
COMMUNITY CENTRES INVESTMENT FUND



New Builds Measure

Application Guidelines – March 2023



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



Tionscadal Éireann
Project Ireland
2040

Ár dToghcháí
Tuaithe
Our Rural
Future



1. INTRODUCTION.....	3
2. OVERVIEW OF THE FUND	3
3. TYPE OF ACTIVITY WHICH CAN BE SUPPORTED.....	4
4. SUPPORT AVAILABLE.....	5
5. WHO CAN APPLY?	6
6. ELIGIBILITY	6
7. KEY ASSESSMENT CRITERIA	7
8. ELIGIBLE COSTS	8
9. STATE AID	10
10. PUBLIC SPENDING CODE.....	11
11. APPLICATION PROCESS.....	10
12. TENDERING	11
13. GRANT DRAWDOWN.....	12
14. FINANCIAL GOVERNANCE AND PROJECT REPORTING REQUIREMENTS	13
15. TIMELINES.....	14
16. APPEALS PROCESS	14
17. APPLICATION SUPPORT	14

♦

♦

1. Introduction

The Department of Rural and Community Development is committed to supporting empowered, inclusive and resilient communities and a thriving volunteer culture. It also seeks to assist in achieving the National Strategic Outcomes of Strengthened Rural Economies and Communities, set out in the National Development Plan and the Key Deliverables and Policy Measures in *Our Rural Future*, the Government's Rural Development Policy 2021-2025.

In addition, The Programme for Government: Our Shared Future commits to the introduction of a capital grants programme for the New Builds of community centres.

The objectives of the Community Centres Investment Fund's New Build Measures are to:

- Assist voluntary and community organisations and local authorities to develop high quality, accessible, safe, well-designed, sustainable new build community centres to help develop empowered, inclusive and resilient communities.
- Encourage the sharing of community facilities.

The Fund is administered by the Department of Rural and Community Development ('the Department').

2. Overview of the Fund

The Department recognises the vital role that community centres play at the heart of each community in bringing people together, engaging with those who may be marginalised or disadvantaged, and building stronger, more coherent communities.

In recent years, grants under the Town and Village Renewal Schemes, CLÁR Programme, LEADER Programme and the Community Enhancement Programme have supported the development of, and improvements to, community facilities. Last year, following the launch of the Community Centres Investment Fund (CCIF), investment of over €45m supported community groups to upgrade and refurbish existing centres.

It is clear from this and through engagement with communities that strong demand exists for funding to develop new build multi-functional community centres. It is important that these vital services are provided to meet the needs of communities into the future.

The CCIF New Builds Measure will invest in capital projects for new build multi-functional community centres across Ireland.

For the purposes of the CCIF, a multi-functional **community centre** is defined as a building that is a centre managed by community-based organisations or local authorities and is primarily used for community activity/events/recreation. They are **open to, and used by, a broad range of individuals and groups within the local community**, where members of a community tend to gather for group activities, social support, public information, and other purposes.

A 'new build' is defined as the development of a new facility on a brown or green field site. It is not the refurbishment or adaptation of an existing building, and no such work will be eligible for funding under this measure. Funding for refurbishment of buildings can be accessed through the Department's Town and Village Renewal Scheme, LEADER Programme, Community Enhancement Programme or CLÁR Programme.

3. Type of activity which can be supported

The Measure invites proposals for capital projects which are ready to commence on the date of application. For the purposes of clarity projects which are ready to commence are those which have the necessary consents (e.g. environmental, wildlife, archaeological etc.) in place and in particular have planning consent, satisfy the requirements of the [Public Spending Code](#), and are procurement-ready.

For the purposes of compliance with public financial procedures, **the lead party to an application must be a State-funded body**. The lead party will be required to certify that the project proposed is at the required level of readiness at the time of submission. Any projects which are identified as still requiring planning or other consent(s) following the closing date for applications will not be considered.

Applicants should pay particular attention to Sections 6 and 7 below on eligibility and assessment criteria.

