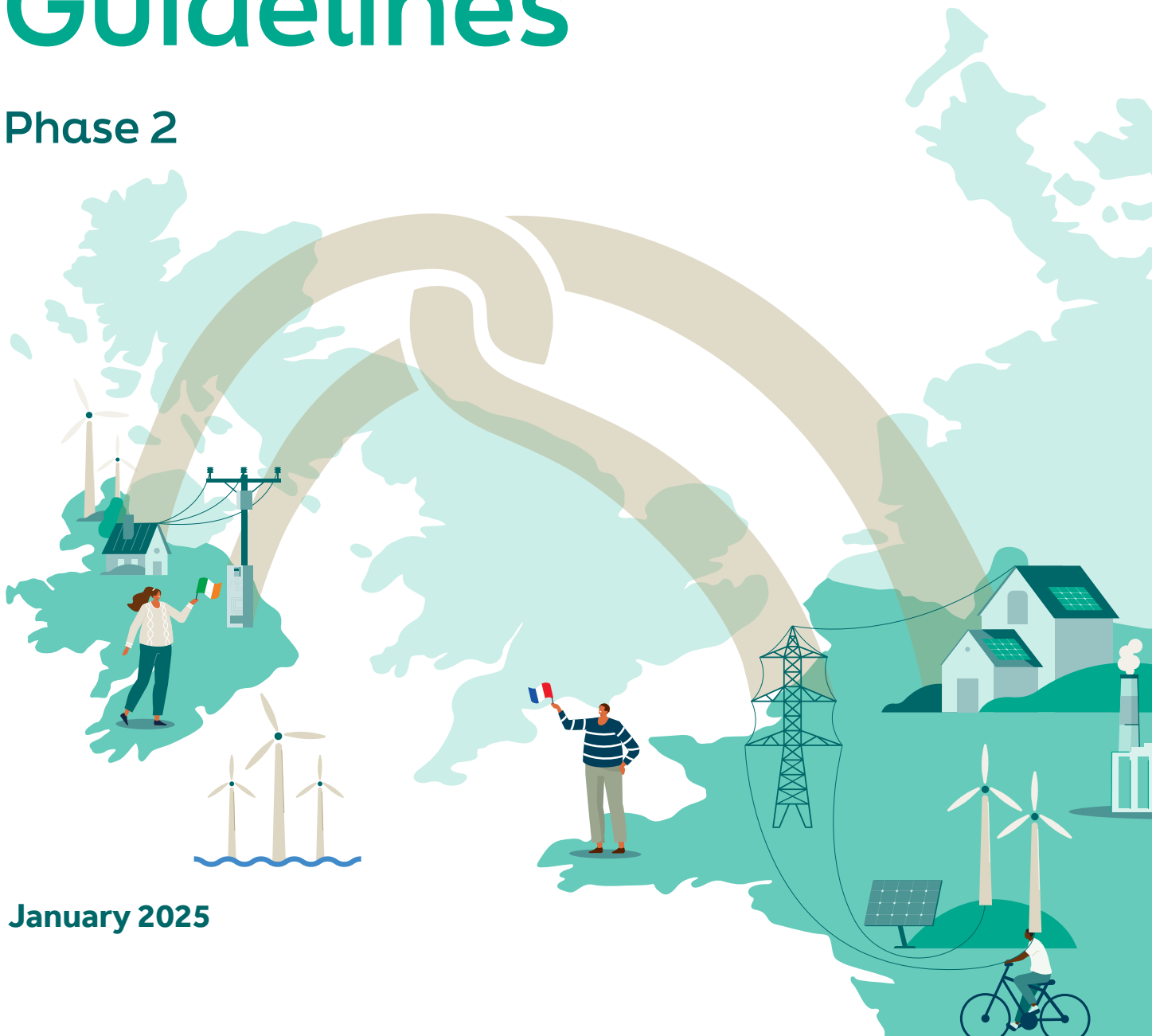




EirGrid.ie

The Celtic Interconnector  
**Community  
Benefit Fund  
Guidelines**

Phase 2



January 2025

The Celtic Interconnector Community Benefit Fund Guidelines have been prepared by SECAD Partnership CLG on behalf of EirGrid.

