



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

# **Minor Tourism Related Works Grant Scheme 2021**

## **Guidelines**

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*Supporting the Development of Tourism*

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## How do I apply?

You should apply directly to Donegal County Council. Only completed submissions received via the approved application form will be considered. The completed form must be sent to [tourismworks@donegalcoco.ie](mailto:tourismworks@donegalcoco.ie)

A signed version of the application must be scanned in and then emailed (with the appropriate signature(s) of the organiser). You must also submit accompanying additional documentation with your completed application form as appropriate.

Applications must be received by e-mail to [tourismworks@donegalcoco.ie](mailto:tourismworks@donegalcoco.ie) Donegal County by 4pm 28<sup>th</sup> April 2021

## Qualifying Conditions

Each application will be assessed in accordance with the following criteria:

1. All relevant statutory and regulatory permissions in place and or likely to be in place to allow full drawdown of funds by 30<sup>th</sup> November 2021.
2. Applicant must be a community group or other group that can demonstrate a bona-fide role and function in supporting community, social, economic or related development in County Donegal.
3. Evidence of ownership or written permission from owners to undertake proposed works must be provided.
4. Project must not cause displacement to an existing project or business within the same catchment or service delivery area.
5. All works must be completed within the calendar year of 2021 and all funding drawn down by 30<sup>th</sup> November 2021 from Donegal County Council.
6. All projects must be accompanied by sufficient and relevant information as requested, incomplete applications forms will be deemed invalid.

The fund is limited and eligible applications will be evaluated on a competitive basis.

## How much funding will be available?

The minimum amount of grant which can be allocated to any project is €5,000 and the maximum is €20,000. However, in exceptional circumstances the amount of grant awarded to a project may be outside these limits.

This grant aid is being offered at up to 100% of actual costs incurred.

## What can be funded?

This scheme will fund works associated with minor related works that will enhance tourism product offerings in various locations in the county including for example signage, improved access to popular visitor sites and attractions such as waterfalls, heritage sites, scenic spots, picnic areas, beaches etc.

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**Eligible:** Expenditure incurred directly related to the project.

**Ineligible** The following costs are ineligible for funding:

- Unpaid expenditure.
- Employment costs.
- Marketing costs.
- Day to day running costs e.g. light, heat, insurance etc.
- Expenditure paid for by a person other than the grantee.
- In general the cost of items for resale are ineligible, except where it can be demonstrated that they will deliver significant tourism benefits and where they have been expressly allowed in the letter of offer.
- Activities which have been or are being grant aided by other public sources (except where this co-funding arrangement has been acknowledged and declared on the application).
- Travel and related costs unless expressly allowed in the letter of offer.
- Activities not specifically related to and required for the project.
- Activities undertaken after 31<sup>st</sup> December 2021
- Recoverable VAT.
- In-kind contributions.
- Fines, penalty payments, legal costs, audit fees, financial consultancy fees.
- Cash expenditure.

### **Insurance**

Evidence must be provided confirming the Council is indemnified against all actions, proceedings and costs, claims, demands and liabilities howsoever arising from all and every action in connection with the project, and from all negligent acts or omissions of the Group/Organisation, its directors, employees, agents or volunteers. The County Council must be indemnified on each policy held by the Group/Organisation and evidence provided.

### **How will I know if my group has been successful?**

Successful applicants will receive a Letter of offer. This letter will form the contract between the Donegal County Council and the Group and will detail all conditions and requirements.

### **Freedom of Information**

Please ensure that none of the information supplied is sensitive and be aware that any or all of the information supplied, may be released in response to a Freedom of Information Request.

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### What will I need to drawdown funding under this scheme?

It should be noted that this grant is a recoupment grant and therefore a Group/Organisation must first spend from their own resources on the project and then claim reimbursement for these payments from the Council.

The following is required to be submitted to drawdown funding

- **Payments schedule.**
- **Original invoices.**
- **Bank statements.**

All applicants must be aware that the documentation required for any grant awarded, includes current Tax Clearance Access Number, Bank Statements and claim documentation must be in the name of the Grantee/Community Group.

<b>Checklist of documents to be attached with your application if available (all to be submitted by email)</b>	
	Copy of detailed plans and costing of the project.
	Evidence of ownership or written permission from the owner.
	Declaration on Application Form that all works will be completed in 2021.
	Declaration on Application Form that any statutory and regulatory obligations will be complied with.
	Information submitted regarding any other funding secured/being sought in relation to this Project.