

Longford Local Community Safety Partnership (LCSP) Small Grants Fund Application Guidance and Terms and Conditions

Introduction

Longford Local Community Safety Partnership was established by the Department of Justice as part of a new government pilot initiative bringing together statutory services, the voluntary and community sectors, local councillors, and community members to work together to identify and tackle community safety issues locally. The Longford pilot is supported by the Department of Justice and Longford County Council.

Community safety is a broad concept that goes beyond just policing and crime, it's about people being and feeling safe in their communities and it includes everything from visible Gardaí to safe places for children to play.

Having identified priorities in community safety and desirable outcomes in the Longford Community Safety Plan, the Small Grants Fund will be a key enabler in the wider community network of implementing the actions required in the communities throughout Longford.

Objective

The Longford Community Safety Partnership Small Grants Fund will support local community organisations and service providers to deliver innovative projects and initiatives that respond to the needs identified in the Longford Community Safety Plan 2022-2024.

The Small Grants Fund, with oversight by the LCSP Steering Committee, will animate local community safety initiatives, specifically those related to the actions within the Longford Community Safety Plan 2022-2024

Grants Available

A total of €50,000 has been allocated to Longford LCSP for this fund. Grants will be in 2 categories:

- Grants up to €1,000 (likely to be Community Safety Events)
- Grants up to €5,000 (likely to be activity-based or training-based Community Safety projects or small-scale equipment purchases)

Application Criteria

- Applications are open to community groups and community-based service organisations based in or delivering services in Longford County.
- This scheme will not be open to individuals acting alone.
- Applications will only be accepted for once-off initiatives. Activities must be additional to the usual business of the applicant organisation
- This grant will not cover salary costs, day-to-day running costs (e.g. insurance, utilities), or large capital works
- Duplication of funding will not be permitted.

- Applications for activities and small capital costs (inc. purchase of equipment) will be considered once they are clearly aligned to the context of the Longford Community Safety Plan 2022-2024 and especially the areas of:
Objective 2: Support Crime Prevention Initiatives across the County
Objective 9: Improve the public image of Longford as a safe and desirable place to work, live, and play
Objective 11: Support collaborative actions and initiatives aimed at promoting diversity and inclusion
Objective 16: Support the development of initiatives and facilities aimed at children and young people
Objective 17: Explore the development of community-centered approaches to build trust and improve the sense of safety
- Funds must be drawn down, spent, and all documentation, including any reports requested in the Grant Agreement (queries to communitysafety@longfordcoco.ie) by 30 November 2024.
- In determining the overall allocation of grants Longford LCSP Steering Group may have regard to the need to achieve a geographic spread of activities across the County
- It is expected that the scheme will be oversubscribed. An invitation to submit a full application is not a guarantee that funding will be approved, or that the full amount sought will be allocated

Applicants must demonstrate that:

The project:

- Is a unique innovative community safety proposal.
- Does not duplicate existing projects and other local services.
- Can be delivered within the programme timeframe.
- Aligns to the Longford Community Safety Plan 2022 – 2024.

Application Process and Assessment

1. An Expression of Interest (EOI) form must be completed and submitted before the published closing date of Friday, 06 December 2023. All EOIs will be screened to determine their completeness and the eligibility of the applicant organisation.
2. EOIs that are not in line with the scheme may be directed to other local schemes (such as Longford County Council Community Grant Support Scheme)
3. Those deemed eligible will be invited to submit a Phase 2 application form and supporting documentation (including quotations)
4. These applications be fully assessed and scored in accordance with the marking scheme set out below:

Application Assessment Criteria

Longford Local Community Safety Partnership Small Grants Fund Award Criteria	Marks Available
Strength of project proposal <ul style="list-style-type: none"> Quality of proposal and approach demonstrating: <ul style="list-style-type: none"> Evidence of need/target groups identified How the planned project/activities will address issues identified in the Longford Community Safety Plan 2022 - 2024 How the project will create a safer local community Clear, attainable, and measurable targets Added value/benefits that the project will deliver Quality of anticipated project outcomes Value for money (i.e quotations sought and in line with market norms) 	40
Methodology and Delivery <ul style="list-style-type: none"> Demonstrated an understanding of the issues being addressed in the Longford Community Safety Plan 2022-2024 Provide detail of the methodology for completion of specific work and tasks to ensure maximum quality and delivery within the timeline. Explanation on how the project will be measured and deemed a success 	30
Organisation Information and Experience <ul style="list-style-type: none"> Organisation experience of delivery programmes/services to communities in the Longford area Appropriate governance and oversight, and ability of the applicant organisation to administer the grant 	30

