



# CLÁR 2020 SCHEME OUTLINE

## LOCAL AUTHORITY MEASURES: 1 AND 2

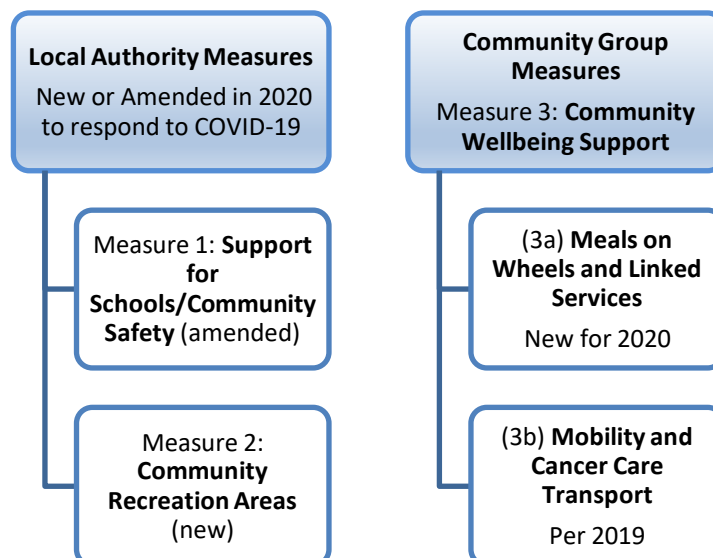
### Background

CLÁR (Ceantair Laga Árd-Riachtanais) is a targeted investment programme for rural areas that aims to provide funding for small infrastructural projects in areas that experience disadvantage. The aim of CLÁR is to support the sustainable development of identified CLÁR areas with the aim of attracting people to live and work there. The funding works in conjunction with local/Agency and other Departmental funding programmes and on the basis of locally identified priorities. This year, there are some changes to the Measures to support rural communities with a particular emphasis on responding to the challenges posed by COVID-19.



### CLÁR Programme for 2020

There is an allocation of €5 million in total for 2020. The 2020 CLÁR programme will be delivered through three separate Measures as follows.



This Scheme outline refers to Measures 1 & 2 which are delivered through the Local Authorities (LAs).

### Timelines

<b>Scheme launch</b>	25th May 2020
<b>Applications to be received by the Department by</b>	28th August 2020
<b>Indicative assessment and decisions, contracts by</b>	End October / early November 2020
<b>Indicative projects and drawdown completed by</b>	31 August 2021

### Progression of Projects

It is the responsibility of the Local Authority to ensure that the project will be completed and funding drawn down within the above timelines. LAs may be asked to report on the progression of approved projects on an interim basis. The Department may grant an extension under exceptional circumstances. Any extension request must be submitted in writing to the Department stating the reason for the extension and the new completion/drawdown dates. The Department reserves the right to allow or deny any extension request.

### Applications

The 2020 programme will again allow for applications to be submitted to the LA from Schools, Community Groups and also from Local Development Companies.

Up to **10 project** applications in total, between Measures 1 and 2, may be selected by the LA for onward submission to the Department for its consideration. The proposed projects should be of sufficient quality, in line with the scheme outline, and consistent with developmental planning at a local level, including LECP's and town plans.

Applications under Measure 1 may include a number of different elements (see Detailed Measure Outline below) in respect of a single facility (school or community) up to the maximum funding limit outlined in the Measure. The Department is willing to be more flexible with the types of interventions under the 2020 scheme in light of the alternative responses required as a result of COVID-19.

### **Application Process for 2020**

The application process for CLÁR 2020 remains the same as it was for CLÁR 2019. Local Authorities are requested to give details of all projects in the “Application Overview” (MS Excel) document. The declaration must be signed by the Director of Services undertaking to ensure that all required permissions, match-funding, etc. are in place and confirming that the information provided complies with the 2020 CLÁR Scheme Outline.

Proof of permissions, match funding, etc. is not required at the time of application but must be available to the Department or its agents on request for a period of 6 years from the date of application. This substantially reduces the amount of additional material that Local Authorities must submit with their applications.

In addition to a completed Application Overview, the Local Authority will also be required to submit a “Project Application” form (MS Word) in respect of each individual project.

Please note that the ‘Application Overview’ (MS Excel) document must indicate which projects the LA itself would prioritise in the context of planning at a local level and the ranking given to each project by the LA.

The LA must ensure that the Project Application forms are fully completed and comply with the 2020 Scheme Outline. The Department may not be in a position to follow up regarding missing documentation or incomplete application forms. Incomplete application forms may not be considered.

Applications should be submitted directly to the Department at **CLAR@DRCD.gov.ie** by the 28th August 2020.

