

on progress of the project, conditions of funding, challenges/issues etc.) The Community Climate Action Officer will be developing case studies on projects and groups will be asked to provide details about their works and experiences.

All payments are subject to:

- Evidence of compliance with the public procurement guidelines. If the grantee does not comply with the public procurement guidelines, financial sanctions may apply e.g. expenditure will be deemed ineligible and will not be reimbursed.
- Evidence of compliance with Climate Action Fund Guidelines.
- Eligibility of the costs as per the guidelines for the Programme and Letter of Offer.
- Submission of a final report for each group.
- A small percentage of the funding may be held back until reports are submitted.

Pre-funding

This a reimbursement grant (i.e. groups pay for the works and are refunded quarterly) however funding is available for groups who would not be in a position to pay for the works and wait to be refunded. Groups will be asked when applying if they require pre-funding/ bridge financing.

Pre-funding will be given out in instalments (e.g. 25% of the total project cost) at set times over the lifetime of the project (e.g. quarterly). Only when groups have fully spent their first prefunding instalment (i.e. vouched expenditure has been submitted and approved by WCCC) and have met the milestone criteria will the next instalment be released, and so on. WCCC will agree with each individual group their prefunding instalment amounts and timelines. Prefunding should only be used for the payment of eligible costs approved by WCCC. Any unused portion of prefunding that remains unspent at the end of the project must be returned/repaid to WCCC immediately. Groups will be liable for unspent funds or ineligible costs.

9. Data Protection

Information provided by applicants and those who receive funding will be utilised for the purposes of evaluating and administering this Programme, and to facilitate reporting, auditing and any site visits. When evaluating the applications and during the lifetime of the projects, WCCC may share information with the Department of the Climate, Energy and the Environment. In order to administer this programme it may be necessary for WCCC to collect personal data. Such information will be processed in line with WCCC's privacy statement which is available to view [here](#).

10. Important Dates

Milestone	Date
Application period	Wednesday 22 nd October (9:00am) to Wednesday 17 th December (3:00pm) 2025
Evaluation and selection by WCCC	February 2026
Approval by DCEE	March 2026
Results announced/ Commencement of projects	March/ April 2026
All projects to be completed (18 months)	27 th October 2027

11. Contact Information

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