All projects must be accessible to people with disabilities and must conform to the 7 principles of universal design www.universaldesign.ie

4. Support Available

The minimum grant funding available from the Fund is €1,000,000 and the maximum is €6,000,000. As a general rule, the Fund will provide up to 90% of the total project value to a maximum of €6,000,000, with at least 10% to be provided in matching contributions by the applicants. A minimum of 5% of the matching contributions element must be in cash.

The match funding may include a combination of wider public sector expenditure, local authority investment and/or land, community investment, philanthropic contributions, private sector investment (where appropriate), or other asset contributions. Funds secured from existing Department of Rural and Community Development schemes or programmes are not eligible to be used as matched funding.

Where land or other assets are being put forward as elements of match funding this must be supported by appropriate evidence relating to the value of the land or assets concerned, such as an up-to-date valuation provided by an accredited source. Property or land purchased using funds secured from existing Department of Rural and Community Development schemes or programmes cannot be used as matched funding.

It will be the responsibility of the recipient to ensure that the community centre is adequately maintained following completion i.e. they are responsible for all ongoing and future maintenance and running costs.

On the basis of the available funding and the envisaged scale of projects, it is expected that some 4-6 large scale projects will be funded under this call. The final number of projects to be approved will, however, be determined by the number and quality of applications received.

5. Who can apply?

For the purposes of compliance with public financial procedures, the lead party to an application must be a State-funded body. For the purposes of clarity, State-funded bodies are local authorities, local development companies and other State agencies, including commercial State bodies.

Community organisations, voluntary groups or other civil society bodies cannot act as the lead party to an application but should partner with a State-funded body, which would be in a position to assume the lead party role. Following the completion of the project the lead party can delegate the running of the facility to another body.

Proposals under the Fund should demonstrate a collaborative approach between two or more organisations. The purpose of collaboration should not be exclusively to lend financial or general policy support to a project but should denote a full endorsement of the stated rationale, aims and expected outcomes for that particular project. In that regard, it would be of significant benefit, in instances where a project is aimed at delivering benefits in a particular sector or area, to have secured the collaboration and support of the relevant authority or agency with overall responsibility for that area or sector.

6. Eligibility

The Measure is open to all areas with no excluded geographical areas.

Minimum Eligibility Requirements

Applications will be checked in the first instance for completeness and compliance with the following:

- The lead party to the application is a State-funded body as per Section 5.
- The project proposal must be a 'shovel ready' new build community centre with all the necessary permissions and consents in place e.g. planning consent etc.
- The development must be on a green/brown field site and not the refurbishment of an existing property.
- All relevant ecological and archaeological survey work (if applicable) has been undertaken or will be undertaken e.g. Appropriate Assessment screening.
- There is evidence of ownership (if applicable) or a minimum 20 year lease in place.

-
- The Public Spending Code Financial Analysis (see Section 11) has been completed by the technical supervisor.
 - There is evidence of the required matching funding and bridging finance.

Should an application not meet these minimum requirements it will not be put forward to the next stage i.e. competitive assessment.

7. Key Assessment Criteria

It is of critical importance to note that applications which are submitted should be the product of comprehensive deliberation and preparation and should set out a well-developed case for projects of a scale and ambition commensurate with the Fund's objectives.

Funding will be awarded through a competitive bid process, based on the extent to which applications deliver on the objectives of the Fund and the various requirements and criteria set out as part of this document. The Department will consider the applications submitted and may draw on broader, more specialist expertise as required. Recommendations for funding will be submitted to the Minister for final approval.

Proposals should demonstrate, and will be assessed on, the following criteria:

- ✓ **Demonstration of Need**, a significant and sustainable impact on the social or economic development of communities and the extent to which national, regional and local strategic objectives are met by the proposal including how it delivers on the National Strategic Objective of Strengthened Rural Economies and Communities, County Development Plans, Local Economic and Community Plans, the Regional Spatial and Economic Strategies or other local, regional or sectoral plans and strategies.
- ✓ **Value for Money**, funding a project which will justify the investment made based on its size, scope, its geographic and population reach and the scale of its impact for communities.
- ✓ **Collaboration**, involving relevant Government Departments, State agencies, local authorities and other bodies as appropriate; and endorsement by key stakeholders such as the relevant authority or agency with overall responsibility for that area or sector in which the project is located.