## **Assessment Criteria**

In assessing applications for recommendation to the Minister, a number of factors will be considered including the indicated order of priority; the range, mix, quality and impact of proposed projects; previous funding provided, how the project addresses the challenges posed by COVID-19 and other relevant considerations.

The quality and clarity of the completed application form, and the information provided in respect of the need and rationale for the project, are particularly important in selecting the successful projects.

The number of projects approved in each County may be determined with reference to the size of the CLÁR area in the County.

## **Project Delivery**

It is expected that the LA will take a lead role in the delivery of many of the projects approved by the Department. However, LDC's may, with the agreement of the LA and the relevant community applicants, be permitted to take on the project delivery phase. In such cases the Department will enter into a contract directly with the LDC and not the LA.

Projects to be delivered by the LDC should be clearly identified on the Application Overview and Project Application form.

It is the responsibility of the party entering into contract with the Department, as appropriate, to meet any shortfall arising out of any project non-compliance.

## **Eligible Costs**

Applications should detail all of the costs associated with the proposed project and only items of a **capital** nature that are integral to the project should be included.

All administration costs/professional fees associated with the proposed project should be kept to a minimum and be clearly detailed on the Application Overview. Such costs will be eligible up to a maximum of **10%** of the overall project costs.

## **Grant Payment Arrangements**

Funding may be drawn down in phases in respect of each project individually or collectively;

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|---|
| <ul style="list-style-type: none"><li>• 50% on completion of at least 50% of the project, and</li></ul> |
| <ul style="list-style-type: none"><li>• 50% when the project has been fully completed.</li></ul>        |

A compliance sheet will be provided for completion and this must be submitted to the Department with the final drawdown request.

Drawdown requests for payment should only be submitted by the LA/LDC when the LA/LDC has itself incurred the expense. It is not acceptable that a drawdown request be submitted to the Department if invoices etc. submitted to the LA/LDC by community groups/contractors remain unpaid.

### **Funding Conditions for Rural Schemes funded under the Department of Rural and Community Development.**

All expenditure registered through the Department's Rural Schemes i.e. Town and Village Renewal Scheme, CLÁR, Outdoor Recreation and Infrastructure Scheme (ORIS) will be subject to the terms of the Public Spending Code which can be found at <http://publicspendingcode.per.gov.ie/>.

In addition to this, the requirements outlined below will apply to all funding approved through those schemes. The need for adherence to all of the requirements will be reflected in the contractual agreement between the Department of Rural and Community Development and the grantee approved for funding under the scheme.

1. Projects will be expected to commence and be completed in line with the timelines set out in the relevant Scheme Outline.
2. The Department may de-commit funding allocated to projects under the Scheme where the project is not completed within the time specified, and where the express agreement of the Department to extend the funding arrangement has not been agreed in advance.
3. The grant funding for the approved project will be provided from the Department of Rural and Community Development's capital budget. Administration and/or professional costs associated with the

proposed project, where allowed for in the Scheme Outline, should be kept to a minimum. These costs must be clearly documented in the application and are only permitted up to a maximum of 10% of the overall project costs.

4. Where allowed in the relevant Scheme Outline, in-kind contributions, up to the maximum set out in relevant Scheme Outline, can be provided in the form of voluntary labour (i.e. unpaid work) which must be based on the verified time spent on the project.

- The rate applied should be for remuneration of equivalent work, up to a maximum rate of €14 per hour. The grantee must ensure that the rate per hour applied is properly justified according to the work undertaken.
- Where Voluntary Labour forms part of a project, the grantee is advised that the requirements of all relevant Health and Safety legislation apply.
- Project administration e.g. attendance at meetings, preparation of grant application form, funding drawdown claims and management costs are not eligible as voluntary labour.
- Labour provided by a participant on an RSS/TUS/other exchequer funded schemes are not eligible for use as an in-kind contribution.
- Voluntary labour must be completed prior to submitting the final drawdown claim to the Department. It may be included in phased payments, provided the work in question has been completed at the time the claim is submitted.
- Details of all voluntary labour claimed must be maintained on a timesheet (1 timesheet per person) which will be provided by the Department. The time sheet will capture the following details;
  - The name of the person undertaking the work
  - The nature, time, dates of the works, quantity, hours worked and rate per hour,
  - The signature of the person who provided the in-kind work,

