



**An Roinn Forbartha  
Tuaithe agus Pobail**  
Department of Rural and  
Community Development



**Tionscadal Éireann  
Project Ireland  
2040**

**Ár dTodhchaí  
Tuaithe**  
Our Rural  
Future



**Comhairle Chontae Liatroma**  
Leitrim County Council

# CLÁR 2025



## **Scheme Outline Measure 1** **Developing Community Facilities** **& Amenities**

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# 1. Overview of the 2025 Scheme

## **Background**

CLÁR (Ceantair Laga Árd-Riachtanais) is a targeted investment programme for rural areas that aims to provide funding for small infrastructural projects in rural areas that have experienced significant levels of de-population. This funding assists in building the resilience of these rural communities.

## **CLÁR Programme for 2025**

The CLÁR Programme allocation has increased from €8.7 million to €11 million in 2025. The 2025 programme will be delivered through three separate Measures as follows:

Measure 1:                Developing Community Facilities & Amenities

Measure 2:                Mobility, Cancer Care, Community First Responder and Meals on  
Wheels Transport

Measure 3:                ‘Our Living Islands’

This Scheme outline refers to Measure 1: Developing Community Facilities & Amenities which are projects delivered via local authorities (LAs).

## 2.2025 Application Process

**All applicants must apply for this funding to their local authority (LA).**

### **Application Process for 2025**

The 2025 programme will allow for applications to be submitted to the local authorities from schools, community and voluntary groups and Local Development Companies under this Measure. Local authorities may also self-deliver projects, but these must be developed in partnership with the local community.

Community groups can include local sporting organisations where the infrastructure being supported through the application is for the benefit of the community generally (not just the sporting organisation) and is made **freely available to all members of the community.**

Up to **15 project** applications, (*16 for Counties with Gaeltacht areas*) may be selected by the local authority for onward submission to the Department for consideration. A completed 'Application Overview' (MS Excel), is required to be completed by each LA. Projects should be prioritised (1 to 15).

To support our Gaeltacht areas, local authorities can submit one additional application seeking funding of between €5,000 and €65,000 in respect of a Gaeltacht area located in their county. These counties can therefore submit 16 projects and should prioritise from 1-16.

Please ensure applications are fully completed and all required supporting documentation is submitted as Leitrim County Council may not be in a position to follow up regarding missing documentation or incomplete application forms.

**Incomplete applications may not be considered.**

### **Sustainable Development Goals (SDGs)**

In Ireland, a whole-of-Government approach has been adopted for implementation of the SDGs. CLÁR applicants are requested to identify and list in their application the SDGs are being delivered through their proposed project. This can be up to a

maximum of 3 SDGs. Further information on the SDGs can be found by visiting;

<https://irelandsdg.geohive.ie/> The 17 SDGs are as follows:

Goal 1	No Poverty	Goal 6	Clean Water and Sanitation	Goal 10	Reduced Inequality	Goal 14	Life Below Water
Goal 2	Zero Hunger	Goal 7	Affordable and Clean Energy	Goal 11	Sustainable Cities and Communities	Goal 15	Life on Land
Goal 3	Good Health and Well-being	Goal 8	Decent Work and Economic Growth	Goal 12	Responsible Consumption and Production	Goal 16	Peace and Justice Strong Institutions
Goal 4	Quality Education	Goal 9	Industry, Innovation and Infrastructure	Goal 13	Climate Action	Goal 17	Partnerships to achieve the Goal
Goal 5	Gender Equality						

Applications should be submitted directly to [clarfunding@leitrimcoco.ie](mailto:clarfunding@leitrimcoco.ie) by 16<sup>th</sup> May 2025 at 4.00pm.

### Project Timelines

<b>Scheme launch</b>	4 <sup>th</sup> April 2025
<b>Applications due into Leitrim County Council</b>	16 <sup>th</sup> May 2025 at 4.00pm
<b>Funding awarded (indicative)</b>	November 2025
<b>Projects completed and drawn down</b>	18 months after announcement

### Queries

Any queries should be submitted to [clarfunding@leitrimcoco.ie](mailto:clarfunding@leitrimcoco.ie).

## 3. Eligibility & Minimum Project Requirements

### Eligible Applicants

Schools, community and voluntary groups and local development companies can apply to their relevant local authority. Local authorities are also eligible to apply in their own right.