-
- ✓ **Financial sustainability**, the capacity to deliver lasting benefits which will outweigh the investment made and be in a position to achieve and maintain financial independence following the opening of the facility.
 - ✓ **Capacity** of partners to deliver the project as envisaged, meeting the Public Spending Code and governance requirements, as well as a strong track record of delivering projects of scale.
 - ✓ **Additionality**, evidence that the project cannot otherwise be delivered without the Fund and how the Fund is not acting as a substitute for investment which is already provided for under the remit of a Department or agency.
 - ✓ **Sustainability**, A contribution to achieving the objectives of the Climate Action Plan -proposals which help contribute to the transition to a competitive, low carbon, climate-resilient and environmentally sustainable economy.

Weighting for the assessment criteria are included in Appendix I.

8. Eligible Costs

All costs must be:

- Directly related to the construction of the project being applied for and as a result of an appropriate public procurement process.
- Incurred within the project delivery period.
- Verifiable by invoices and proof of payment, with the audit trail confirming procurement requirements have been met

The following is an indicative list of eligible costs, the list is not exhaustive:

- Costs associated with building works (e.g. materials for new build, flooring, electrical and plumbing)
- Costs associated with acquisition and/or installation of equipment which forms an integral part of a building e.g., kitchen units, worktops, sinks, bathroom fittings etc.
- Costs associated with the energy efficiency of the building including the use of lower carbon alternatives in construction
- Subcontracted labour costs for registered tradespeople such as builders, plasterers, decorators, plumbers, electricians etc., as necessary for the completion of the project

- Costs which are necessary to meet fire safety and building regulations e.g. lining of walls and floors, escape routes, wiring, sockets, electrical switches and distribution boards, gas tanks, gas burning flues, heating systems and appliances, air ventilation/ purification measures
- Fire safety equipment e.g. fire doors, fire alarm system, protected escape stairways, smoke alarms, and CO2 alarms
- Purchase and installation costs of outdoor lighting
- Direct costs associated with providing accessibility for those with mobility issues
- Reasonable professional fees associated with the project delivery, which must be detailed on the application form.

Ineligible Costs

This Fund is strictly for new build community centres on brown/green field sites. Funding for renovations or refurbishment of buildings can be accessed through the Department's Town and Village Renewal Scheme, LEADER Programme, Community Enhancement Programme or CLÁR Programme. Below is a list of ineligible costs, the list is not exhaustive:

- Costs not directly related to the project
- Indirect costs of the project e.g. community organisation staff time spent working on the project in an administrative capacity
- Organisation core costs, including overheads
- Retrospective costs - activity that has already been undertaken or costs incurred prior to date of project approval
- Purchase of land or buildings
- VAT where applicants are registered for VAT
- Insurance
- General office equipment, including ICT equipment.
- Charges such as bank interest costs, fines, financial penalties, and legal dispute costs
- Sponsorship and charitable donations
- Depreciation
- Notional costs e.g. lost opportunity
- Routine maintenance

9. Application Process

Eligible Lead Partners should request an application form from ccif@drcd.gov.ie .

♦
Applications should be submitted electronically to ccif@drcd.gov.ie on the official Application Form.
The deadline for the receipt of applications is **12 noon on 3rd July 2023**.

♦
All applications will be acknowledged and a unique project identified number assigned. It should be noted that applications must be completed in full before submission. Incomplete applications will be omitted from the process.

Summary of documents required

Below is a summary checklist of what you will need to submit with your application. No other supporting documents will be considered by the Department. The Department may contact you during the assessment period if clarifications or additional documents are required.