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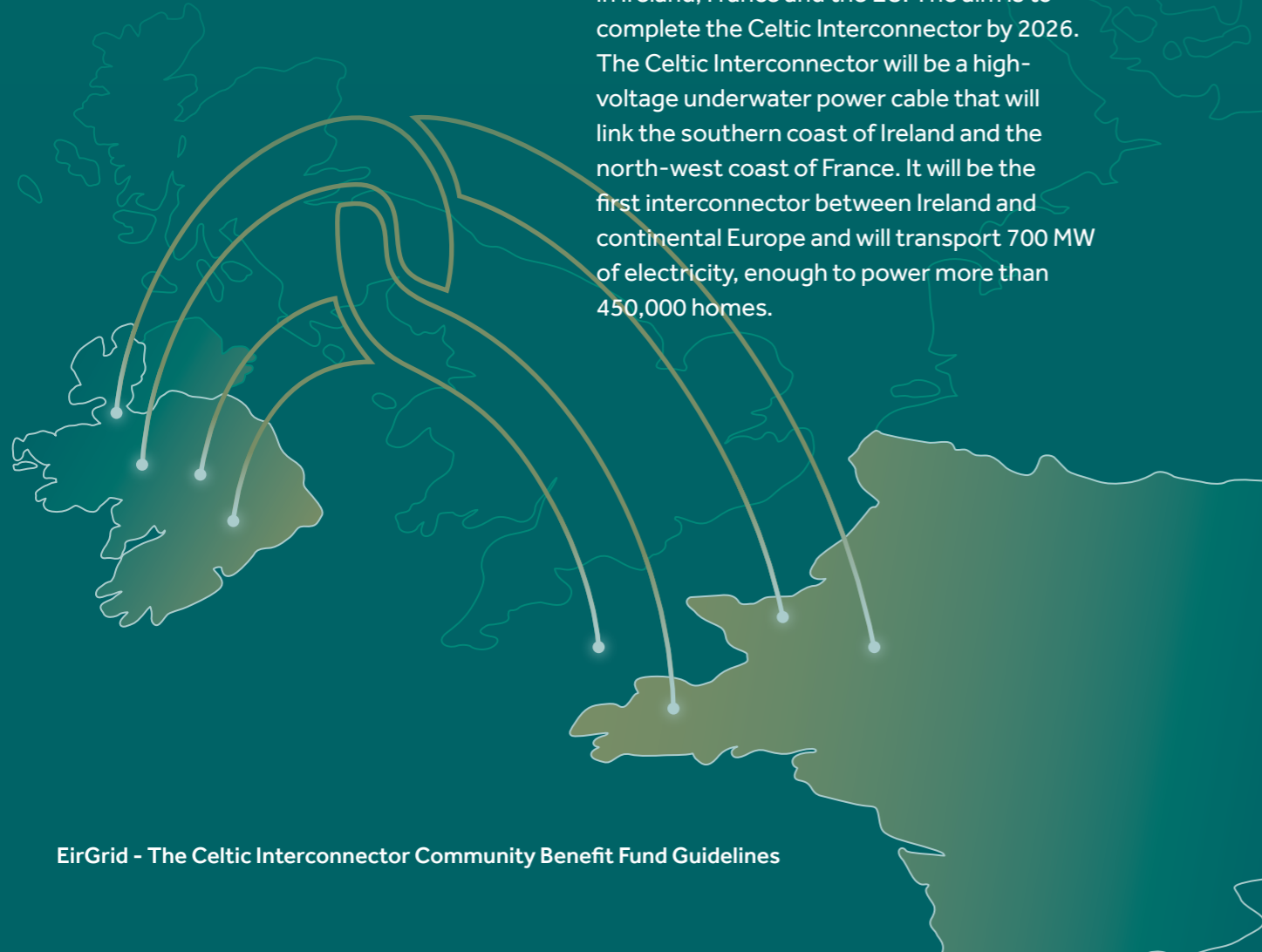
## 1. EirGrid

We operate and develop the electricity transmission grid in Ireland. This includes interconnecting with neighbouring grids and the wholesale electricity market. The grid brings power from generators to the ESB distribution network, and it supplies every home, farm and business in Ireland.

## 2. The Celtic Interconnector

We are Ireland's state-owned Transmission System Operator (TSO). This means that part of our role is to explore and develop opportunities to interconnect the transmission grid with the transmission grids in other countries.

The Celtic Interconnector is a planned undersea link that will allow Ireland and France to exchange electricity. Since 2011, we have been working with our French equivalent, Réseau de Transport d'Electricité (RTE), to find the best way to develop the interconnector to benefit electricity customers and markets in Ireland, France and the EU. The aim is to complete the Celtic Interconnector by 2026. The Celtic Interconnector will be a high-voltage underwater power cable that will link the southern coast of Ireland and the north-west coast of France. It will be the first interconnector between Ireland and continental Europe and will transport 700 MW of electricity, enough to power more than 450,000 homes.



## 3. The Celtic Interconnector Community Benefit Fund

We have set up the €2.4 million Celtic Interconnector Community Benefit Fund to recognise how important the local communities are who support our work. We recognise that there may be temporary disruption to areas close to the cable line during construction.

We appointed SECAD Partnership CLG as Fund Administrator in July 2022.

They have worked closely with us in EirGrid and:

- Celtic Interconnector Community Forum
- local communities
- stakeholders.

This work has enabled SECAD to develop a community benefit strategy relevant to the geographical area of the project. The strategy was designed with and for the local community.

We expect the fund to support communities within the Celtic Interconnector project area. This will help local groups to deliver on projects and initiatives that will strengthen opportunities and address challenges in the areas.

The fund will address challenges across three [funding streams](#): Community, Sustainability and Biodiversity.

You can view the project's [Strategy Document](#) on our website.

The fund is open to:

- community groups
- not-for-profit organisations
- social enterprises.

When applying you need to show how you would use the funds to benefit your community and the environment around the cable line.

### 3.1 Principles

The following principles are at the centre of the Celtic Interconnector Community Benefit Fund strategy; The fund:

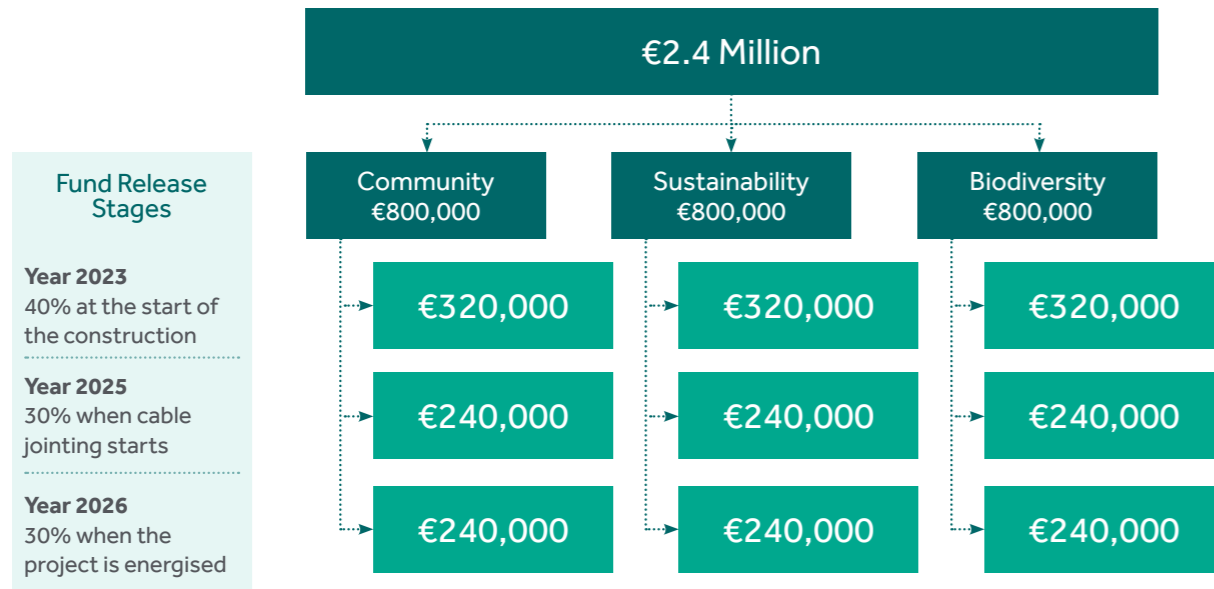
- must support projects that are community-led
- will leave a positive legacy within communities that host the Celtic Interconnector infrastructure
- will support projects which align with the Sustainable Development Goals
- will be delivered in a fair and balanced way.