Any facility funded must be available to the public without a requirement to be a member of a club, enrolled in a school etc. **Facilities on school grounds must be open to the public outside school hours.** The local authority must ensure that facilities funded are operational for at least 5 years from completion.

### Minimum Project Requirements

Landowner consent, planning permission (if applicable), and the required match funding must be confirmed and in place at the time of application in respect of each application. The Department may request evidence of same during the assessment process. Such documentation must be held on file for a period of 6 years from the date of application.

In the case of capital works, the applicant must own or have a valid 15-year lease for the property.

## **4. Local Authority Selection of Projects**

The measure will be implemented via the local authorities. Projects proposed to the Department by the local authority must be selected on the basis of:

- being located in a CLÁR area
- an application by a community or voluntary organisation, school or local development company to the local authority
- clear evidence of need
- alignment with the County Development Plan/Town Plan, the Local Economic and Community Plan, and the Climate Action Plan.
- evidence that all necessary permissions are in place or are in train (planning reference number must be provided)
- evidence, where applicable, that ownership/minimum 15-year lease is in place
- comprehensive estimated costs including local authority professional fees, if applicable.
- evidence that match funding is in place at time of application
- evidence that the funded project will be open to the public without appointment, and that the necessary insurance is in place
- a single facility (not multiple locations)
- project must be accessible to all
- projects must be shovel ready

## 5.Funding Available

### **Grant Funding and Rate of Aid**

A minimum grant of €5,000 and maximum grant of €65,000 will apply to this measure. To facilitate projects of a slightly greater scale, each local authority can submit 2 applications seeking grant funding of up to €100,000. This means that each local authority can submit the following:

- 13 applications seeking funding of between €5,000 and €65,000
- 2 applications seeking funding of between €5,000 and €100,000
- 

The scheme will provide up to 90% of the cost. The remaining 10% or balance of the cost must be provided in cash through local authority/community/other resources. Philanthropic contributions will be accepted as full or part of match funding costs. This funding must be in place at the time of application.

Please note that match funding cannot come from other DRCD Schemes or other public funds other than local authority own resources.

## 6. Eligible and Ineligible Projects

### Eligible projects

Measure 1 will support a variety of capital projects provided that they contribute to the enhancement of existing, and/or the development of new, accessible community recreation facilities and therefore further build the resilience of rural communities.

All community facilities and amenities funded under this programme must, in so far as practicable, be accessible to all abilities and ages.

Applications under this Measure may include a number of different elements in respect of a single facility.

The list below provides an indication of the types of projects that may be supported, **but is not exhaustive:**

- Small scale renovation works to community facilities open to the wider community such as community centres/sports centres/clubhouses of sporting groups/youth centres/men's sheds etc. This includes external works such as parking and accessibility enhancements
- Multi-use gaming areas (MUGAs)/Astro-turf facilities including upgrades
- Playgrounds/skateboard parks/pump tracks/cycling tracks/teenage spaces
- Walking/running /athletics tracks
- Handball alleys/tennis courts/basketball courts/cricket grounds/ outdoor bowling areas
- Community gyms/community cinemas
- Sensory gardens/Community gardens/ allotments/ biodiversity planting
- Access to unique local heritage sites / areas of natural beauty
- Enhanced outdoor toilet and changing facilities
- Car parking
- Improving access at sports grounds e.g. development/upgrade of spectator stands at local sports grounds with a particular focus on improving access for people of all abilities and ages
- Solar Bins



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

The local authority is advised to contact the Department in respect of any queries regarding project eligibility.

### Ineligible Projects

The following projects will not be funded:

- School/Community Safety Measures
- Footpaths
- Road markings
- Pedestrian crossings
- Bus shelters
- Works to current school buildings which are not open to the public after school hours
- CCTV

## **7.Eligible Costs**

Applications should detail the eligible costs associated with the proposed project.

Please note only items of a **capital** nature, integral to the project, are eligible.

## 8.DRCD Assessment Criteria

In assessing applications and selecting projects for funding, a number of factors will be considered including the local authority indicated order of priority; the range, mix, quality and impact of proposed projects; previous funding provided, and other relevant considerations.

Successful applications will be concise and focussed. The quality and clarity of completed applications, in particular the need / rationale outlined in the application are important in the assessment process.

In Co. Leitrim a total of 15 applications are eligible for submission to the Department.

