



## CLÁR 2020 SCHEME OUTLINE

### COMMUNITY WELLBEING SUPPORT

#### MEASURE 3(A) MEALS ON WHEELS AND LINKED SERVICES



### 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.

### 2020 Funding for Meals on Wheels and Linked Services

Recognising the critical role of community groups in responding to COVID-19, and in particular the response of those groups providing meals on wheels and other linked services, CLÁR 2020 sees the introduction of funding for community groups providing meals on wheels services. This will fund community organisations that provide meals on wheels and other linked community services for:

- the adaptation of existing vehicles and

- the purchase of kitchen and/or delivery equipment required in the provision of the Meals on Wheels service.

This measure will be operated directly by the Department of Rural and Community Development and is open to established organisations and groups that operate partly or entirely on **a voluntary basis** and are involved in the provision of meals on wheels with linked services that require support in order to deliver this service.

### **Eligible Costs**

- the adaptation of an existing vehicle(s) used for meals on wheels or other linked community services in response to social distancing guidelines or other requirements linked to COVID-19;
- the adaptation of an existing vehicle(s) for the purposes of the transportation of hot/chilled food;
- the purchase of equipment directly required for the provision of a meals on wheels service e.g. kitchen and delivery equipment

The scheme will not cover any ongoing running costs such as insurance, maintenance, fuel etc. Applicant organisations will be required to outline how they will manage the ongoing operation of the vehicle.

### **Eligible Applicants**

The measure is open to **established, community groups/organisations** that are involved in the provision of meals on wheels services.

Support will be made available to applicant groups/organisations that are **formally established** e.g. registered charity or not for profit etc. Support will **not** be made available to individuals or ad hoc groups:

- It will be necessary to provide information/certification regarding the formal establishment of the group/organisation e.g. Memoranda and Articles of Association, and
- Letter(s) in support of the application from, for example, the HSE/other service provider.

## **Eligible CLÁR Area**

In general, CLÁR eligibility is based on the location of where the service is being operated from being physically located within a designated CLÁR DED.

A listing of eligible CLÁR DED's is available on the Department's website and from [CLAR@DRCD.gov.ie](mailto:CLAR@DRCD.gov.ie).

## **Rate of Aid**

- The scheme will provide up to 90% of the total cost of the equipment being applied for with minimum grant amount of €2,000 (requires project cost to be at least €2,353 to qualify for a grant of €2,000) or a maximum of €20,000.
- In the case of regional or national organisations, a maximum grant of €100K may apply where the parent group is submitting applications on behalf of several member groups.
- A match funding contribution of at least 10% is required. Philanthropic contributions may be accepted as full or part of match funding costs.

## **Timelines**

The following dates are indicative:

The Department intends informing successful applicants under this measure and issuing contracts for signature in early November 2020.

The date for final drawdown of funding is 31 March 2021.

## **Assessment Criteria**

It should be noted that, in assessing the applications received, a number of factors will be considered including the range, mix, quality and impact of proposed projects; previous funding provided; the response to COVID-19 and other relevant considerations.

The applicant must ensure that the application form is fully completed and complies with the 2020 Scheme Outline.

### **Procurement Requirement**

As this grant involves the spending of public funds, it is essential that good value for money is derived from it. Successful applicants are therefore required to comply with relevant public procurement guidelines. In summary, for the purposes of CLAR Measure 3(a), groups must source 3 written quotations in respect of all supplies and services in excess of €1,000 and below €25,000. Purchases in excess of €25,000 must be sourced using the *etenders* process.

Guidance on this is available from the Office of Government Procurement (website: [www.ogp.gov.ie](http://www.ogp.gov.ie); email: [support@OGP.gov.ie](mailto:support@OGP.gov.ie) phone: 076 100 8000).

### **Grant Payment Arrangements**

Groups should note that the payment of the grant will be in arrears on the basis of invoices marked as paid, i.e. after the group has paid for the equipment or vehicle adaptation. Groups may need to arrange bridging funding to cover the amount of the grant while awaiting this payment from the Department. However, it should be noted that the Department generally finalises this payment within a matter of days where the drawdown request is in order.

### **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.

<b>1</b>	Projects will be expected to commence and be completed in line with the timelines set out in the relevant Scheme Outline.
<b>2</b>	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.
<b>3</b>	<b>Not Applicable</b>
<b>4</b>	<b>Not Applicable</b>
<b>5</b>	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.
<b>6</b>	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.
<b>7</b>	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.
<b>8</b>	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.
<b>9</b>	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.
<b>10</b>	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.
<b>11</b>	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.
<b>12</b>	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.
<b>13</b>	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.
<b>14</b>	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.
<b>15</b>	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.
<b>16</b>	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.**

## **Application Process**

- Applications must be submitted on the “Measure 3(a) Community Wellbeing Support - Meals on Wheels and linked services” application form.
- Applications should include supporting information requested in the application form including a detailed breakdown of all costs with detailed quotations.
- The application form must clearly set out what the funding will be used for, the need for same, and be accompanied by all supporting documentation, including evidence of match funding.

**Applications should be submitted directly to the Department at [CLAR@DRCD.gov.ie](mailto:CLAR@DRCD.gov.ie) by the 28<sup>th</sup> August 2020.**

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.

## **Queries**

**Any queries should be sent to CLAR@DRCD.gov.ie.**