### 3.2 Funding streams

The fund is divided into 3 streams:

- Community
- Sustainability
- Biodiversity.

There is an equal balance of funds available across each stream. We will release the funds in three phases over the entire project period 2023-2026. The diagram below shows the anticipated timeline for release of funds. Due to an underspend in the Biodiversity fund in Phase 1, an additional €121,013 has been carried into the Biodiversity fund for Phase 2.



## 4. Key dates and figures

Key dates and figures for Phase 2.

The Phase 2 total fund value is €841,013.

We will not accept applications or related documents after the closing date.

Event	Date
Phase 2 fund opening date	15th January 2025
Biodiversity One to One Clinics	28th-30th January 2025 25th-27th February 2025
General One to One Clinics	28th-30th January 2025 25th-27th February 2025
Phase 2 fund closing date	14th March 2025

Type of stream	Funds available
Community Stream	€240,000
Sustainability Stream	€240,000
Biodiversity Stream	€361,013

Area of benefit (AOB)
2km either side from the cable line (please see map, page 11)

Minimum and Maximum grant available
€500 minimum and €125,000 maximum

### Outcome of your application

We will tell you whether or not your application was successful no later than the end of Summer 2025. Please note, if we are experiencing any delays due to application volume, we will let you know.

### Read all of this document before applying

Before you apply for funding, it is essential that you read the whole document. It sets out the criteria we use to decide who we give funding to. Pay special attention to this criteria so that you can submit the best possible application for The Celtic Interconnector Community Benefit Fund.

### We may give you some of the funding you apply for

If your application is successful, we may award you part of the full amount you applied for. We encourage you to consider funds from other areas before you submit your application and make sure you have examined how your group may fund a shortfall.

Other sources of funding include:

- public funding
- savings
- borrowings.

By exploring other funds, it will show us that you are committed to your project and community involvement.

Contact [SECAD](#) or our [dedicated website](#) for help or guidance

Please keep a copy of these guidelines to hand when completing your application, if you need help or guidance at any stage, please contact SECAD.

### How to contact us:

Phone: 021 461 3432  
Email: [info@secad.ie](mailto:info@secad.ie)

Community Benefit Funding website: with an information section for new applicants:  
[www.eirgrid.ie/CelticInterconnectorFund](http://www.eirgrid.ie/CelticInterconnectorFund)

The online fund application form is available [here](#), or scan the QR Code below.



Scan Here for Portal Application Form



## 5. Area of Benefit (AOB)

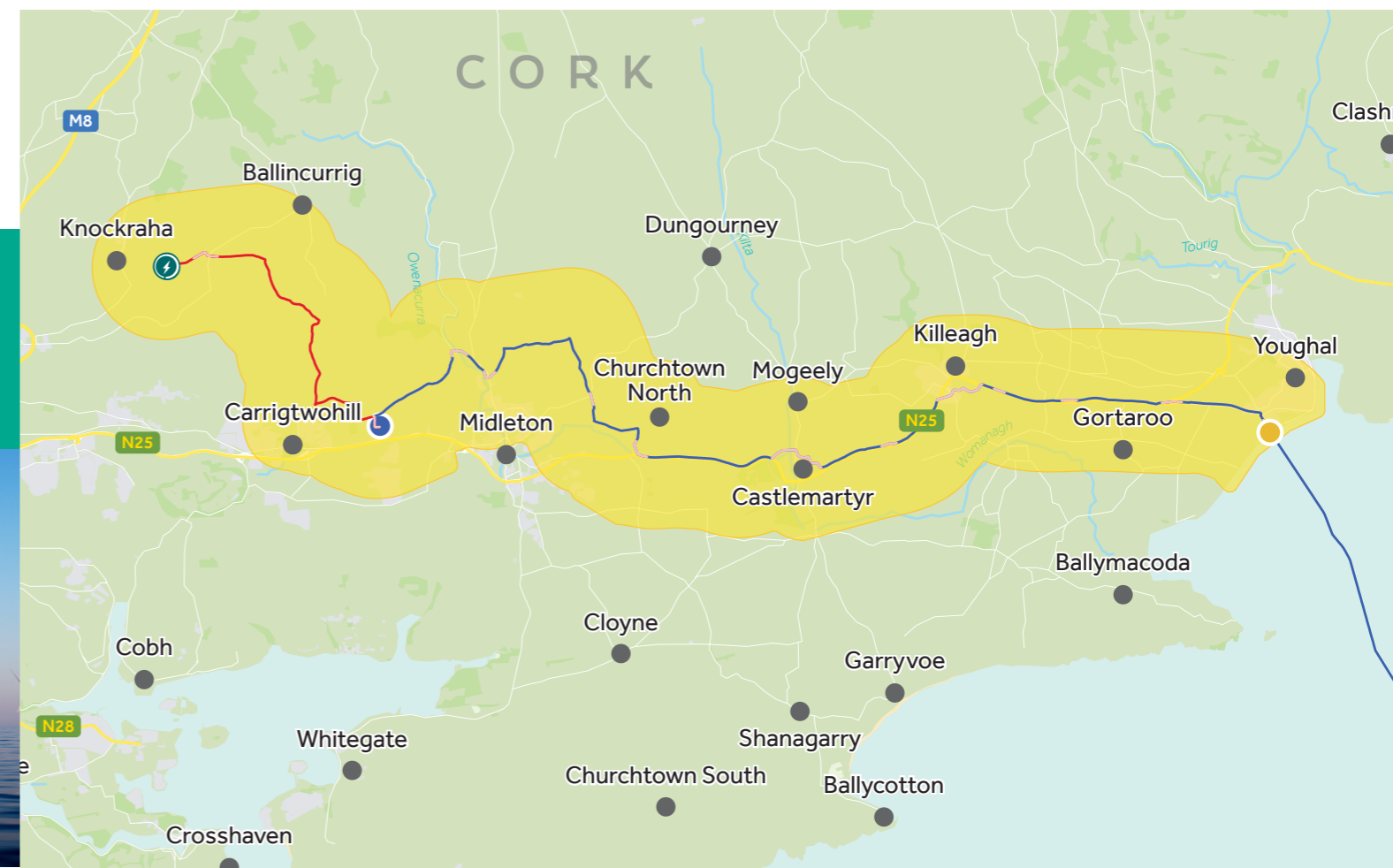
We will give priority to projects within 2 kilometres of the cable line. Please see the map below outlining the 2km area from the cable line. This area is called the Area of Benefit. You can see a more detailed map on our website.