- ✓ Completed application form
 - ✓ Public Spending Code Financial Analysis form
 - ✓ An estimate prepared by the technical supervisor (typically an engineer, quantity surveyor or architect) outlining the estimated costs of each element of the proposed project – full public procurement will be required if the project is approved
 - ✓ Evidence of ownership/20 year lease of the property
 - ✓ A copy of the grant of planning permission. Local Authorities must provide a letter from the planning department confirming approval of the Part 8. This planning permission must be current at the time of application.
 - ✓ Evidence of match funding and bridging finance/funding provision to deliver the project as per the claims procedure
- ♦

10. State Aid

State Aid refers to forms of public assistance, using taxpayer-funded resources, given to undertakings on a discretionary basis, with the potential to distort competition and affect trade between member states of the European Union.

In cases where projects are proposed of a type or funding level which could conceivably raise questions relating to [State Aid](#), it will be expected that applicants will have carried out their own enquiries with a view to making a case to the Department, as part of their application, that State Aid issues do not arise. The final judgement on such matters will, however, remain the responsibility of the Department.

11. Public Spending Code

All proposals 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. Further guidance is set out for information of applicants in the [Public Spending Code](#). In particular please note the recently published [DPER Circular 06/2023: Update of the Public Spending Code Requirements \(29th March 2023\)](#).

It is a requirement of the Public Spending Code that every spending proposal must include A Financial Analysis with the level of detail proportionate to the level of expenditure involved. Guidance on the Financial Analysis is available [here](#). You must detail your financial analysis for the project on one of the templates provided by the Department of Public Expenditure and Reform. The template for projects with a total cost in excess of €1 million can be accessed [here](#).

You must submit your financial analysis at the same time as the main application form.

12. Tendering

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 and www.constructionprocurement.gov.ie for more details.

In particular please note the recently published DPER [Circular 05/2023: Initiatives to assist SMEs in Public Procurement \(28th March 2023\)](#).

Guidance for works and works related services are available on www.constructionprocurement.gov.ie under Pillar 4/Guidance Notes:

- GN 1.1.2 – Professional Indemnity Insurance Application in the Capital Works Management Framework
- GN 1.6.3 – Suitability Assessment of Construction Service Providers – Minimum Standards for Suitability Criteria
- GN 2.3.1.3 – Minimum Standards for Suitability Works Contractor Criteria (Open, Restricted Procedure).

As part of the application process a Public Spending Code Financial Analysis report and an estimate prepared by the technical supervisor must be submitted with application form. Full public procurement can take place post project approval.

13. Grant drawdown

Grant drawdown requests may be submitted on a phased basis in up to 3 phases in line with the following:

- Phase 1 - Minimum claim of 20% of grant aid is payable when 20% of the total project costs have been incurred. The amount of grant aid payable is proportionate to the total project cost incurred.
- Phase 2 – Minimum claim of 50% of grant aid is payable when 50% of the total project costs have been incurred cumulatively. The amount of grant aid payable is proportionate to the total project cost incurred.
- Phase 3/Final Claim - The final grant payment will only be made when all elements of the project are completed as approved by the Department.
- Retention/Final Claim – When a retention payment arises, the final portion of the grant payment will be made when proof is submitted to the Department that all final costs have been incurred.

Each drawdown request must be accompanied by a report from the technical supervisor (typically an engineer, quantity surveyor or architect) detailing the works completed.

14. Financial governance and Project reporting requirements

All expenditure incurred will be subject to the terms of the Public Spending Code which can be found at <http://publicspendingcode.per.gov.ie/>, and the Capital Works Management Framework, available at <https://constructionprocurement.gov.ie/capital-works-management-framework/>.

In general, the requirements outlined below will apply to all funding approved from the Fund.

