



## Guidelines for Community Water Development Fund 2020

### Contents

1. Objective of the Fund.....	2
2. Who Can Apply?.....	2
3. Who to Contact? .....	2
4. Types of Projects.....	2
4.1 Capital Projects .....	2
4.2 Public Awareness/Education/Event .....	2
4.3 General Amenity (with a water focus).....	3
5. Non-Eligible Projects and Activities .....	3
6. Funding .....	4
6.1 Funding Categories .....	4
6.2 Assessment Criteria Explained .....	5
6.3 Total Funding Available .....	6
6.4 Project Delivery .....	6
6.5 Special Permissions .....	6
6.6 Environmental Considerations .....	6
6.7 Invasive Species.....	7
6.8 Cash Contributions.....	7
6.9 Voluntary Labour.....	7
6.10 Geographical Spread and Project Selection.....	7
6.11 Letter(s) of Support.....	8
6.12 Insurance.....	8
7. Terms & Conditions of the Fund .....	8
8. Data Protection and Freedom of Information .....	9
9. Checklist .....	10
10. Closing Date .....	10
11. Further Information .....	10
12. Community Water Officers Contact Details .....	10

## 1. Objective of the Fund

The Community Water Development Fund aims to support communities in progressing water related projects and initiatives, delivering benefits locally whilst also helping to meet the objectives of the River Basin Management Plan for Ireland and the wider EU Water Framework Directive. This fund is open to all community and voluntary groups in the Republic of Ireland to assist in the protection and management of water quality, both locally and in the wider catchment. This can include the development of a catchment partnership or River/Lake Trust, and delivery of local projects to protect and improve water quality in a local waterbody. This fund will enable communities to get more involved in the stewardship of their local water environment, delivering multiple benefits for present and future generations. The fund is administered by the Local Authority Waters Programme on behalf of the Department of Housing, Planning and Local Government.

## 2. Who Can Apply?

The funding scheme is open to not-for-profit Community and Voluntary Groups; Rural Networks; Urban Networks; Environmental Non-Government Organisations, Clubs, Associations or other appropriate bodies located in the Republic of Ireland ONLY. Applicants with a grant approved in 2019 which is not fully drawn down may NOT apply.

## 3. Who to Contact?

Applicants must contact their local Community Water Officer (CWO) before submitting their application form. Contact details available on page 11 or online:

<http://watersandcommunities.ie/community-water-officers/>

## 4. Types of Projects

### 4.1 Capital Projects

Including Restoration/Habitat conservation/Natural Flood Mitigation Measures.

- Riparian management/tree planting, de-tunnelling, etc
- Creation of habitat
- River restoration works
- Fish passage
- Invasive species control
- Silt trapping
- Pollution management/prevention measures (e.g., wetlands, buffer zones)
- Flood management measures (e.g., Swales, attenuation ponds)
- Preparation of restoration plans
- Wetlands to improve water quality/flooding resilience

### 4.2 Public Awareness/Education/Event

- Local waterbody awareness initiatives such as biodiversity/nature events/demonstration days
- Adopt a “local water body” project
- Citizen science (including purchase of specialist equipment and hosting of workshops)

- Community led research/surveys
- Leaflet/booklet of local information
- Development of digital/social media tools
- Training workshops
- Feasibility studies
- Targeted surveys
- Conservation plans
- Water conservation initiatives
- Biodiversity signage.

#### 4.3 General Amenity (with a water focus)

- Beach clean
- River/ lake/ coastal walk
- Amenity area/picnic area
- Bird watching facilities/amenities associated with waterbodies (e.g., waders, riparian birds etc).

For project ideas see:

Local Authority Waters Programme in house Publication 2019: A Guide for Community Groups – Working with Water and Biodiversity <http://www.lawaters.ie>

River restoration demonstration projects in the UK:

<http://www.therrc.co.uk/demonstration-projects-0>

River Restoration and Biodiversity:

[http://www.ecrr.org/Portals/27/River%20Restoration%20and%20biodiversity\\_web\\_1.pdf](http://www.ecrr.org/Portals/27/River%20Restoration%20and%20biodiversity_web_1.pdf)

Mulkear LIFE; Burren LIFE; Duhallow LIFE and Raptor LIFE:

