



Comhairle Contae **Lú**
Louth County Council

*Community Climate Action Funding
Guidelines for applicants*

Louth County Council

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ACTION
LOUTH**



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2040



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About the Community Climate Action Fund:

The Community Climate Action Fund is a new fund that has been launched by the Minister for Environment, Climate and Communications, Eamonn Ryan, which will see €60 million from the Climate Action Fund invested in community climate action projects and initiatives and capacity building over the next three years, across Ireland.

Louth County Council have been allocated €604,000 from the Climate Action Fund for projects that will help deliver direct climate benefits.

There are five themes associated with the Community Climate Action Fund:

- Community Energy
- Transport
- Food and Waste
- Shopping and Recycling
- Local Climate and Environmental Action

Further information and project examples on each theme can be found on the PowerPoint presentation on the Community Climate Action Fund on Louth County Councils website.



There are three funding streams under which applicants can submit an Application Form:

- Small scale projects under €20,000
- Medium scale projects which are between €20,000- €50,000
- Large scale projects which are between €51,000 - €100,000

Planning your project and applying for funding:

Please ensure that the following guidelines are followed and adhered to when applying to the Community Climate Action Fund. It is very important that you read the application form and any guidance documents that accompany it carefully to get a clear understanding of what the program rules and what your project plans to achieve and what the funder needs to know about your project and organization.

Planning your project:

It is important that you have a very clear understanding of what exactly your project will carry out and deliver. When planning your project, please consider the following.

- What problem, need or opportunity is your project addressing?
- What specific equipment/material or other resources will your project require?
- Are there any external resources or expertise needed in the planning and/or implementation of your project?
- How long will your project take?
- What theme(s) will your project fall under and how many groups/people will be involved and engaged?



- What funding stream will your project apply for funding under?
- Who will manage the project during the implementation stage, delivery stage and after the project?
- What are the costs? Setup, operation costs etc.? (A full description of all costs will be required when applying for funding).
- Is there any specific statutory requirements in relation to waste, planning, building regulations, Health and Safety and Fire Codes etc., applicable to the project?
- How will you measure that your activities are making a difference?

Preparing the cost and budget:

Preparing the costings and budgeting is very important when completing your Expression of Interest. You will be required to make a detailed budget when making a funding application. You will need to make a budget detailing everything that you will need to pay for during the duration of the project.

- Know the size of the grant and what type of expenses you can apply for.
- Prepare a realistic budget – you will need to base your costs on real and current costs by seeking quotations from reputable suppliers. You will also be required to follow public procurement guidelines when seeking quotations, please speak to the Community Climate Action Officer to seek clarification on the number of quotations you may need to seek prior to submitting your application.
- Ensure your budget is accurate by making sure everything is included that will be required to finish the project. It is important to be realistic and not to over or underestimate the costs of your project.
- Do not include costs for using your own equipment or premises.
- Round your costs to the nearest euro.



Governance and Financial arrangements:

It is critical that you communicate to the funders how your organization operates, who is involved, who makes decisions, how you manage your finances, your organizational decision-making and reporting structures, and your groups' expertise and track records.

Governance is about decision making, accountability, transparency and fairness.

Describing your project:

It is important that you outline your project and that the information is concise, factual and realistic. Your project must be described in detail from the beginning to the end stages, along with what you plan to achieve.

The level of detail that is required may depend on the amount of funding your community group is applying for, a guide to this may be followed by:

- Summarizing your project at the beginning and give the key details about projects impacts and outcomes.
- Providing a backdrop as to why your community group wants to deliver this particular project and how the decision to make an application come about.
- Describe the key actions and include some key outcomes alongside some timelines.
- Describe what is innovative, unique, and/or replicable about your project.
- Outline any partners or stakeholders who will be involved in and support your project.
- Outline how your project ties in with the funder's priorities.



Why your project is needed:

It is important to clearly outline why you want or need to undertake your project, regardless of the size.

- Identify the need or problem that you are trying to address.
- Use supporting information and documentation and ensure it is not out of date e.g an energy audit, environmental study, survey etc.
- Include your supporting information with your application.

Project achievements and measuring success:

It is important to know what you hope to achieve with your project and how you plan to produce evidence that your project is and will be making a difference.

- Provide clear outputs (actions or items achieved) and outcomes (added value due to the outputs) will help to show the funder the value for money on your project.
- Results should be realistic and achievable, as you will be asked to report on the achievements and results of your project.
- Know how you will be able to demonstrate that your project is making a difference.



Completing the application form:

A good approach for completing your form:

- Ensure you read each question carefully and make sure you answer the specific question which is being asked.
- Keep in mind the funder's criteria when preparing your answers.
- Be clear, concise and focused in your answers.
- Know the deadline and method for submission.
- Ask a fellow community member to read the application form before submitting to ensure that you have included all the information need and required.
- Check that you have attached all the required and supporting documents.
- Keep a copy of your submitted form.

Please note, community groups data and records will be retained by the Local Authority for a period of ten years after projects have been completed. Data will be used in line with GDPR regulations and will not be shared or circulated.

Please email climateaction@louthcoco.ie if you have any further queries.