



## **Twinning Grant Scheme Guidelines**

**Kildare County Council**

**Department of Economic, Community & Cultural Development**

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### **1. PURPOSE OF THESE GUIDELINES**

These guidelines have been prepared in order to provide a simple, clear and concise reference document for the twinning grant scheme administered by the Economic, Community and Cultural Development Department of Kildare County Council. All applications for grants submitted by voluntary twinning groups will be processed in accordance with these guidelines.

### **2. PURPOSES OF THE GRANTS SCHEMES COVERED BY THESE GUIDELINES**

The grants schemes are designed to provide financial assistance to voluntary twinning groups engaged in the planning, organisation and roll-out of twinning activities, events or projects which encourage further building on the bonds of friendship and partnership with twinning partners.

### **3. WHO MAY APPLY FOR GRANT ASSISTANCE?**

Twinning groups which have established and sanctioned twinning partners and newly formed twinning groups in the process of establishing a new twinning partnership.

All groups must be formally established and must produce, if required:

- *Satisfactory evidence of the group's existence*
- *Bank or Credit Account in group's own name*
- *Minutes of AGM/meetings*
- *Income and expenditure records*

### **4. PROJECTS OR ACTIVITIES WHICH DO NOT QUALIFY FOR GRANT ASSISTANCE**

The following are examples of some of the activities or projects that will not qualify for grant aid:

- Alcohol
- Projects which financially benefit individuals
- Activities not located within County Kildare
- Projects which are clearly the remit of another agency
- Charity and fund-raising events
- Hire of bouncing castles
- Purchase of equipment which will not be held communally

*This list is not exhaustive and the final decision on any grant application is a matter for the Twinning Liaison Committee.*

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## **5. GRANTS APPLICATION PROCESS**

The grants schemes will be publicised in January each year with a closing date in February.

Application forms will be available on Kildare County Council website.

All applications must be made on an official application form and submitted by email to **twinning@kildarecoco.ie**, posted to Twinning Grants, Economic Community & Cultural Development Department, Level 7, Áras Chill Dara, Naas, Co Kildare, W91 X77F or via online portal.

All applications must be completed in full, be accompanied by any supporting documentation required.

**A copy of the group's bank statement must be included with the application even if it has been submitted on previous occasions.**

The group's treasurer's contact details must be shown on the application as remittance advice will be sent to your group's treasurer only. *It is recommended that an email account in the group's name be set up for this purpose.*

- The closing date for applications will be noted on the application form.
- Applications seeking double funding from Kildare County Council Community & Cultural grants schemes will not be accepted.

**All applications will be acknowledged by email before assessment takes place.**

## **6. GRANTS ASSESSMENT PROCESS**

Grants applications will be assessed by a panel made up of members of the Twinning Liaison Committee and the list of proposed awards will be brought to TLC for approval no later than the end of February.

## **7. CRITERIA USED IN ASSESSING GRANTS APPLICATIONS**

- Evidence of strengthening of existing twinning relationship
- Local benefit to the community and level of community participation in the project/event.
- Social inclusion/accessibility aspects of the project/event.
- Environmental sustainability (e.g. reduce, re-use, recycle).
- The applicant's capacity to deliver the project or run the event.
- Benefit to local and regional tourism.
- Benefit to local enterprise.
- Benefit to local artistic and cultural sectors.
- Clear evidence of costs/quotations for all elements.
- Funding from the group's own or other sources.
- Ability to deliver project in the event of partial funding.
- Overall quality of the application.

Final approval of all proposed grant awards is given by the members of the Twinning Liaison Committee, after which a letter of award will issue to your group.

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## **8. PAYMENT PROCESS**

Arrangements will be made to pay out all grants as soon as possible following approval by the Twinning Liaison Committee.

All payments will be made by bank transfer to a nominated account in the name of the applicant group; cheques will not be issued.

Groups must have a bank or credit union account. Post Office accounts will not be accepted.

Remittance advice will issue to the supplied email address.

*Payment will only issue when all relevant paperwork has been submitted, including all receipts / proof of spending for previous grants awarded.*

## **9. RESPONSIBILITIES OF GROUPS**

- Read and understand these guidelines and the application form.
- Complete the application form fully and include all required documents.
- Acknowledge the award of the grant from Kildare County Council in any promotional material (including social media) associated with the project.
- Include the Kildare County Council crest where possible.
- Obtain all necessary permissions relating to personal data and retain them in accordance with data protection legislation. (See No. 13, page 4 for contact information.)
- Secure all necessary insurances. (See No. 13, page 4 for contact information.)
- Obtain permissions from all relevant authorities (e.g. Gardaí/ Municipal Engineer / Planning/ Parks Department.)
- Ensure compliance with all relevant legislation and regulations. (See No. 13, page 4 for contact information.)
- On completion of projects, submit to the Economic, Community & Cultural Development Department a simple project report (including photos) and evidence of the spending of the grant awarded.

Acceptable forms of evidence of the spending of a grant awarded are:

- receipts on headed paper/till receipts or
  - invoices stamped as "Paid" by the supplier or showing a zero-balance due or
  - invoices/cheque details accompanied by a bank statement showing relevant payments.
- All evidence of spending must be itemised and show clearly the items purchased.

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Any monies unspent must be returned to Kildare County Council.

### **10. DEVELOPMENT OF GUIDELINES**

These guidelines were prepared by staff members of Kildare County Council under the direction of Twinning Liaison Committee

### **11. GUIDELINES REVIEW PERIOD**

These guidelines will be reviewed by the Economic Community & Cultural Development Department and Twinning Liaison Committee on an annual basis.

### **12. FURTHER INFORMATION**

**Website:** <http://www.kildaretwinning.ie/>

**Email:** [twinning@kildarecoco.ie](mailto:twinning@kildarecoco.ie)

**Telephone:** 045 980660

### **13. CONTACT DETAILS FOR OTHER AGENCIES**

Garda Vetting	<a href="https://vetting.garda.ie/">https://vetting.garda.ie/</a>	1890 488488
Child Safety	<a href="https://www.tusla.ie/children-first">https://www.tusla.ie/children-first</a>	045 986332
	<a href="https://childrenfirstuniversal.hseland.ie/programme">https://childrenfirstuniversal.hseland.ie/programme</a>	
Health & Safety	<a href="https://www.hsa.ie/eng">https://www.hsa.ie/eng</a>	1890 289389
Citizens Information	<a href="https://www.citizensinformation.ie/en/">https://www.citizensinformation.ie/en/</a>	0761 074000
Data Protection Commission	<a href="https://www.dataprotection.ie/">https://www.dataprotection.ie/</a>	0761 104800 0578 684800