However, in areas where the nearest main service centre is outside the 2km zone, we may consider projects and initiatives if you can prove they will directly benefit residents within the Area of Benefit. A service centre could include a community centre or a resource centre, where a service or facility is being providing to the wider community.

After each funding phase, along with SECAD Partnership, we will review the geographic balance of funds across the Area of Benefit. Communities which have not yet secured funding will be encouraged and supported to submit applications in future phases.

In the third phase of funding, consideration will be given to communities that have not been awarded funding in earlier rounds. They must still submit full applications for eligible projects.

You can see a more detailed map on our [website](#).



## 6. Funding rules

### SECAD Partnership and EirGrid

SECAD Partnership and EirGrid will work together with communities to achieve a balanced investment across the fund's three streams. This is outlined in [EirGrid's Community Benefit Fund Policy](#).

We consulted with local communities to find out what type of projects would benefit them. This showed that there were a broad range of projects and initiatives needing varying investment levels. In line with these findings, the fund will support small to large-scale projects with grant awards ranging from €500 to €125,000.

We may consider an exception to the maximum grant amount for a significant, high-impact, area-wide project or initiative.

The fund will support community projects through grant investment in:

- capital investment
- purchase of equipment
- technical support
- training
- research
- capacity building.

### Technical expertise

The fund will support communities so they can procure the contracted services of specialist, skilled, technical expertise they need to support a project for a specific purpose. This could be for research, or to plan and finalise details for high-impact projects.

### Land purchases

Costs may be eligible where a clear need has been identified within the community for land ownership to develop a high impact project under one or more of the fund streams.

### Support roles

The fund may support new project-focused support roles. These must have a defined purpose for the relevant project and relate back to expanding social, sustainable or environmental services in the community. An example of a project-focused support role: a person whose job it is to plan and advise the community on a biodiversity project and is qualified for the role.

We will consider supporting new roles which help develop or set up sustainable, community-based projects or initiatives. These must be critical to delivering the applicant organisation's plan and their outputs must directly relate to expanding social, sustainable or environmental services in the community. An example of a project support role: a person whose job it is to plan a community recycling project and will oversee all aspects of the project and is qualified for the role.

### Approval in principle

The fund will support high-potential projects that have a clear project plan but need more time to complete their full application. In these circumstances we may grant an 'approval in principle'.

The fund will sometimes give approval in principle to assist larger projects in their application process for funding for other sources. Eligible projects must be significantly developed, for example they must have things like some assets in place and a project plan developed.

### Large projects

Large-scale projects that need capital, facilities and equipment must show how they will benefit the entire community and engage more than one local user group.

### 'Umbrella applications' for smaller projects

We will support new, multi-community and smaller groups initiatives through an 'umbrella application'. An umbrella application is where a lead applicant, like a Community Council, might make an application on behalf of several smaller groups or projects within the community. See more information in section 9: 'Umbrella application'.

### Matching or additional finance

We expect that where other applicable funding streams exist that you will use the community benefit fund to match or add to other finance.



## 7. Funding amounts

You can apply for between €500 and €125,000. This is to make sure a wide range of community organisations can benefit from this fund. Applicants with a project value over €100,000 should upload a business plan with their quotations, this should include financial projections and other potential funding sources.

**In most cases, €125,000 is the most funding we will allocate. This can be either in one single awarded grant or a total of €125,000 across the three phases.**

We may consider an exception to the maximum grant amount for a single application or all together across each phase, for a significant, high-impact, area-wide project or initiative.

While communities can submit multiple applications, we encourage individual organisations to submit only one application.

### 7.1: Phases 2 and 3 of fund distribution

Projects which received grants during Phase 1 of our fund distribution can apply for more funding under Phases 2 and 3. However, they can only do this if the total they have received so far is less than €125,000. However, we do not guarantee that they will secure additional funding.

Projects which did not receive funding during Phase 1 may also apply for and receive funding during Phases 2 or 3 of distribution.

