



## Kildare Social Enterprise Capital Grants Scheme 2021

### Guidelines



Applications can be made online to Kildare LCDC at <https://submit.link/tX>

By Friday 15<sup>th</sup> October 2021 at 5pm

**CLOSING DATE WILL BE STRICTLY ADHERED TO**

**LATE OR INCOMPLETE FORMS WILL NOT BE CONSIDERED**

# Guidance for Applicants

## Background

In July 2019, the Department of Rural and Community Development published a National Social Enterprise Policy for Ireland.

The Social Enterprise Capital Grants Scheme 2021 is one initiative being taken by the Department of Rural and Community Development under the Policy to support social enterprises and is complementary to other supports provided by the Department.

It is anticipated that the small scale nature of the grants under this scheme will particularly benefit smaller or start-up social enterprises which do not necessarily have the capacity to compete for larger grants, but which nonetheless have a need for upgraded/additional equipment to help them to deliver their services in Kildare. Kildare has been allocated €35,053.13 under this scheme.

Kildare LCDC are inviting applications in the range of €5,000 to €10,000.

The scheme is being administered on behalf of the Department of Rural and Community Development by the network of Local Community Development Committees (LCDCs) across the country.

Applications can be made online at <https://submit.link/tX> to Kildare LCDC by **5.00pm on Friday 15th October 2021**. Late or incomplete applications will not be considered.

Successful applicants must have the grant awarded fully spent and return a report with receipts by **8th April 2022**.

## Eligible Organisations

Only social enterprises, as defined in the National Social Enterprise Policy (see below), may apply under this scheme. All applicants will be checked and verified to ensure they meet the definition. Applicants who do not meet this definition will not be considered.

A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders.

It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives.

It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission.

*National Social Enterprise Policy for Ireland 2019-2022*

## Funding Allocation

Amounts approved to social enterprises will be subject to the total number of applications approved and the overall budget available (€1 million). Kildare has been allocated €35,053.13 under this scheme.

## Eligible Costs

Under this scheme, grants will be provided to social enterprises towards small scale capital costs. Capital costs incurred by social enterprises for the purchase of equipment are eligible. Repairs and refurbishment of existing facilities can also be funded.

The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.) or administrative costs.

Only expenditure incurred after the date of grant approval will be eligible.

The grant may cover all, or part of, the purchase or works in question. However, the full cost of the purchase or works must be provided on the Application Form.

## Assessment Criteria

Applicants will be required to confirm that their organisation meets the definition of a social enterprise as set out in the National Policy. Applicants will be asked to explain the purpose for which the grant is sought. Factors such as demonstratable need and the potential impact of the grant on service delivery will also be taken into account.

## Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received, the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies. For further information regarding how your data may be used see Kildare County Council's Data Protection Privacy Statement on pages 7-10.

## Applications

All applications will be reviewed by the LCDCs to verify that the applicant meets the definition of a social enterprise as set out in the National Social Enterprise Policy for Ireland. Final decisions on funding approvals will be made by the Department of Rural and Community Development.

Applicants will be notified of the outcome via the Kildare LCDC following their meeting on November 24<sup>th</sup> 2021. Successful applicants will have until 8<sup>th</sup> April 2022 to fully complete, receipt and report on their project.

## Terms and Conditions

- Only social enterprises as defined by the National Social Enterprise policy will be eligible for funding under this scheme.
- The information supplied by the applicant must be accurate and complete. Incomplete applications will not be considered for funding.
- Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds  
<http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>
- Groups will be expected to adhere to public procurement procedures. See table below for the quotes required for capital costs:

<b>Works (&amp; related services)</b>	Below €5,000	Quotations  (1 written quote)
	€5,000 - €10,000	Quotations  (minimum 3 written quotes)
	€10,000 - €50,000	Quotations  (minimum 5 written quotes)

- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department of Rural and Community Development and Local Authorities.
- The application must be signed by the Chairperson or CEO/MD of the social enterprise.
- It is the responsibility of each social enterprise to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Evidence of expenditure, receipts/invoices must be retained and provided to the LCDC or their representative if requested.
- The Dormant Accounts Fund and the Department of Rural and Community development must be publicly acknowledged in all materials associated with the purpose of the grant.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Online applications should not be submitted past the closing date of 5pm on October 15<sup>th</sup> 2021
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.

- By completing the online application form, you consent to the data on the form, as required, being transferred to the Department of Rural and Community Development to enable a decision to be made on your application.
- Successful applicants may be subject to audit by the LCDC or the Department of Rural and Community Development.
- Documentation relating to the purchase of equipment or the completion of works should therefore be maintained for inspection for a period of 7 years.

## How to Apply

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

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

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

**Applications should be made online at: <https://submit.link/tX>**

It is highly advisable that applicants give plenty of time to make their applications. As this is a new online system, it is recommended that applications are made at least two days before the closing date.

**For any queries please email: [grants@kildarecoco.ie](mailto:grants@kildarecoco.ie) by Wednesday 13th October 2021**

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

**Closing date: Friday 15th October 2021 at 5pm.**

# APPENDIX A

## Statement on Public Finances

*This Statement should be brought to the attention of every grant receiving body*

**If you are in receipt of public funding you should**

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

# Appendix B

## Data Protection Act 2018 (as amended)

### PRIVACY STATEMENT

#### Who are we?

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities, and businesses of County Kildare we will be required to collect, process, and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

#### Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at <http://kildare.ie/CountyCouncil/DataProtection/> or you can request a hard copy at 045 980 200.

#### What is the activity referred to in this Privacy Statement?

The Social Enterprise Capital Grants Scheme supports Kildare based social enterprise projects towards small scale capital costs.

## **What is the basis for making the processing of this personal data lawful?**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for this process is the

Local Government Reform Act 2014 Schedule 3 Ref 10.

## **We require contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

## **What other types of personal data do we need to undertake this activity?**

Bank Details to facilitate payment.

## **What will happen if the personal data is not provided?**

Grants cannot be processed or paid if you do not complete the application form in full

## **Am I the only source of this personal data?**

In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party.

This does not apply to this activity.

## **Is personal data submitted as part of this activity shared with other organisations?**

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing does not apply to this activity.

Data is not transferred to another organisation.

## **How long is my data kept for?**

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. The National Record Retention Policy for Local Authority Records is available: <http://kildare.ie/CountyCouncil/DataProtection/>

## Do you need to update your records?

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this. If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

**Writing to us at:** Kildare County Council, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

**Emailing us at** [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie)

When making a request to update your records please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc. and proof of your identity

## Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to <http://kildare.ie/CountyCouncil/DataProtection/> , use one of the forms at our Counters or contact us. Completed applications should be returned to:

## Kildare County Council - Access to Information Officer

<b>Phone</b>	045 980 200
<b>E-mail</b>	<a href="mailto:dataprotection@kildarecoco.ie">dataprotection@kildarecoco.ie</a> or <a href="mailto:customercare@kildarecoco.ie">customercare@kildarecoco.ie</a>
<b>Postal Address</b>	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

### Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

<b>Lo Call Number</b>	1890 252 231
<b>E-mail</b>	<a href="mailto:info@dataprotection.ie">info@dataprotection.ie</a>
<b>Postal Address</b>	Data Protection Commissioner Canal House Station Road Portarlinton, Co. Laois. R32 AP23.

**Changes to Privacy Statement:** We may make changes to this Statement. If we make changes they will be posted below.

**LAST UPDATED ON: 17<sup>th</sup> June 2021**