1. All appropriate central and/or local Government financial, procurement and accounting rules and regulations will be complied with.
2. Any legislative requirements relevant to the project will be adhered to.
3. Each Lead Partner will fully account for the sums advanced in a timely manner.
4. All projects will be subject to audit by the Department of Rural and Community Development and/or the Comptroller and Auditor General and/or its agents. Full and accurate documentation to support all expenditure should be maintained and accessible for audit purposes at all times and for a period of six years from the date of completion of the project.
5. On-going monitoring and evaluation of the project outputs and outcomes should take place in the context of assessing the impact of the intervention. The Lead Partner will be expected to collect appropriate data to facilitate this process on an on-going basis and make this data available to the Department.
6. Projects will acknowledge the support of the Community Centres Investment Fund in all public announcements and advertising relating to the project and will use all relevant branding as set out in the Funding Agreement.
7. The Department of Rural and Community Development and/or the Government of Ireland may highlight the project in the promotion of the Fund or of its wider policies.
8. The Lead Partner 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.
9. Each Lead Partner will provide a contact point to the Department to facilitate timely interaction in the context of payments and information requests.
10. A final report detailing all elements of expenditure relating to the grant aid will be required upon project completion.

Non-Compliance with the rules outlined above, or any additional stipulations agreed during contract negotiations, may result in a requirement to refund part or all of the grant aid awarded.

15. Timelines

The call under the CCIF New Build Measure will open on 31st March 2023. The deadline for the receipt of applications is 12 noon on 3rd July 2023.

All projects must be completed by 1st October 2025.

16. Appeals Process

All unsuccessful applicants will have the opportunity to appeal the decision on their application. Further detail will be confirmed at project decision stage.

17. Application Support

Any queries from prospective applicants in relation to the Fund should be addressed to DRCD directly at CCIF@drcd.gov.ie.

Appendix I – Eligibility and Assessment

Proposals will be assessed in the first instance for eligibility with the following minimum requirements:

MINIMUM ELIGIBILITY CRITERIA		
Suitability for Scheme	<p>Is the project a new build community centre on a brown / green field site?</p> <p><i>Note: This is a pass/fail requirement which will be judged upon whether the project is in line with the Measure description.</i></p>	Pass/Fail
Readiness	<p>Is the project ready to commence?</p> <p><i>Note: This is a pass/fail requirement which will be judged upon whether the project is ready to enter the procurement phase at the time the application is lodged. Planning and other consents must be in place at the time of application.</i></p>	Pass/Fail
Ownership/ Lease	<p>Is evidence of ownership or a minimum 20 year lease in place?</p> <p><i>Note: This is a pass/fail requirement which will be judged upon whether the evidence of the ownership/lease is in place.</i></p>	Pass/Fail
Matching funding and bridging finance	<p>Has evidence of matching funding and bridging finance been supplied?</p> <p><i>Note: This is a pass/fail requirement which will be judged upon whether evidence of matching funding and bridging finance is in place.</i></p>	Pass/Fail
Public Spending Code Financial Analysis	<p>Has the Public Spending Code Financial Analysis been prepared in full and submitted?</p> <p><i>Note: This is a pass/fail requirement which will be judged upon whether the Financial Analysis has been completed in full.</i></p>	Pass/Fail

Proposals which pass the minimum requirements check will then move to stage two i.e. competitive assessment and will be assessed on the following criteria:

Assessment Criteria	COMPETITIVE ASSESSMENT All applicants must demonstrate and outline the following in their proposal	Max. marks available
Collaboration	<p>Collaboration between parties and level of endorsement of key local and sectoral authorities for proposal</p> <p><i>Note: Marks for collaboration will be awarded based on a judgement of the level of added value provided by the collaboration proposed as part of a project.</i></p> <p><i>(E.g. through working across boundaries or joining together to reach shared goals involving relevant State agencies, local authorities and other bodies as appropriate.)</i></p>	100 marks
Financial Sustainability	<p>Financial sustainability, the capacity to deliver lasting benefits which will outweigh the investment made and be in a position to achieve and maintain financial independence following the opening of the facility.</p> <p><i>Note: Marks will be awarded based on a judgement of the capacity of the project to deliver lasting impacts which will outweigh the investment made and/or the capacity of the project to achieve financial independence.</i></p>	100 marks
Capacity	<p>Capacity of partners to deliver the project as envisaged, meeting the Public Spending Code and governance requirements, as well as a strong track record of delivering projects of scale.</p> <p><i>Note: The track record of the lead party in terms of the delivery of projects of scale will be a key factor in the awarding of marks.</i></p> <p><i>Marks will also be awarded based on a judgement of the strength of the Governance arrangements set out, the track record of the project partners, the project plan set out and the associated timelines and milestones, arrangements for monitoring, project management, financial oversight and compliance with PSC requirements.</i></p>	100 marks