## 7.2 Project amount(s) applied for and description

Examples of projects and amounts you may apply for:

### Smaller initiatives: €500-€10,000

We welcome applications from new and grassroots community groups and residents' associations. These may fall under an 'umbrella application' or a single application from one applicant group. Our funding may be suitable as seed funding. This means you can use it to:

- get help to apply for alternative funds in the future
- complete a pilot project, which is an initial small-scale implementation that is used to prove the viability of a project idea

For awards of this size, we will allocate funding as a once-off grant and projects must be put in place within 12 months.

### Medium initiatives: €10,000-€50,000

We will consider organisations and groups who apply for grants between €10,000 and €50,000 as 'medium initiatives'.

We will give priority to projects which address the themes outlined in these guidelines. The emphasis should be on real and lasting benefit to the community and environment. Projects of this scale may address one or more of the fund streams and priorities under the streams.

### Large initiatives: €50,000-€125,000

Organisations and groups can apply for grants of up to €125,000.

We will give priority to projects that address one or more of the fund streams and priorities under the streams. The emphasis should be on creating real and lasting benefit to the community and environment.

We encourage collaborative applications. We will give priority to projects where community and voluntary groups work together to serve a wider area or a larger number of people.

If the application is from a partnership or consortium, you will need to clearly identify who will 'be in charge' of the facility or project.

We may allocate funding as a once-off grant or in phased payments and we expect projects to be put in place within 24 months.

For these amounts, we will look for evidence of sustainability and lasting impact. If the application relates to infrastructure, we will need to see your plans for maintenance, running and upkeep.





# 8. Project types

Through the local consultation process, we identified a broad range of local priorities under each of the three Community Benefit Fund streams.

### Funding streams, who and what the funds can support

We encourage groups to apply for a percentage of their project costs from more than one funding stream where suitable. For example, projects like the following could apply under the 'Community Stream and the Sustainability' stream:

- a community infrastructure project or community centre upgrade, falls under the Community Stream
- installation of solar panels to the community infrastructure, falls under the sustainability stream

### Priorities under different streams

#### Community Stream

Description	Examples
<p>The community stream aims to reinforce community:</p> <ul style="list-style-type: none"> <li>• cohesion</li> <li>• wellbeing</li> <li>• education.</li> </ul> <p>It will support communities so they can put in place projects that leave a positive legacy for those living within the Area of Benefit.</p>	<ul style="list-style-type: none"> <li>• Develop outdoor recreation space.</li> <li>• Develop and enhance community meeting space.</li> <li>• Develop and upgrade sports facilities.</li> <li>• Youth and active age facilities and initiatives.</li> <li>• Town and village enhancement.</li> <li>• Promote accessibility and inclusions.</li> <li>• Support culture, heritage, community-led tourism and festivals.</li> <li>• Community wellbeing initiatives.</li> <li>• Address dereliction, and example of this is a project to improve the view of abandoned building in a town or village.</li> <li>• Integrate new communities.</li> </ul>

#### Biodiversity Stream

Description	Examples
<p>The biodiversity stream aims to significantly improve the biodiversity of an area and ensure its ongoing sustainability. It should leave a lasting, positive biodiversity legacy. Proposed biodiversity projects must show compliance with relevant environmental licensing. While communities will own their projects, they must have a strict inspection schedule and comply with relevant regulations.</p> <p><b>Project requirements</b></p> <ul style="list-style-type: none"> <li>• <b>An ecological baseline:</b> The first step to achieving a biodiversity project is to establish an ecological baseline using a qualified ecologist. The ecological baseline identifies what habitat and species already exist at a site. As part of our fund, <b>this important step can be included in your application as a project cost</b> and incorporated into your project timeline if not already completed prior to application.</li> <li>• Protection of species and habitats For example, ensure a proposal does not disturb a badger sett or other sensitive feature.</li> <li>• Support the all-Ireland pollinator plan. For example, avoid using wildflower seed, except native-grown yellow rattle.</li> <li>• Use tried and tested methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation of lakes, forests, rivers and coasts.</li> <li>• Enhance greenways, walkways and cycle routes.</li> <li>• Trails that enhance biodiversity.</li> <li>• Pollinators, parks and gardens.</li> <li>• Native tree-planting and community woodlands.</li> <li>• Enhance infrastructure and information at biodiversity sites.</li> <li>• Training, education and information.</li> <li>• Manage invasive species.</li> <li>• Research, mapping and specialist ecology support.</li> <li>• Digitalisation of biodiversity information.</li> <li>• Inter- and cross-community collaborations.</li> </ul> <p><b>Added Value</b></p> <ul style="list-style-type: none"> <li>• Support county biodiversity actions - County biodiversity plans.</li> <li>• Support local biodiversity actions - Local biodiversity plans.</li> <li>• Support climate action initiatives - Climate action plan for your County.</li> <li>• Engage the wider community.</li> </ul>

 Sustainability Stream

Description	Examples
<p>The sustainability stream aims to enable communities to take positive sustainable action across a broad range of activities. This includes transforming how communities think about, generate and use energy and resources. It will also support communities so they can put in place projects that:</p> <ul style="list-style-type: none"> <li>• address climate change</li> <li>• reduce greenhouse gas emissions</li> <li>• strengthen resilience</li> <li>• contribute to an inclusive and sustainable future for people and planet.</li> </ul>	<ul style="list-style-type: none"> <li>• Community renewable energy initiatives.</li> <li>• Community building energy upgrades.</li> <li>• Sustainable energy communities.</li> <li>• Cycling and walking infrastructure.</li> <li>• Community transport.</li> <li>• Community gardens and 'grow your own'.</li> <li>• The circular economy, waste management and recycling initiatives.</li> <li>• Supporting sustainability through schools.</li> <li>• Training and education.</li> <li>• Establishing and developing collaborations and networks.</li> </ul>

**Collaboration and other funding supports**

Any funding we offer must support and add to existing funding streams that local communities already have access to.

