

Municipal Districts Discretionary Allocation Scheme 2026

Application Deadline: Friday, 23rd February 2026 at 4:00PM

Scheme Overview

The Municipal Districts Discretionary Allocation Scheme was established by the Members of Cavan County Council to support community groups in delivering and promoting projects in their local areas.

The allocation of funds is at the discretion of the Elected Members and as such will be a “reserved function” of each specific Municipal District area. Members also reserve discretion over the specific proportion of the project costs to be funded. The minimum aid payable will be €3,000.

Categories of Eligible Aid

Funding is available under the following categories:

a) Amenity and Environmental Schemes:

- Grants to community groups for works which develop or promote publicly owned and/or community managed amenity areas.
- Grants to community groups for works which preserve/promote environment.

Cavan County Council is committed to supporting projects that contribute to climate resilience, biodiversity enhancement, and energy efficiency. In this regard priority will be given to applications that demonstrate one or more of the following:

- Climate Adaptation & Resilience
- Energy Efficiency & Renewable Energy
- Biodiversity Enhancement
- Circular Economy & Waste Reduction

- b) Heritage and Genealogy:
- Grants to community groups for works which promote local community heritage/genealogy.
- c) Match funding for works which are:
- Approved by the Local Community Development Committee under Leader and/or any other state funding.
 - Approved by Fáilte Ireland and/or any other state funding.
 - Projects promoted by Town Teams as part of their approved Town Teams Plan.
 - Supplement the schedule of Municipal District works and/or any other works carried out by the local authority.
- d) Funding towards the cost of preparing reports or complying with statutory requirements (e.g. planning or environmental reports) in order to submit an application for State funding for works which are:
- Approved by the Local Community Development Committee under Leader and/or any other state funding.
 - Approved by Fáilte Ireland and/or any other state body.
 - Projects promoted by Town Teams as part of their approved Town Teams Plan.
 - Supplement the schedule of Municipal District works and/or any other works carried out by the local authority.
- e) Funding towards the cost of procuring a generator to allow a facility to act as a Community Support Centre in a major emergency event.

Please ensure that you are familiar with the guidelines before you begin filling in the application.

Every year there is huge interest in this scheme from the many community and voluntary groups across County Cavan.

For this reason, we can only assess application forms that have been fully completed. Incomplete application forms will not be considered for funding.

Operating Rules & Guidelines

The scheme will not fund debt agreements or projects for which adequate statutory funding is already available.

1. Propose & Scope

- **Target Projects-** This scheme complements the existing Community & Voluntary Grant scheme and is specifically designed for **larger scale, infrastructural and capital projects.**
- **Public Benefit-** Funding is restricted to public projects; applications for projects that benefit specific individuals are not eligible.
- **Project Distribution-** Cavan County Council aims to ensure a balanced geographical spread of funded projects within the Municipal District.

2. Applicant Eligibility

- **Financial Standing-** Recipient groups must be in good financial standing with the local authority
- **Debt Management-** Groups with existing debt with the local authority must have entered into an agreement with the local authority for the service of any debt owed to the local authority.

3. Project Approval & Drawdown

- **Letter of Offer-** Successful applications will receive a formal 'Letter of Offer' with awarded grant amount.
- **Commencement of Works-** Works must not begin until after the date the 'Letter of Offer' has been issued.
- **Compliance-** All works must comply with the Local Government Planning and Development Acts and where necessary have the approval of the planning authority.

4. Grant Timelines and Extensions

- **Spending Deadlines-** Grant monies must be spent within the time frame allocated at the at the time of the award.
- **Risk of Forfeiture-** Failure to adhere to the timeline may result in the reallocation of monies and/or the loss of the grant.

- **Extensions-** If an extension is required, permission must be sought and cannot exceed 12 months from the original project completion date.
- **Final Deadline-** All works must be completed by 31 December 2026.

5. Drawdown and Payment Process

- **System requirements-** Grant acceptance and drawdown are managed through the Submit.com portal.
- **Payment Method-** All payments are issued via Electronic Fund Transfer (EFT)
- **Bank Details-** Groups must provide a signed header of a bank or credit union statement to Cavan County Council, Finance Department. (Please note, if this has been submitted for previous grants, there is no requirement to submit again.)
- **Vouched Expenditure-** Final payment is only released after the submission of full evidence of expenditure, including:
 - Invoices, receipts and bank statements (from the group's own bank account) showing payment.
 - Before and after photos of completed works.