<http://ec.europa.eu/environment/life/countries/ireland.html>

#### 5. Non-Eligible Projects and Activities

The Community Water Development Fund will not formally fund activities involving:

- Projects that solely benefit an individual
- Teaching/staffing in schools
- Travel and transport costs except in exceptional circumstances
- Equipment, unless directly associated with the project
- Income generating projects
- Overheads, ongoing running costs
- Insurance
- Accommodation and subsistence

## 6. Funding

### 6.1 Funding Categories

Category	Description	Assessment Criteria	Max Rate of Grant Aid
<b>1. Large Scale Projects (Sub catchment Pilot Schemes)</b>	Three sub-pilot schemes from across the regions will be selected from Priority Areas for Action (PAA) <sup>1</sup> . The three pilot schemes will promote the integrated catchment approach and will be led by local communities.	Status of waterbody (1-5) Community/landowner/public body engagement (1-5) Actions Proposed (1-5) Potential impact on catchment (1-5) Ability to finance and manage the project (1-5)	€25,000 Max Grant Aid: 90%
<b>2. Medium Scale Projects</b>	These projects will include capital works. Priority will be given to projects in high status (Blue Dot) areas or Priority Areas for Action.	Status of waterbody (1-5) Community/land owner/ public body engagement (1-5) Actions proposed (1-5) Benefits to Community (1-5) Ability to finance and manage the project (1-5)	€10,000 Max Grant Aid: Up to 90% if in a PAA or Blue Dot <b>or</b> 75% if not in a PAA or Blue Dot
<b>3. Small Scale Projects</b>	These projects will provide a 'community gain or benefit' relevant to good water stewardship. They can target local awareness raising or relevant water issues, develop 'pride in a waterbody' or undertake small scale works. Projects must take a catchment approach which is led by local communities.	Status of waterbody (1-5) Community/landowner/public body engagement (1-5) Actions proposed (1-5) Benefit to Community (1-5) Ability to finance and manage the project (1-5)	€5,000 Max Grant Aid: Up to 90% if in a PAA or Blue Dot <b>or</b> 75% if not in a PAA or Blue Dot

<sup>1</sup> A selected number of water bodies are set out in the River Basin Management Plan as Priority Areas for Action. <http://watersandcommunities.ie/areas-action-river-basin-management-plan-ireland-2018-2021/>

## 6.2 Assessment Criteria Explained

### **Status of waterbody (1-5)**

The status of rivers, lakes, estuaries and coastal waters is categorised, based on scientific monitoring data as: High, Good, Moderate, Poor or Bad status. To view the status of your waterbody refer to [www.catchments.ie](http://www.catchments.ie). A number of water bodies have also been chosen as priority 'Areas for Action' where extra Local Authority resources are being focused. To view a Map of Priority Areas for Action (PAA) see <http://watersandcommunities.ie/areas-action-river-basin-management-plan-ireland-2018-2021/>.

Project proposals involving a water bodies 'at risk' of not meeting Water Framework Directive objectives; in a Priority Area for Action or a Blue Dot high status area will receive a higher ranking and a higher level of grant aid (90%) to projects outside these bodies (75%).

### **Community/landowner/public body engagement (1-5)**

Please outline if your proposed project involves working closely and in partnership with other community groups or interests, landowners, local or public authorities, etc. Any permissions required (eg. Planning permission, Appropriate Assessments, Strategic Environment Assessments landowner consent, lease arrangements) must be submitted with the application form. Projects with strong partnership arrangements and local involvement will be given a higher rating. Evidence of this will be seen in letters of consent.

### **Actions Proposed (1-5)**

Proposals should be well structured, clearly defining project aims, objectives and actions. Any 'on the ground measures' and physical works proposed should be specific and detailed in as far as practicable. A method statement must be included. Any positive or negative impacts on the environment, habitat or sensitive vegetation during project design, delivery and aftercare will be considered. Proposed actions which support Water Framework Directive objectives will receive a higher ranking.

### **Potential impact on the catchment/ benefits to the community (1-5)**

Please demonstrate how your proposed project will benefit the community and if it involves actions that can be applied in other communities. Projects that demonstrate benefits to the community and that they are replicable elsewhere will be given a higher ranking. Projects that demonstrate a potential improvement in the water quality of the catchment will receive a higher ranking.