For projects to be sustainable, collaboration is key. We want to make sure communities can make the most of the opportunities open to them for transforming their area to meet their needs. This means EirGrid and SECAD Partnership CLG will work closely with:

- communities
- local authorities
- Non-Governmental Organisations (NGOs)
- State agencies.

**The fund cannot support projects or activities, if one or more of the following apply**

- Projects proposed by individuals.
- Projects proposed by private or commercial companies.
- Requests for sponsorship and ongoing operational costs.
- Trips abroad.
- Political activities.
- Religious organisations or activities.
- Projects beyond the timeframe.
- Existing loans, debts, or retrospective supports; you must apply for future needs.
- Organisations that are fully state funded, for example, the fund cannot replace funding that is, or has been, the responsibility of any statutory bodies.
- Schools; however, parent's associations and boards of management are welcome to apply.



# 9. Umbrella application

If you have a project with a value of up to €5,000, we ask that you consider submitting your application under an 'umbrella application'. This option is to support smaller emerging groups that may need additional support.

The lead organisation will include your project under an 'umbrella application' with other similar value projects from the area. The lead will take responsibility for managing administrative and compliance requirements of the overall grant application.

Groups with a smaller value project are also welcome to apply directly with a single application if they wish.

SECAD Partnership can give you a list of lead organisations and groups in your area.

You can start your umbrella application by contacting our fund administrator. They will put you in contact with the lead organisation in your area. You will need to fill out an initial assessment form and a completed copy of your groups constitution. If the group doesn't have a constitution, which is a document that provides information on your group, a template is available for [download here](#). You can edit the template to suit your group. You will also need to supply quotations relevant to your funding application.



## 10. Project plan and budget

It is important to take some time to think through your community project. Consider carefully what costs should be included in your project budget. It is essential to note that the final 50% of the contract value payment, cannot be made until your project is fully completed.

The project plan and description should include the:

- needs and benefits of the project
- number of beneficiaries
- business plan for large projects.

Please give details of any support from or collaboration with other community groups or organisations in the area for your project. Please consider uploading video content and testimonials on the online application portal.



## 11. Common errors on applications

- Incomplete applications.
- Poor project description or lack of information.
- Applicants did not read the fund guidelines or criteria, or both.
- Blank answers to questions.
- Missing paperwork such as planning permission or an exemption from planning permission.
- Project costs do not tally with quotes.
- The projects fall outside the Area of Benefit.
- Projects did not show appropriate governance or committee structure.

### Construction and electrical certification

- You may be carrying out construction or electrical works of some kind. If so, at the 'Claim stage', you must supply any necessary:
  - Engineer's report
  - RECI certification in the case of electrical works
  - Installation report
  - ROSPA report in the case of playgrounds

You may include the costs associated with any of these reports in your application. Please make sure to provide a quotation.

Take some time to consider the project you wish to submit for support. Make a plan so that you will have the necessary documents available to submit before the closing date.

## 12. Sustainable development goals

The Celtic Interconnector Community Benefit Fund will be underpinned by the objectives of the UN Sustainable Development Goals (SDGs). The Sustainable Development Goals are a universal call to action to:

- end poverty
- protect the planet
- improve the lives and prospects of everyone, everywhere.

The 17 goals were adopted by all UN Member States in 2015, as part of the 2030 Agenda for Sustainable Development. It set out a 15-year plan to achieve the goals.

In your application, please identify which goal your group or project most closely aligns with. Please visit this website for further information on each goal:

- <https://sdgs.un.org/>

### SUSTAINABLE DEVELOPMENT GOALS



## 13. How to apply

Please visit [www.eirgrid.ie/CelticInterconnectorFund](http://www.eirgrid.ie/CelticInterconnectorFund) where you will find a guide to completing an application.

Go to the application portal at <https://eirgridcommunityfund.submit.com/show/46>

### 13.1 Documents you must provide

You must submit the following documents with your application, at a minimum.

#### Financial details

Submit a copy of a statement from your organisation's account with your:

- bank,
- credit union, or
- post office.

#### Your constitution

Submit a copy of your organisation's signed and dated constitution. If the group doesn't have a constitution, which is a document that provides information on your group, a template is available, and you can edit the template to suit your group. Contact SECAD for a copy or [download the template](#) from our website.

Your constitution must confirm that the organisation:

- has charitable purposes
- is not for profit in nature
- does not pay any directors or trustees.

#### Verify value of each item

You must submit quotations to verify the value of each item that you are seeking funding support from the Celtic Interconnector Community Benefit Funds to purchase.

- If any individual item is less than €5,000, you need one quote for that item.
- If it costs €5,000 or more, you must provide three quotes from three different suppliers, or evidence that you tried to obtain three quotes.

#### You must be registered with your local Public Participation Network

Applicants must be registered with their [local Public Participation Network \(PPN\)](#) or be able to show that registration is in progress. <https://corkcountypnn.ie/join/>



### Leases and planning permission

You must supply particular paperwork for work relating to:

- renovation
- construction
- refurbishment
- groundworks
- installation.

If the applicant group is not the owner of the premises or location, you must supply a lease or letter of permission from the owner to undertake the proposed works.

If relevant, you must supply details of planning permission, or a letter or email showing exemption from the relevant Local Authority. You must prove the relevant permissions. It is important to note that you are responsible for providing the relevant permissions. You can read further information on the planning process and get contact details for Local Authorities on at [www.housing.gov.ie](http://www.housing.gov.ie)

Please note that applicants who do not submit the required documentation with the application form, may not proceed to evaluation. This includes:

- planning permission
- planning exemption
- owner permission.

## 14. The application process

You must submit your application online. Once you have submitted your application, you will receive an email to confirm that we have received your application. You can download a copy of this for your records.

SECAD will then make checks to make sure the applicant organisation and project meet the funds' eligibility criteria. Complete, eligible projects will proceed to evaluation stage.