Demonstration of Need	<p>The extent to which the need for the facility evidenced and will directly benefit the including evidence it conforms to the LECP and other local or regional plans.</p> <p>♦</p> <p><i>Note: Marks will be awarded based on a judgement of the robustness of the social targets set out, the relevance of outcomes targeted by the project and the completeness of the proposals to measure the achievement of outcomes.</i></p>	150 marks
Value for Money	<p>Overall quality of budgetary proposal and Value for Money</p> <p><i>Note: Marks will be awarded based on an overall judgement on the value for money of the project informed by the size and scope of the proposal, its geographic and population reach and its likely impact on people and communities, in comparison to the scale of the investment sought. This will also be informed by the robustness of the budgetary proposal and a judgement as to the appropriateness of the costs set out.</i></p>	150 marks
Additionality	<p>Evidence that the project cannot otherwise be delivered without the Fund and how the Fund is not acting as a substitute for investment which is already provided for under the remit of a Department or agency.</p> <p><i>Note: Marks will likely be awarded based on a judgement as to the likelihood of the project proceeding in the absence of the Fund, the extent to which the Fund allows the project to be undertaken on a larger scale or to impact on a wider population, the availability of other funding outlets which the project could avail of.</i></p>	50 marks
Sustainability	<p>Extent to which the proposal can contribute to the objectives of the Climate Action Plan and assist in the transition to a competitive, low carbon, climate-resilient and environmentally sustainable economy</p> <p>♦</p> <p><i>Note: Marks will be awarded based on a judgement as to the extent to which proposals contribute to delivering on this priority</i></p>	50 marks
Total		700 marks

Appendix II - General Conditions

If the project application is successful a detailed Funding Agreement will be issued to the Grant recipient ('the Recipient'). The following general conditions are a brief outline of some of the conditions but the Funding Agreement will contain all the relevant terms and conditions.

PRINCIPLES FOR MANAGING PUBLIC FUNDS

The Agreement seeks to ensure transparency and accountability in the use of public funds by the Recipient. To this end, the Recipient is required to adhere to the four overarching principles applying to the management of public funds (those funds provided directly or indirectly by the Exchequer), namely *Clarity*, *Governance*, *Value for Money*, and *Fairness*.

To this end, and without prejudice to the Terms of the Agreement, the Recipient shall –

CLARITY

- ensure they understand the purpose and conditions of the grant aid as set out in the Agreement,
- use the grant aid only for the purposes approved by the Department,
- apply for drawdown of grant aid only when it is required for approved purposes,
- if unsure, seek clarity from the Department on the use of the grant aid, governance and accountability,

GOVERNANCE

- have appropriate governance arrangements in place to –
 - oversee and administer the grant aid,
 - control and safeguard funds from misuse, misappropriation and fraud,
 - record the source, purpose, amount, use, outputs and outcomes, and balance of grant aid on hand,

VALUE FOR MONEY

- be able to show –
 - grant aid has been used effectively,
 - value for money has been achieved through the use of the grant aid,
 - waste and extravagance has been avoided,

FAIRNESS

- manage the grant aid with honesty and integrity,
- manage the grant aid in compliance with relevant laws and regulations,
- procure goods, services and works in a fair, open and transparent manner,
- act fairly, responsibly and openly in your dealings with the Department and its Agents.