### **Ability to finance and manage the project (1-5)**

Applicants must demonstrate clearly how the funding will be spent. Project budgets should be well set out and three quotations obtained as appropriate. Larger scale project proposals must demonstrate previous successful project delivery by the applicant. Clear, well structured proposals that demonstrate good value for money, efficient use of resources and a level of match funding commitment will receive a higher rating. Projects not eligible under other funding streams will be given a higher priority.

### 6.3 Total Funding Available

Total funding available under the Community Water Development Fund Open Call 2020 is capped at €225,000.

### 6.4 Project Delivery

Successful applicants must be able to demonstrate a capacity for project delivery together with appropriate project planning and governance experience.

### 6.5 Special Permissions

In assessing applications, requirements under other relevant EU Directives will be considered (such as the EU Habitats Directive). These requirements may include the following permissions:

6.5.1 Any instream works will require consultation with Inland Fisheries Ireland (IFI). The IFI are the state agency responsible for the protection, management and conservation of Ireland's inland fisheries and sea angling resources.

**Your local Inland Fisheries Ireland (IFI) office <https://www.fisheriesireland.ie/>**

6.5.2 If your waterbody is in a NATURA 2000 site (a nature protection area); a Special Area of Conservation (SAC) or a Special Protection Area (SPA) it may require an Appropriate Assessment (AA) screening <http://webgis.npws.ie/npwsviewer/> . If a waterbody falls within a Natural Heritage Area (NHA) an ecological report with mitigations may be required. It is advised that you contact the National Parks & Wildlife Services (NPWS) regarding consents.

**Your National Parks & Wildlife Services (NPWS) local ranger <https://www.npws.ie/>**

6.5.3 If your project will alter a water course or involve any kind of construction, the prior consent of the Office of Public Works (OPW) will be required. The Office of Public Works is the lead agency for flood risk management. you can check if your project is in a flood risk area by looking at the OPW Flood Risk Map [www.floodinfo.ie/map/flodmaps/](http://www.floodinfo.ie/map/flodmaps/) .

**Your local Office of Public Works (OPW) office <https://www.opw.ie/en/>**

6.5.4 Planning permission is required for any development of land unless the development is exempt. If your project is likely to have any impact on a Special Area of Conservation, Special Protected Area or a Natural Heritage Area it will require planning permission even if it is an exempt development. You may need to contact:

- **Your local Planning Office**
- **Your local Heritage/Biodiversity/Rural Recreation Officer (employed by the Local Authority)**

**Your Community Water Officer can advise. Please do not submit applications without consulting with your local Community Water Officer (see page 11 for contact details).**

## 6.6 Environmental Considerations

It is expected that the applicant considers the impact of the project on the wider environment during project design, delivery and aftercare. Any positive or negative impacts on the environment, habitat or sensitive vegetation should be outlined in the application form.

## 6.7 Invasive Species

Projects addressing the spread of aquatic or riparian invasive species are eligible, collectively, up to a maximum of 20% of overall fund budget. The use of herbicide or pesticide within a river or stream or within 30m of a river or stream is classed as a Notifiable Action (the National Parks & Wildlife Services must be notified and permission granted by the Minister).

## 6.8 Cash Contributions

No project will be 100% funded. It is recommended that applicants can demonstrate their ability to make a cash contribution commitment to projects of a minimum amount of 5% of total project costs. A higher rate of cash contribution shows greater commitment to the project.

## 6.9 Voluntary Labour

Voluntary Labour is a legitimate contribution @ max €14 per hour. However, no more than half of match funding should be voluntary labour in lieu of cash. **Please ensure to complete the Voluntary Labour Schedule in Appendix 1 of the Application Form.**

## 6.10 Geographical Spread and Project Selection

An even geographical spread of funded projects according to the Local Authority Waters Programme regional structure is desirable (see [www.lawaters.ie](http://www.lawaters.ie) for regional structure). Projects will initially be assessed on a regional and scale of project basis. Where there is an insufficient number of eligible applicants meeting the selection criteria from one region, the office reserves the right to grant aid projects from another region. Projects will be evaluated in a manner that reflects the level of funding sought by the applicant and in line with the assessment criteria.

## 6.11 Letter(s) of Support

Where the involvement or help of another party is required for the success of your project, please include letter(s) of support outlining their agreement to participate and the extent of their involvement.