In some cases, we may defer your application. SECAD may ask you to provide more information so that they can reconsider your application during a subsequent call.



## 15. Our evaluation process

An evaluation panel will assess all applications and make sure there is a fair and objective distribution of grants and grant value amounts, across the scheme area. This evaluation panel will be led by SECAD Partnership and will include representatives from EirGrid and independent evaluators.

When selecting who benefits, we aim to choose organisations that will gain the most from these grants.

The evaluation panel will try to make sure that the benefits of the fund are received by communities in the defined Area of Benefit. They will consider the geographic spread of applications. The panel will also try to make sure that a broad mixture of projects and project values are funded. The funded projects should serve a wide range of people.

**Please note, canvassing or lobbying will automatically disqualify your group.**

## 16. Evaluation criteria

We will evaluate each fund application using the following criteria

<b>Type of applicant</b>
<p>The project should be proposed by:</p> <ul style="list-style-type: none"> <li>• a community group</li> <li>• not-for-profit entity</li> <li>• social enterprise.</li> </ul>
<b>Location of project</b>
<p>The project should:</p> <ul style="list-style-type: none"> <li>• be within the 2km boundary of the Area of Benefit</li> <li>• clearly serve communities within this priority area.</li> </ul>
<b>Project eligibility</b>
<p>The project must be eligible for funding and not on the list of ineligible items or activities.</p>
<b>Project must fall under one of the three themes</b>
<p>The project must benefit the community and improve the quality of life in the area under the themes of:</p> <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Sustainability</li> <li>• Community.</li> </ul> <p>The benefits must be clearly outlined in the application.</p>
<b>Target group and scale of impact</b>
<p>The group in the area benefiting from the project must be:</p> <ul style="list-style-type: none"> <li>• large</li> <li>• diverse</li> <li>• under-served</li> <li>• a mixture of these.</li> </ul> <p>You must have consulted with the user or target group or groups. Ideally, for larger funding, we encourage cross-community applications or even applications from multiple communities.</p>

### Viability and sustainability of your project

Your project must aim to make a positive social and, or, environmental impact.

If your project needs to purchase physical goods or materials, the project team must commit to sourcing the most environmentally and socially sustainable option available.

The project must show how it is linked to the UN Sustainable Development Goals.

The project should have the potential for longevity and you should be able to show you can manage it in the long term. You should have thought about future funding or maintenance costs if relevant.

### Your capacity and track record

You must be able to show that you have a history of community involvement and experience delivering community projects. Otherwise, you must show that you have access to the relevant expertise and are registered with the Public Participation Network.

### Project value for money

Your proposal should show value for money. Our funding should give you the support that you cannot get elsewhere through alternative funding.

**Please note applicants may not proceed to evaluation if they fail to submit required documentation with the application form, for example:**

- **planning permission**
- **planning exemption**
- **owner permission.**

## 17. Feedback

SECAD Partnership works in cooperation with EirGrid. They take care to assess all applications against criteria in a consistent and fair way.

Although decisions are final, if your application is unsuccessful, you can ask SECAD Partnership for feedback.

We welcome all observations and feedback on the process. Please [download a feedback form](#) or access it on our website. Once complete, please email it to [info@secad.ie](mailto:info@secad.ie) and we will respond to you.



## 18. Contract offer

If your application is successful, we will send you a provisional grant offer and contract through an online electronic signature platform. You must accept, sign and return this within 15 working days.

Please note, the provisional grant offer email may set conditions which you must fulfil within the 15-day timeframe.

Along with the contract, successful applicants will receive the relevant grant claim login details and guidance notes. These will explain how to drawdown the funds.

Please note, unless otherwise agreed with SECAD, you should not spend anything related to the grant aided parts of your project until at least after the date you submitted your application. If you spend money on the project before a contract has been issued and signed by SECAD and you, you then assume the risk that you may not receive an offer of funding.



## 19. Abiding by terms and conditions

If SECAD thinks an applicant has breached the terms and conditions of grant aid, they may ask them to return all of the grant awarded.

SECAD in cooperation with EirGrid may also stipulate that no future applications for funding will be accepted from that organisation for a minimum of two years. After two years, we will only accept their application if the organisation can prove they have taken action to improve their ability to complete the project. This must include evidence of support sought from appropriate support or umbrella organisations.





## 20. Payment structure

If we offer you funding, we will detail the payment structure on your contract. Once the contract has been signed by both the applicant and SECAD, successful groups will receive an advance payment of 50% of the award value.

SECAD will transfer 50% of the contract amount to the group or organisation account named by the applicant in their application. We will make the final payment in line with the 'Grant claims process' outlined on [page 33](#).

## 21. Project closing dates

All contracts contain a closing date. After this date, your grant offer will no longer apply and not be payable. Generally, this is 12-24 months from date of issue, but may differ depending on the scale or your project.

If, for some reason, your project is delayed and will not be completed by the closing date, please contact SECAD immediately.



## 22. Grant claims process

Please remember that before we pay out funding, you must submit all the necessary documents. Then when you complete your approved project and pay your contractor/ service provider, you must upload the required documents to detail your spending on the project.

In order to issue your 'claim for payment', please log into the portal or click the link we previously sent you. This will enable you to access the claim form.



Scan Here  
for Portal  
Application  
Form

At a minimum, you must answer the questions asked and upload the following:

- copies of your invoices or receipts
- pictures of your project or purchase
- a copy of your group's financial statement (from your bank or post office account for example) showing the transaction or transactions

Invoices and receipts must be dated after the date you submitted your application for funding.

If a group does not complete the project fully in line with the contract, SECAD may not make the final payment. They may also ask you to return the initial funding provided to your group.

**Please note, if documentation is missing or incomplete, it will delay processing of your claim.**

### Funding is paid by electronic funds transfer

When processing your grant payment, SECAD will make the payment to the name of the group or company stated on the 'Offer Contract'. They will pay your funds through electronic funds transfer (EFT) to the account details provided with your application. SECAD does not pay out funding in cash.