- 13 applications seeking funding of between €5,000 and €65,000
- 2 applications seeking funding of between €5,000 and €100,000

Please note that a penalty may apply if public procurement guidelines are not followed.

## 9. Project Delivery

All projects must comply with the National Public Procurement Policy Framework published by the Office of Government Procurement. Please see [www.etenders.gov.ie](http://www.etenders.gov.ie) for more details. Failure to adhere to these requirements may result in the associated expenditure being deemed ineligible.

### Progression of Projects

It is the responsibility of the LA to ensure that the project will be completed and funding drawn down within the above timelines. LAs will be asked to report on the progression of approved projects on an ongoing basis.

The Department may grant an extension under exceptional circumstances. Any extension request must be submitted in writing and **in advance of the contract end date** stating the reason for the extension and the new requested completion/drawdown dates. The Department reserves the right to allow or deny any extension request.

### Grant Payment Arrangements

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

- The first claim may be submitted when at least 50% of the estimated project costs have been expended.
- The final claim can be made upon project completion and when all project costs have been incurred.

Drawdown requests for payment must only be submitted by the local authority when the local authority **have issued payment** and the relevant works **have been completed**. It is not permissible to submit a drawdown request to the Department if invoices remain unpaid or where relevant works are not fully completed by either the community group and/or the local authority.

## 10.Funding Conditions

**Non-compliance with the conditions of the scheme and/or and contract awarded and agreed may result in the requirement to refund part or all of the grant funding awarded.**

### Requirements

**1** Projects will be expected to commence and be completed in line with the timelines set out in this Scheme Outline.

**2** Any project that has not commenced by the agreed completion date will automatically be de-committed, unless there has been ongoing engagement with the Department and the reasons for the delay have been accepted by the Department.

**3** 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.

**4** Phased Payments: Funding may be drawn down in up to 2 phases. The minimum amount that can be drawn down at any time is 50% of project costs once these have incurred by the LA. Funding drawdown requests (Annex 4 Drawdown Request Form) must be signed by the Director of Services (DOS) or an authorised official who should copy the DOS when submitting a claim.

**5** 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. It is essential that any changes to the project elements, or reallocation of funding between elements, must be advised and agreed with the Department in advance of the change being implemented (Annex 6 – Change of Purpose); the Department will not retrospectively approve changes to projects.

**6** Where changes have been applied to an approved project without Departmental approval, the grant funding may be reduced to reflect the amended project.

**7** Where retention applies the Department will retain a percentage portion of the grant payment, in line with the percentage cost withheld, until the retention period passes. A conditional extension will be granted in these cases. LAs may then drawdown the remaining grant amount once proof can be provided of the final retention amount being paid over.

**8** If the project involves works on buildings or lands that are not in the ownership of the grantee, a minimum 15-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), 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** It is a matter for the local authority to determine if grant recipients are VAT registered, and if so, the VAT amount is not to be claimed as a project cost at drawdown.

**12** All projects may be subject to audit and inspection under standard Departmental processes. Full and accurate documentation to support all expenditure must be maintained in the project file and accessible by Department officials for audit purposes at all times, for a period of five years from the date of completion of the project.

**13** Grantees will acknowledge the support of Project Ireland 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. Costs for the mandatory signage can be included in project costings at application stage.

**14** Signage must be in place at all CLÁR funded projects. These signs must be in a prominent location, of durable quality, acknowledge the CLÁR funding and be of sufficient size to be clearly visible to the public. These signs must follow the Department's Branding Guidelines.

**15** Grantees will provide any reports and information relating to the project as may reasonably be requested by the Department from time to time.

**16** Ongoing 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.

**17** Grantees 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.

**18** The Minister for Rural and Community Development has the right to launch/open projects supported under the CLÁR programme. The Department should be notified a minimum of six weeks in advance of the proposed date for such events.

**19** Infrastructure Guidelines - All applications must demonstrate detailed project costings and clear value for money. The complexity of the appraisal requirements and the methods used will depend on the size and nature of the project and should be proportionate to its scale.

**20** All procurement processes must be in line with EU Public Procurements Requirements (EU Directive 2014/24) and national procurement guidelines published by the Office of Government Procurement. Please refer to [www.etenders.gov.ie](http://www.etenders.gov.ie) and [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie) for more details.