- The timesheet must be signed off by the appointed project co-ordinator over the project.
5. A cash contribution as set out in the relevant Scheme Outline is required. The grantee will be required to provide confirmation that the cash contribution is in place and retain a record of the source of the cash contribution.
  6. Projects must be completed in full in order to drawdown the full grant amount. Where it is established that a project has not been completed, the Department may request the grantee to repay any funding received on the project. Any changes to the proposed project must be advised and agreed with the Department in advance of the change being implemented.
  7. Where an element of the approved project is not carried out as per the project application, grant funding may be reduced to reflect the amended project.
  8. If the project involves works on buildings or lands that are not in the ownership of the grantee, a minimum 5 year lease must be in place from date of project completion.
  9. In the case of funding allocated to enterprises or facilities (i.e. community centre, hubs, vehicles under CLÁR etc.), it is a requirement that they must operate as funded for a minimum of 5 years following release of the final stage of funding, otherwise funding may have to be repaid. Where they do not operate as funded this must be advised and agreed with the Department in advance.
  10. All appropriate financial, Public Procurement and accounting rules and regulations must be complied with and each grantee will fully account for the funding received in a timely manner.
  11. Full and accurate documentation to support all expenditure should be maintained and accessible by Department officials for audit purposes at all times and for a period of six years from the date of completion of the project.

12. Grantees will acknowledge the support of Project 2040 / Department of Rural and Community Development/ Government of Ireland, and any other applicable sources of funding (as identified in the relevant Funding Agreement) in all public announcements, advertising and signage, as appropriate, relating to the project. In addition, the Department may seek to use the project in the broader promotion of its policies.
13. Grantees will provide any reports and information relating to the project as may reasonably be requested by the Department of Rural and Community Development from time to time.
14. On-going monitoring and evaluation of the project outputs and outcomes should take place in the context of assessing the impact of the project. Grantees will be expected to collect appropriate data to facilitate this learning on an on-going basis. On request, a brief report (1-2 pages) on the outputs and outcomes of the project funded should be completed and made available to the Department.
15. Each grantee, will provide a contact point/points to the Department to facilitate payment and information requests. The Department should be updated on any changes to contact personnel in a timely manner.
16. A checklist confirming compliance with funding conditions relating to the grant aid will be required upon project completion.

**Non-Compliance with the conditions as outlined or any additional stipulations agreed during contract negotiations may result in the requirement to refund part or all of the grant aid awarded.**

#### **Queries**

**Any queries should be submitted to [CLAR@DRCD.gov.ie](mailto:CLAR@DRCD.gov.ie).**



# Detailed Measure Outlines

## Measure 1: Support for Schools/Community Safety Measures

CLÁR 2020 will consider support for interventions that make the school/community facility environs healthier and safer for the children attending the schools, and for children and adults using the community facilities. This measure has been broadened to allow additional investments to adapt areas around schools and community facilities to help meet new public health requirements arising from COVID-19.

In this context the table below outlines some of the supports eligible for funding in CLÁR areas under this measure. Under the 2020 scheme, the list below **is not definitive** as the Department will allow other types of interventions that reflect local public health and safety needs in light of the impact of COVID-19 on communities.

Type of Intervention	Possible Funding to be Allocated
Purchase and replacement of Flashing Amber Safety Lights.	Max €7,000 per set
Purchase of Child safety signs	Max €1,000 per sign
Purchase of digital speed safety signs, indicating that cars are entering a particular zone.	Max €14,000 per set
Upgrade Road markings on approach roads to Schools/community facilities.	Max €1,000
Erect pedestrian crossings in small towns and villages at schools/community facilities.	Max €22,000
Construction and upgrading of access footpaths next to schools or community facilities.	Max €30,000

Car Parking facilities to access schools or community facilities.	Max €30,000
Provision of Bus Shelters	Max €25,000
Provision of Public Lighting	Max €30,000
COVID-19 safety related intervention (need and rationale must be demonstrated in the Project Information section of the application form).	Max €50,000
Overall max per project if there are a number of elements above included in applications for a single location	Max €50,000

**Eligible Applicants:** Schools, Community Groups, Local Development Companies, Local Authorities.

**Selection of Projects:**

Projects proposed to the Department must be selected on the basis of:

- being located in a CLÁR area
- an application by a School/Community/LDC to the LA
- evidence that all necessary permissions are in place
- evidence where applicable that ownership/lease is in place
- full estimated costs including administration/professional fees (procurement not required at this point)
- evidence that match funding is in place, where relevant
- clear evidence of need, and
- relevance to the LECF/other plan.

**Rate of Aid**

A minimum grant of €5,000 and maximum grants as listed in the table above will apply to this measure. The scheme will provide up to 90% of the cost or the maximum amount outlined in the table above, whichever is the lesser. The remaining 10% or balance of the cost should be provided through Local Authority/community/other resources with a minimum of 5% cash contribution from the School/Community. Philanthropic contributions may be accepted as full or part of match funding costs.

## **Measure 2: Community Recreation Areas**

In the context of the impact of COVID-19 on communities, CLÁR 2020 will consider support for the enhancement of existing and/or the development of new accessible Community Recreation Areas where people can socialise outdoors in safe community spaces.