## 6.12 Insurance

If your project proposes physical work or voluntary labour your group will require appropriate insurance. Standard request for community groups in receipt of Exchequer grant aid is €6.5m indemnity in respect of public liability. Employers liability (including cover for volunteers) should have a minimum indemnity of no less than €13m.

In the event of grant approval, you may be required by this office to amend the policy to include a special indemnity in favour of Tipperary County Council (as provider of the finance function to the Local Authority Waters Programme). If the project involves permissions from landowners, they should also be indemnified on the insurance policy. Sub-contractors are required to have their own in insurance policy.

## 6. Terms & Conditions of the Fund

7.1	Successful applicants will receive a Letter of Offer and Grant Agreement from the office of the Local Authority Waters Programme via email.
7.2	Grant Agreement must be signed by the beneficiary and returned to the office of the Waters Programme within 14 days by email or post. This will form a contract between the beneficiary and the office of the Waters Programme.
7.3	Grants awarded will only be paid by Electronic Funds Transfer into the beneficiaries bank account.
7.4	Phased payments will be considered on a case by case basis on completion of a drawdown request form. Progress report will be required for each phase.
7.5	A member of the Local Authority Waters Programme team will provide project oversight to ensure project delivery.
7.6	Unsuccessful applicants will be notified and will be informed of the appeals process.
7.7	Appropriate insurances and indemnities must be in place upon commencement of the project.
7.8	The Local Authority Waters Programme will not be responsible or liable for any loss or damage of any kind arising during the course of any work undertaken on a project by the beneficiary.
7.9	The management, implementation and operation of compliance with health and safety legislation for projects funded is the responsibility of the funding applicants.
7.10	It is the responsibility of the applicant to have a policy and procedures in place for the Protection and Safeguarding of Children.
7.11	Any permissions required for project delivery are the responsibility of the applicant and evidence of same must be produced.
7.12	The Local Authority Waters Programme reserves the right to contact other funding bodies such as LEADER, IFI, Heritage Council, Local Authorities, Waterways Ireland etc. regarding project applications.
7.13	The office of the Local Authority Waters Programme may request further information if project application is not sufficiently complete.
7.14	Project activity should be complete by <b>31<sup>st</sup> October 2020</b> . Beneficiaries must submit a drawdown request form, and submit all receipts for invoices paid before



	<b>15<sup>th</sup> November 2020</b> , unless this is not possible due to the nature of the project.
7.15	Any extensions to report deadlines must be agreed by a member of the Waters Programme team.
7.16	If a drawdown request form and a project completion report is not received, the Local Authority Waters Programme may consider that the project is not progressing. The grant awarded may be revoked or reduced if any of the following events should occur: <ul style="list-style-type: none"> <li>- The beneficiary abandons the project or reduces the scale of the investment provided for, or</li> <li>- It is found that the award has not been used for the purposes for which it was intended, or</li> <li>- That the investment financed by the award has not been properly carried out or that irregularities in relation to the grant have occurred, or</li> <li>- An order is made, or an effective resolution is passed, for the winding up of the beneficiary.</li> <li>- In any case in which payment of a grant is reduced, suspended or cancelled or where the award is revoked or reduced, the beneficiary will be required to reimburse any relevant amounts to the Office.</li> </ul>
7.17	Applicants may choose to combine this scheme with other sources of grant aid however, there should be no duplication of funding for the same activity/project.
7.18	Recognition must be given to the Local Authority Waters Programme in any promotional material associated with the project including the use of the Waters Programme logo on publicity material (such as flyers, leaflets, Reports, etc) and must be submitted with the project summary report.
7.19	Applicants must submit a project summary report and include pictures, video clips, media articles, etc., as appropriate.
7.20	Applicants are encouraged to host a water related event during 2020, for example during National Spring Clean (April); National Biodiversity Week (May); Heritage Week (August).
7.21	The Local Authority Waters Programme may use project details in promotional material and for reporting purposes.
7.22	Public sector requirements apply for procurement. <a href="http://www.procurement.ie">www.procurement.ie</a>
7.23	Where applicable, grantees must, produce a current tax clearance certificate from the Revenue Commissioners (where grants exceed €10,000).
7.24	In the event of failure by a beneficiary to comply with any or all of the foregoing conditions payment of the grant awarded may be suspended, reduced or cancelled.

