



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Members Development Fund

Guidelines

Community, Development & Enterprise Division,
Donegal County Council,
Station Island,
Lifford,
Co. Donegal
Tel: 074 91 53900 or 074 91 72531
Fax: 074 9172812

Members Development Fund

What is the Members Development Fund Initiative?

The Members Development Fund is managed and administered under the Community, Development and Enterprise Division of Donegal County Council.

The Members Development Fund is a small, but flexible source of funding provided to assist Groups in the development of locally based community projects and group activities. An annual budget is allocated to this fund, which is divided equally between the 37 Members.

Elibility

1. Applicants must be non profit-making, community development groups/projects and the funding must directly benefit County Donegal.
2. Individuals are not eligible for funding.
3. It is important to note that costs such as administration costs, operational costs or costs of a recurring nature are not eligible for funding e.g. grass cutting, bus hire, energy costs, the provision of refreshments etc.
4. Contributions from the fund are in respect of activities as outlined in Section 66 and 67 and Schedule 13 of the Local Government Act 2001. Initiatives supported include the following:
 - **Recreational and Leisure Activities** - The provision of parks, gardens, open spaces, playgrounds, play equipment, animals, picnic sites, viewing points, footpaths, walks, boats, piers, other landing places and marinas.
 - **Sports and Games** - The provision (both indoor and outdoor) of playing fields, athletic tracks, swimming pools and other bathing places, sports centres, gymnasias and other facilities and the holding of sporting events.
 - **Artistic, Linguistic and Cultural Activities** - The provision of art galleries, arts centres, concert halls, museums, theatres, opera houses and the holding of artistic, linguistic and cultural performances and events and promotional activities.
 - **Civic Improvements** - The provision of street furniture, paving, clocks, statues, monuments and other features, illumination and decoration and other measures designed to upgrade the local environment.
 - **Environmental and Heritage Protection and Improvement** - Landscaping, the planting of trees and other flora, measures for the conservation, preservation and protection of landscapes and habitats, of buildings and other sites and features of artistic, amenity, architectural, archaeological, historic, heritage or natural interest.
 - **Allotments, Fairs and Markets** - The provision of land, buildings, services, related amenities and facilities and promotional activity.
 - **Public Use of Amenities (both natural and made/alterd by human intervention)** - The provision of access, signs, vehicle parks, safety equipment, information and refreshment facilities, sanitary accommodation/utilities, seating, shelter or any other apparatus, equipment or anything else necessary to facilitate such use.
 - **Promotion of Public Safety** - Support of safety programmes and events and local safety support services (including fire safety, road safety, water safety and rescue and mountain and cave safety and rescue); and provision of safety equipment.

How do I access this fund?

1. Contact the Elected Members of Donegal County Council requesting financial assistance from the Fund. The Elected Member allocates the funding on a discretionary basis.
2. The Elected Member submits an Allocation in writing to the Community, Development and Enterprise Division. Allocations can be made on a stand-alone basis or in conjunction with other Elected Members in respect of a single initiative
3. Upon receipt of the Allocation from the Elected Member the Community, Development and Enterprise Division will forward a Drawdown Application Form and a Tax Registration Application Form, if required, to the Group.
4. Completed Drawdown Application Forms must be returned to Community, Development and Enterprise Division, Donegal County Council, Station Island, Lifford, Co. Donegal.

Completing the Drawdown Application Form

1. Drawdown Application Forms must be completed by groups following an allocation to them by an Elected member of Donegal County Council..
2. All Sections of the Drawdown Application Form must be completed.
3. Applicants must give a detailed description of how the activities of their group will benefit their community.
4. If applicable, it may be necessary to submit detailed original invoices/receipts with evidence of payment of at least the value of the allocation(s).
5. If a first time applicant group, receipts are not required to drawdown the first payment, provided that the payment is less than €650. However, if in receipt of a further allocation, it will be necessary to submit receipts to cover the first payment and the subsequent allocation(s).
6. If in receipt of €10,000 or more, from Donegal County Council within a rolling 365 day period, it will be necessary to submit a current Tax Clearance Certificate from the Revenue Commissioners. Failure to submit the above documentation will result in the delay of payment or cancellation of application.
7. Applicant groups are required, if applicable, to arrange Tax Registration, Planning Permission, adequate Public Liability, Employers Liability, Fire Insurance or other as appropriate.
8. Please note that completion of the Drawdown Application Form is not a confirmation of funding. The information provided will be subject to further assessment.
9. Funding received must be used for the proposed activities detailed in the drawdown application form.
10. Contact Details – any changes to be made to a Groups Contact/Other Details must be submitted in writing.

Timelines

Allocations must be drawn down in full by the end of the year otherwise the allocation will be automatically decommitted. Please have all receipts/documentation submitted by the **30th November** at the latest.