### 22.1 Acknowledging the support of EirGrid

We will ask you to acknowledge the support of EirGrid Community Fund on any materials associated with the grant. Groups are asked to [download the template and logo\(s\)](#) for use in social media to acknowledge EirGrid.

Please contact SECAD Partnership if you want to discuss.

### 22.2 Case studies and testimonials

The last section of the claim form asks for a testimonial from the applicant group and a picture suitable for future publication. This is for use in future reports and case studies. Please make sure to get the permission of everyone photographed before submitting an image. For people under 18, please get permission from their parent or guardian.

## 23. Project monitoring

SECAD and EirGrid reserve the right to visit any of the funded applicants to monitor progress. Where phased funding is agreed, we will put in place an appropriate monitoring framework.



## 24. Terms and conditions

Before completing your application, please note the following terms and conditions.

### 1. Signature

The Chairperson, Secretary or Treasurer of the organisation or group making the submission must sign the application.

### 2. Accurate and complete

The information you supply must be accurate and complete. Incorrect information may mean we disqualify you, or you have to repay any grant made, or both.

### 3. Fund may be oversubscribed

You should know that the fund may be oversubscribed. Some applications fulfilling the conditions may not be successful or we may approve them for a reduced amount

### 4. Award amount is final

The amount we offer to the successful application is final and we will not increase it if even if prices increase.

### 5. Managing information

We will hold all information you supply in your application for a grant electronically. The Freedom of Information Act applies to all records held by EirGrid. This means anything you write in your application is part of the public record.

### 6. You should provide quotes

All proposals should provide quotes for activities. If you do not provide these at the proposal stage, we will ask you for them before we offer you a grant. For items or activities under €5,000, you must provide one quote. For items or activities above €5,000, you must provide three quotes.

### 7. Electronic funds transfer

Your organisation must have a bank, credit union or post office account or access to one. All grants will be awarded by electronic funds transfer (EFT) and will be paid directly to the organisation.

### 8. Tax affairs should be in order

If we award your organisation more than €10,000, you must show that your tax affairs are in order. You must also submit your tax reference number on the claim form before we finalise the grant offer.

### 9. Receipts and invoice

You must keep evidence of expenditure, receipts and invoices and show them to us if we ask for them.

### 10. Relevant permissions

If relevant to the project, along with your application form you must provide evidence of:

- landowner consent or permission
- planning permission or exemption.

**11. Procedures, policies and insurance**

Before drawing down funding, each organisation must make sure that it has:

- proper procedures and policies in place
- appropriate insurance where relevant.

**12. Working with the young or vulnerable**

Where relevant to the project, we expect successful applicants to have a policy in place and proper procedures for working with children, young people and vulnerable adults. You must have these in place before you draw down the funding.

**13. Health and safety**

Each project, event or activity must make sure that the relevant health and safety regulations are complied with. Groups should have insurance cover on a project's grant-aided assets, including public liability insurance.

SECAD Partnership and EirGrid are not liable for any claims relating to funding allocated for projects under this fund.

**14. Ethics and environment**

You should consider the ethical and environmental aspects of activities, materials and equipment.

**15. Good governance**

We encourage you to sign up to the [Charities Governance Code with the Charities Regulator](#). This is a code of practice for good governance of community, voluntary and charitable organisations in Ireland.

**16. EirGrid acknowledgement**

You must publicly acknowledge EirGrid's contribution in all materials associated with the purpose of the grant.



## 25. Glossary to key terms

Term	Explanation
Application portal	This is the online platform you use to complete your application.
Area of Benefit	This refers to a 2 km area on either side of the cable route as shown by the cable route map. Applicants within this zone are eligible to apply to the fund.
Constitution	A document that provides information on your group. <a href="#">Download the template</a> on our website, if your group doesn't have a constitution.
Engineer's report	A report from your engineer after civil works have been completed. It should confirm that your project complies with the rules and regulations and verify the project value.
Evaluation criteria	These are the guidelines our evaluation team members use so they can evaluate each application or project consistently.
Grant claims process	The process you will use to request payment of your awarded funding, if you are successful in your application.
Phase(s) 1-3	The fund is divided into three Phases; Phase 2 is now open for application.
RECI certification	A compliance certificate provided from an electrician after electrical works have been completed.
ROSPA Report	This only applies to playground equipment, this is a written report completed by The Royal Society for the Prevention of Accidents, covering things like site safety and condition, equipment and surfacing.
Stream(s)	The fund is divided into three funding streams: Community, Sustainability and Biodiversity.
The global goals for sustainable development	In the application we will ask you to select a goal or goals that your project most closely aligns with. There will be a drop-down menu to choose from.
Umbrella projects or applications	This is when a lead organisation completes an application on behalf of a number of community groups.

## 26. Contact information

Please get in touch with SECAD Partnership if you have any questions.

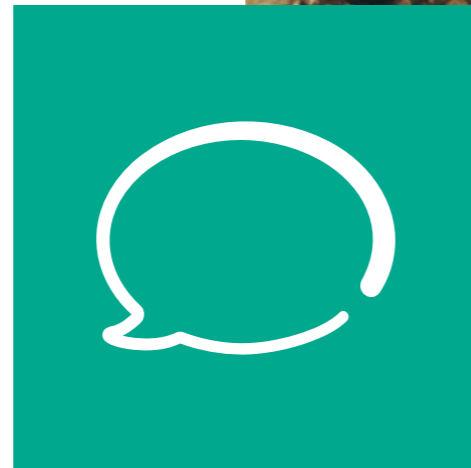
### Address

SECAD Partnership CLG  
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Owennacurra Business Park  
Knockgriffin  
Midleton, Co. Cork  
P25 Y893  
Ireland

**Phone** 021 461 3432

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