## 7. Data Protection and Freedom of Information

When a grant application is received by the Local Authority Waters Programme, a record is created in your name for the information you provide. The information will be stored by the office of the Waters Programme, where relevant, in paper/electronic form. Information that is collected by the Office, including information that you give us, is added to the record. You have the right, given by the Data Protection Act of 1988 and 2003 to a copy of your information at any time. The Office is also subject to the Freedom of Information (FOI) Act, 1997.

The information we record is used only for the following purposes:

- Processing of applications;
- Auditing of applications;
- Compiling statistical information to help us plan and improve our services;
- Analysing information about applicants for other bodies such as various Government Departments;
- Producing our own statistics for publication;
- Publication of applicant and project details (including photography) for publicity and promotional purposes.

## 8. Checklist

A checklist is included as part of the application form as an important reference document and must be ticked.

## 9. Closing Date

<b>Closing Date Deadlines</b>	
<b>Email:</b> <a href="mailto:info@lawaters.ie">info@lawaters.ie</a> and <b>Post:</b> Community Water Development Fund Local Authority Waters Programme Office The Lodge Ballingarrane Estate Clonmel Co. Tipperary, E91X370	<b>Friday, 7<sup>th</sup> February 2020 at 5.00 pm</b>
<b>Applications via Online Platform:</b> <a href="http://www.lawaters.ie">www.lawaters.ie</a>	<b>Tuesday, 11<sup>th</sup> February 2020 at 8.00 pm</b>

## 10. Further Information

For more information or assistance:

Sheevaun Thompson  
Local Authority Waters Programme Office  
Head Office, Clonmel, Co. Tipperary

**Tel:** 0761 06 6230  
**Mobile:** 087 2436804  
**Email:** [sthompson@lawaters.ie](mailto:sthompson@lawaters.ie)

## 11. Community Water Officers Contact Details

Community Water Officers work closely with local communities, public bodies, Local Development Companies and other stakeholders to promote collaboration in the management of rivers and other water environments. You are obliged to contact your local Community Water Officer prior to submitting an application.

<b>Name</b>	<b>Areas</b>	<b>Mobile</b>	<b>Email</b>
Catherine Seale	Cork	085 8085533	<a href="mailto:cseale@lawaters.ie">cseale@lawaters.ie</a>
Catherine Seale	Galway & South Roscommon	085 8085533	<a href="mailto:cseale@lawaters.ie">cseale@lawaters.ie</a>

Aoife McGrath	Kildare, Meath	085 8083682	<a href="mailto:amcgrath@lawaters.ie">amcgrath@lawaters.ie</a>
Thomas Carolan	Dublin, Wicklow	085 8716896	<a href="mailto:tcarolan@lawaters.ie">tcarolan@lawaters.ie</a>
Ruairí Ó Conchúir	Clare, Limerick, North Tipperary	085 8083715	<a href="mailto:roconchuir@lawaters.ie">roconchuir@lawaters.ie</a>
Ann Phelan	Kilkenny, Waterford, Carlow Wexford	085 8084067	<a href="mailto:aphelan@lawaters.ie">aphelan@lawaters.ie</a>
Jimmy McVeigh	Donegal	085 8085603	<a href="mailto:jmcveigh@lawaters.ie">jmcveigh@lawaters.ie</a>
Karen Kennedy	Sligo, Leitrim, Longford	085 8085495	<a href="mailto:kkennedy@lawaters.ie">kkennedy@lawaters.ie</a>
Recruitment in progress	Louth, Cavan, Monaghan	0761 066 230	<a href="mailto:funding@lawaters.ie">funding@lawaters.ie</a>
Basil Mannion	Offaly, Westmeath, Laois, Mullingar	086 8599514	<a href="mailto:bmannon@lawaters.ie">bmannon@lawaters.ie</a>
Recruitment in progress	Mayo, North Roscommon	0761 066 230	<a href="mailto:funding@lawaters.ie">funding@lawaters.ie</a>
Breda Moriarty	Kerry	085 8820848	<a href="mailto:bmoriarty@lawaters.ie">bmoriarty@lawaters.ie</a>
Sheevaun Thompson	South Tipperary	087 2436804	<a href="mailto:sthompson@lawaters.ie">sthompson@lawaters.ie</a>