OUTLINE OF GENERAL CONDITIONS

1. The grant aided project must operate as approved for a minimum of five years following the date of final payment of grant aid by the Department or the final commissioning of the project, whichever is longer.
2. The Recipient undertakes to protect the State's investment and will not use it as security for any other activity without the consent of the Department.
3. The Recipient takes full responsibility for ensuring all required planning permission is in place, that the necessary rights and access to land and property have been secured, and that permissions and consents are in place for all such associated work required for Project delivery. Any disputes which may arise between the Recipient and other parties as a result of Project delivery are a matter for the Recipient alone and the Minister will not be a party to any such disputes.
4. Where the building or lands are not in the ownership of the Recipient a lease must be in place for the duration of the Project and for at least twenty years after the Project completion date.
5. Where an asset/s purchased, or in certain cases, developed utilising the grant and is in the ownership of a Project Partner ceases to operate or the Project Partner organisation ceases to operate for whatever reason the asset/s in question shall revert to the ownership of the local authority.
6. The Recipient and/or Project Partner shall not dispose of grant aided assets without prior approval of the Department.
7. The final grant payment will only be made when all elements of the project are completed as approved by the Department and certified as completed by the technical supervisor.

ACCOUNTABILITY AND AUDIT

8. The Department and its Agents, may perform audit, inspection or verification checks to verify compliance with the Agreement at any stage over the lifetime of the approved project.
9. The Department and its Agents, shall be permitted access to the project or any property owned or occupied by the Recipient, or where information is stored, for the purpose of inspecting and assessing operation and delivery of the project.
10. For audit, inspection and verification purposes, the Recipient shall retain all relevant documentation for the period six years following the date of final payment of grant aid or commissioning of the project, whichever is longer.

-
11. The Department may perform post-payment checks up to six years following the date of final payment of grant aid or commissioning of the project, whichever is longer.
 12. The Recipient shall provide all relevant records and accounts to the Comptroller and Auditor General upon request.
 13. The Recipient shall inform the Department immediately on discovery of or suspicion of fraud on the part of or any person involved with the Recipient.

PUBLIC PROCUREMENT

14. The Recipient shall adhere to relevant EU and national public procurement requirements.
15. Without prejudice to EU or national public procurement requirements, guidance on applicable public procurement thresholds and requirements is set out in Appendix III.

INSURANCES AND INDEMNIFICATIONS

16. The Minister shall not be liable for any accidents, illnesses or claims arising out of any work grant aided by the Department.
17. The Recipient shall obtain and maintain all insurances adequate and necessary to operate and deliver the project.

WORKS RELATED SERVICES AND CONTRACTS

18. If the project involves works on buildings or lands that are not owned by the Recipient, a minimum **twenty-year lease** must be in place from the date of final payment of grant aid or commissioning of the project, whichever is longer.
19. If the project involves building, renovation or construction works, the Recipient must meet all statutory requirements, including Health & Safety requirements, and ensure all necessary planning requirements, permissions and consents are in place prior to commencing those works.
20. The Recipient must ensure all relevant assurances are established in respect of tax compliance of contractors and suppliers and evidence of compliance must be provided at claim stage, as set out in Circular 44/2006 "*Tax Clearance Procedures Grants, Subsidies and Similar Type Payments*" and <https://www.revenue.ie/en/starting-a-business/tax-clearance/when-is-a-tax-clearance-certificate-required/index.aspx>.
21. Only non-recoverable VAT, that is where a Recipient is not registered for VAT, will be grant aided, and written confirmation must be obtained from the Revenue Commissioners, dated no more than three months prior to any expenditure claim, and kept on the project file.

FREEDOM OF INFORMATION

22. The Agreement confers on the Department the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded project(s) –
- i. any information supplied by the Recipient to the Department,
 - ii. any relevant data gathered by the Department in administering grant aid to the project, except where the information is considered to be personal or commercially sensitive.

THE GENERAL DATA PROTECTION REGULATION (GDPR)

23. The Recipient and Department agree that they are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation (“GDPR”).

-
-