Works to be completed prior to 31 December 2026

Application Requirements

Group Documentation

To be eligible, recipient groups must have:

- an acceptable constitution or set of rules governing membership, operation and management including a voting procedure.
- A child protection policy (where activities include children and young people under 18).
- A reasonable expectation of continuity.

Submission Checklist

All applications must be accompanied by the following:

- **Meeting Minutes-** A copy of minutes of meeting held by group in the past 6 months.
- **Governing Documents-** A copy of the constitution, rules etc. A copy of the group's child protection policy (where applicable).
- **Insurance-** A copy of the group's insurance with specific indemnity for Cavan County Council under the group's public liability policy.
- **Financial Estimates-** A detailed estimate of the cost of the proposed works.
- **Quotations-** Three written quotations for works over €5000 (ex VAT).
- **Proof of Title-** Satisfactory evidence of title of the property (where relevant).
- **Funding Transparency-** Details regarding all other sources of funding or grant available for this project.

If we award a grant to any project, it does not mean we are authorising the provision of the project or the carrying out of works.

Freedom of Information

The Freedom of Information Act applies to all records held by Cavan County Council

All information provided in respect of the application for a Municipal District Discretionary Allocation grant may be made available to other Cavan County Council Departments as appropriate. Such information will be processed in line with the Local Authority's privacy statement which is available to view on www.cavancoco.ie.

Group Insurance

The attached sheet on insurance must be read, understood and accepted as forming part of the conditions of the grant scheme. Groups must have appropriate insurances in place (€6.5m public liability) and a specific indemnity to Cavan County Council under the group's public liability policy **must** be provided before funding is allocated.

The members of Cavan County Council may choose to review, change, or cancel this scheme at any time.

Cavan County Council

It will be a condition of any application for funding under the terms and conditions of the **Cavan County Council Municipal Districts Discretionary Allocation Grants Scheme** that the applicant has read, understood and accepted the following:

1. Cavan County Council shall not be liable to the applicant or any other party, in respect of any loss, damage, grant recipient expense or costs of any nature arising directly or indirectly from:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
 - c. The carrying out of the activity and/or the implementation of the purpose for which the application for funding was made.
 - d. The state of repair and condition and/or use of any building or property concerned in any application for funding.
 - e. The state of repair and condition of and/or use of any equipment or facilities concerned in any application for funding.

2. Cavan County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities for which any application for funding has been made. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implementation of this grant; the Grant Recipient further agrees to be responsible for making payment of any compensation arising on foot of any claim for damages or otherwise whatsoever.

3. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implication of this grant; the Grant Recipient hereby agrees to fully indemnify Cavan County Council in respect of any actions, expenses, costs, claims, damages and other liabilities whatsoever in respect of the injury to or death of any person, or damage to any property howsoever arising directly or indirectly out of:
 - a. The state of repair & condition of any property, premises or location at which any grant funded activity is carried out.
 - b. The User of any property, premises, location at which any grant funded activity is carried out.
 - c. Any works carried out or in the course of being carried out on any property, premises or location at which any grant funded activity is carried out.
 - d. Any activity or activities in which the Grant Recipient for funding is involved directly or indirectly.
 - e. The state of repair and condition of and/or use of any equipment or facilities concerned in any grant funded activity.

4. The Grant Recipient shall effect and always maintain in full force and effect employer's liability insurance, public liability insurance and insurance against all risks in respect of damage to buildings, equipment or facilities used or invested in by the Grant Recipient, its servants, agents, Licensees or invitees in connection with or under this Grant Agreement. The Grant Recipient acknowledges that Cavan County Council is not liable for any claim by the Grant Recipient, its servants, agents, licensees and invitees, a third party client or final beneficiary arising out of any negligence (by act or omission), breach of duty of care, fraudulent or reckless statements or negligent misrepresentations by the Grant Recipient, its servants, agents, licensees and invitees and the Grant Recipient shall bring this provision to the notice of each of its clients.