5. The fund is limited and even if the application meets all the conditions, funding cannot be guaranteed.
6. **Grant Agreement**
Successful project applicants will receive a letter of offer and grant agreement. The grant agreement will set out the terms and conditions of the grant. If accepting the grant award this agreement must be signed by the relevant organisation within two weeks of receipt of same.
7. In the event of an application being successful the organisation will be asked to complete an Electronic Funds Transfer Mandate form listing the organisation's bank details. Grants will be paid by EFT only and to the organisation named in Section A Part 1 of the application form.
8. **Payment of grants:**

Once grant allocations are approved by Longford LCSP, successful applicants will be contacted and requested to sign a grant agreement. Payments will be made on following basis:

- Up to 90% of grant will be paid to successful applicants on signing of grant agreement; 10% will be paid on completion of project and provision of documentation/proof of expenditure as requested in the Grant Agreement.
- Other arrangements are to be agreed on a case-by-case basis.
- Applicants MUST ringfence funding paid in advance for the purposes outlined in the grant application, or the grant aid will be forfeited and must be repaid.
- If a project does not proceed 100% of grant aid paid to date must be refunded.

Notes

Procurement Information

Phase 1: Indicative, but realistic estimate budgets are requested for the Expression of Interest form.

Phase 2: Quotations are required as part of full application submission

Procurement requirements are dependent on the level of funding sought, as outlined in detail below:

Grants up to €1, 000

- Evidence of 1 or more quotes
- Quotes can be sought verbally but must be confirmed in writing

Grants up to €5,000

- Evidence that up to 3 quotes have been sought.
- Quotes can be sought verbally but must be confirmed in writing.
- Screenshots or information from online websites 'shopping carts' may be acceptable

Please note that Longford LCSP, reserves the right to manage procurement aspects of the programme, where required.

Registration with Longford Public Participation Network

Longford LCSP is hosted by Longford County Council. In line with other grants issued through Longford County Council, the applicant/lead partner in a consortium is encouraged to join Longford Public Participation Network.

You can register online at [County Longford Public Participation Network \(PPN\) \(longfordppn.ie\)](https://longfordppn.ie)

Tax Reference Number.

You must have a Tax Reference Number. Community Groups can apply easily for a number. Please see link to [Tax Reference Form Here](#). This is required by Longford County Council to verify tax clearance status to make payments and will also be used when submitting returns to Revenue as required

Any queries on the above can be submitted to communitysafety@longfordcoco.ie

Terms and conditions of application and grant aid

1. The Expression of Interest form is phase 1 of the application process and does not guarantee funding will be provided to the applicant group for the project listed. Qualifying Expressions of Interest will be invited to submit a full and complete application with quotations and supporting documentation. This will be a closed process.
2. Under the Longford Community Safety Partnership Small Grant Scheme, grants will be provided towards community safety events, small capital projects to enhance community safety and small activity-based projects to enhance community safety. The scheme does not provide funding for the employment of staff or day-to-day running costs (utilities; insurance etc) or construction/large capital works.
3. The activity or project must benefit the local community and relate to the key priority areas identified in the Longford Community Safety Plan.
4. Consortium applications from 2 or more groups working together are encouraged. Please identify the lead partner. All paperwork must be in the lead partners name
5. The information supplied by the applicant group /organisation must be accurate and complete.
6. Misinformation may lead to disqualification and/or the repayment of any grant made.
7. All information provided in respect of the application for a grant will be held electronically. Longford LCSP and The Department of Justice reserves the right to publish a list of all grants awarded on its website.
8. The Freedom of Information Act applies to all records held by the Department and Local Authorities.
9. The Phase 2 application form must be signed by the Chairperson, Secretary, or Treasurer of the organisation making the submission.
10. It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
11. Evidence of expenditure, receipts /invoices must be retained and provided to Longford Community Safety Partnership or their representative if requested.
12. Grant monies must be expended and drawn down from Longford Community Safety Partnership by November 2024. Photographic evidence may be required to facilitate draw down of grants.
13. The Longford LCSP and Department of Justice contribution must be publicly acknowledged in all materials associated with the purpose of the grant. Logos, taglines and publicity information will be provided to successful applicants
14. Online EOI forms should be submitted no later than the closing date of **Friday, 08 December 2023 at 2pm**. Please ensure this EOI form is completed in full. Incomplete EOIs cannot be assessed for including in stage 2 (full application)

15. Eligible EOIs will be notified by 20 December 2023 and will be invited to make a full application.
16. The closing date for Phase 2 full applications will be **Wednesday 24 January 2024**
17. Late applications will not be considered at either phase. Phase 2 Applications will only be accepted from groups invited to make submissions
18. The decisions of Longford LCSP are final.
19. Projects must be completed with submission of final report and claim for all monies made by 30 November 2024.

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