**Eligible Applicants:** Community Groups, Local Development Companies, Local Authorities.

### **Selection of Projects:**

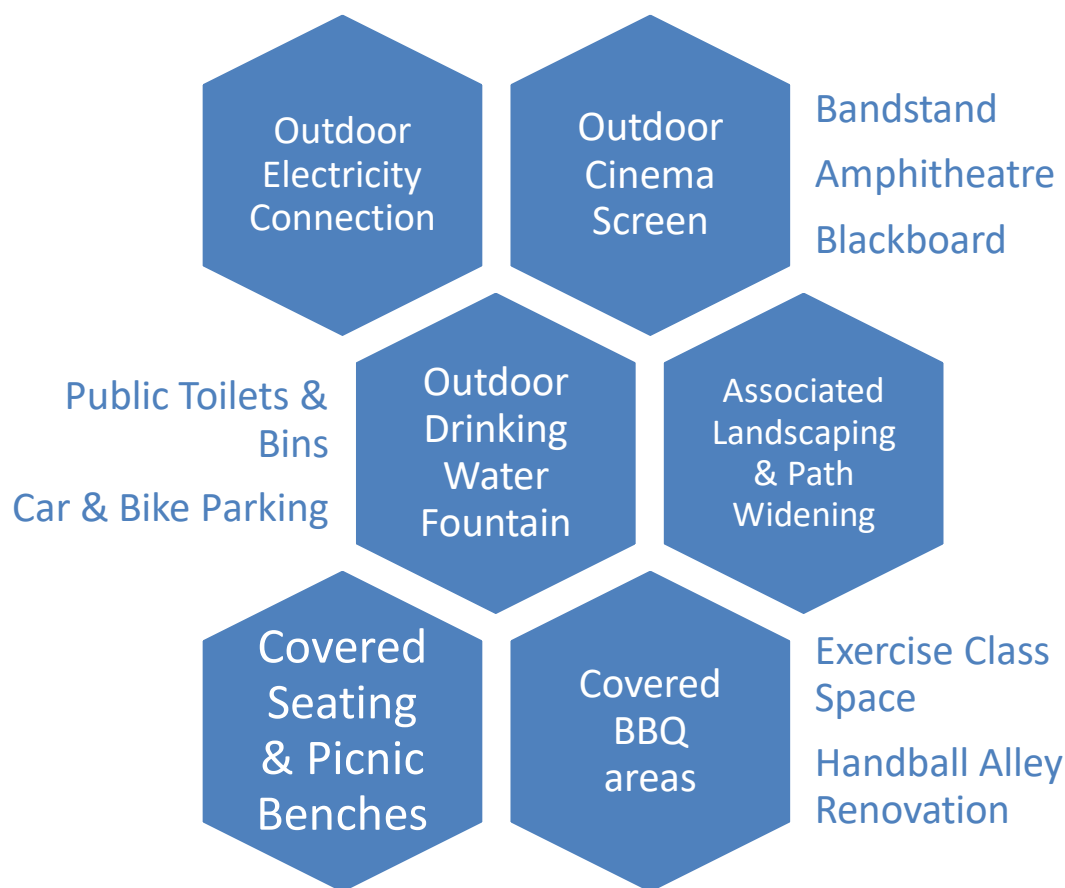
The measure will be implemented via the LA's. Projects proposed to the Department by the LA's must be selected on the basis of:

- being located in a CLÁR area
- an application by a Community/LDC to the LA
- evidence that all necessary permissions are in place
- projects that allow the lighting of fires have the express permission of the landowner on file
- evidence, where applicable, that ownership/lease is in place
- full estimated costs including administration/professional fees (procurement not required at this point)
- evidence that match funding is in place where relevant
- being open to the public without appointment
- clear evidence of need, and
- relevance to the LECP/other plans.

### **Types of Intervention**

The Measure will support a variety of capital interventions provided that they contribute to the enhancement of existing, and/or the development of new, accessible Community Recreation areas where people can socialise outdoors in safe community

spaces. The graphic below provides an indication of the types of interventions that may be supported, but is not exhaustive:



The application form must clearly outline the need and rationale for the interventions put forward.

All projects must display and encourage abidance by Leave No Trace principals. The cost of appropriate signage may be included in the overall project costings.

### **Rate of Aid**

A minimum grant of €5,000 and a maximum grant of €50,000 for projects will be available. The maximum grant payable will be 90% of the project cost or a maximum of €50,000, whichever is the lesser. The remaining 10% or balance of the cost should be provided through local authority/community/other resources with a minimum of 5% cash contribution from the Community. Philanthropic contributions may be accepted as full or part of match funding costs.

### **Queries**

**Any queries should be submitted to [CLAR@DRCD.gov.ie](mailto:CLAR@DRCD.gov.ie).**