

Oweninny Community Benefit Fund Guidelines 2024
– Category 3, small-scale capital projects, within Target Area
(see No. 3 hereunder).

1. Who can I contact if I have any questions or need guidance completing the Application Form?

Martina Walsh
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To make an online application, you must create an account on <https://consult.mayo.ie/> - (click on the Register button on the top right hand side of <https://consult.mayo.ie/>), in order to access the application process. All supporting documents, including these Guidelines, are available on the application.

2. Where does this money come from ?

The Oweninny Community Benefit Fund Scheme is a fund based on installed capacity of the Oweninny Wind Farm. Applications are sought from groups who are community based voluntary or enterprise organisations, co-operatives or partnerships or State funded organisations active in the area. Mayo County Council administers the scheme, and an Evaluation Committee considers the applications in line with Mayo County Council's policy on community benefit contributions required for certain major developments.

3. Which Areas can benefit from this Fund ?

Bangor, Glenco/Sheskin, Kilfian West & South, Crossmolina North & South, Deel, Derry, Letterbrick, Bunaveela DEDs. Click link here to view [Targeted Area Map](#).

4. How are decisions made?

The fund has its own Evaluation Committee & Board of Directors to decide how funds should be allocated.

5. When are decisions made?

Completed applications for Category 3, small scale capital projects, within the Target Area, will be evaluated by the Evaluation Committee, who will make recommendations to the Board of Directors.

6. What can grants be used for ?

Applications can be made to fund activities under the following categories.

- Amenity facilities / activities
- Culture/Heritage activities / facilities
- Recreation/Health activities / facilities
- Social inclusion activities / facilities
- Community development activities / facilities
- Environmental activities / facilities.
- Educational activities / facilities

The table below provides a brief description/additional notes for Category 3 projects:

	Brief Description	Additional Notes
CATEGORY 3	<u>Small Scale Capital Projects</u> Max. Grant €5,000	Completed applications for Category 3 will be evaluated by the Evaluation Committee.
TARGET AREA		

7. What project costs are ineligible ?

Examples of projects that are ineligible for funding:

- CCTV.
- Temporary Facilities.
- The direct replacement of statutory funding*.
- Recurrent operational or running costs (e.g. annual insurance).
- Projects which do not directly benefit the local community or align with qualifying criteria (see TABLE 1 below).
- Projects that are receiving full funding from another source/fund for items and costs being listed in your application. Duplication of funding is prohibited.

* If a statutory/other accountable body (e.g. schools), wish to apply to the Fund, evidence must be provided that the project is community-led, open, accessible and for the benefit of the community and not a statutory responsibility. A statutory/other accountable body (e.g. schools), must also demonstrate that the project would not normally be funded by the Department of Education and Skills.

8. All applications require evidence that the project is supported by the wider community. This evidence may include but is not limited to, a local survey, a community ballot, letters of support and/ or inclusion in a local Community Futures plan.

9. If a project is approved for funding, full procurement procedures will need to be adhered to.

All procurement processes must be in line with European 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).

10 Who can apply?

Applicants that will benefit the targeted area, see point 3 of this document.

Applicants are required to be from at least one of the following categories and to be registered or in the process of being registered with the Mayo PPN.

- Community based voluntary organisation
- Community based enterprise organisation
- Co-operative or partnership
- State-funded organisation active in the area.

The applicant is required to be:-

- Tax compliant.
- Have a written constitution.
- Be a satisfactorily constituted legal entity.
- Able to provide accounts covering all areas of activity.

Membership to the applicant group is required to be open and non-discriminatory.

Applicant does not espouse any political, religious or social exclusion philosophy, doctrine or policy. Applicant is a viable & sustainable entity.

11 When must grant be spent by?

Any grant received is required to be spent within one year of being awarded.



Comhairle Contae Mhaigh Eo
Mayo County Council



Publicity Notice

Mayo County Council is committed to operating the Community Benefit Fund Scheme (the “Scheme”) in an open and transparent manner. In compliance with the Code of Practice for Wind Energy Development in Ireland: Guidelines for Community Engagement, Mayo County Council will publish details about the Community Benefit Fund Scheme on its website. Where appropriate Mayo County Council will use social media and local media to highlight the benefits of the Scheme to the local community.

Data Protection

Any personal data you provide to the Community Benefit Fund Scheme Committee in connection with your application to the Community Benefit Fund Scheme will be processed in accordance with our obligations under Data Protection Acts.

Disclaimer

The Community Benefit Fund Scheme Committees and Mayo County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. The Community Benefit Fund Scheme Committees, Mayo County Council its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

Privacy Notice (“Notice”)

In connection with your application for participation in the Oweninny Community Benefit Fund Scheme (“Scheme”) it will be necessary for Mayo County Council to process personal data (which may be held on paper, electronically, or otherwise) regarding your nominated point of contact within your organisation. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable data protection laws. The purpose of this Notice is to make you aware of how such personal data will be processed in this context. You agree to make third parties whose personal data or information you disclose aware of the terms of this Notice.

What is the Oweninny Community Benefit Fund Scheme?

The Oweninny Community Benefit Fund Scheme is a fund based on the installed capacity of the Oweninny wind farm. Applications are sought from clubs, associations, and other such groups in the locality for support to various community-based initiatives and improvement projects. Mayo County Council administers the scheme, and an Evaluation Committee considers the applications in line with Mayo County Council’s policy on community benefit contributions required for certain major developments.

Who collects your data?

When you apply for the Scheme, personal data and information that you provide will be held by Mayo County Council who will be the Data Controller.

Mayo County Council is committed to ensuring that the personal data of an individual as outlined in the application form for the Scheme is handled in accordance with the applicable data protection laws.

If you have any queries about how your data is processed, please contact Data Protection Officer of Mayo County Council.

What data will be collected?

When you apply for the Scheme, you will be asked to provide Mayo County Council with the name and address and details of the contact person for the organisation.

Mayo County Council will process personal data and information that you provide and, in some instances where relevant, information provided to them by third parties such as the Evaluation Committee for the Scheme and Government/public sector bodies.

Why and how do we process the information you provide?

It may be necessary to process personal data you provide in connection with your organisation's application for the Scheme. By submitting the application, you acknowledge that the personal data of the contact person for the organisation may be processed for those purposes, including but not limited to the following:

1. To contact you about your application for the Scheme.
2. To administer the application and to assess the organisation's eligibility for the Scheme.
3. To follow up with you after the application is received, as required.
4. Maintenance of your application.
5. Management of Scheme processes (including commencement, completion, progressions).
6. To contact you after the Scheme completes in order to measure the impact of the Scheme.
7. To comply with all legal obligations relating to the Scheme.
8. To prevent fraud or reporting potential crimes.
9. To comply with European Union monitoring and reporting requirements.
10. To carry out audits as necessary
11. For notification of events relevant to the organisation

Mayo County Council as Data Controller undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data on the application will be disclosed to relevant staff of Mayo County Council on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure personal data is appropriately protected. The Evaluation Committee for the Scheme will have access to the personal data as outlined in the Application form however no third parties will have access to personal data unless there is a legal obligation for Mayo County Council to provide the data.

To support efficient processing of the application, Mayo County Council may need to check the accuracy of personal information you provide with external data sources. For example, tax clearance verification.

Retention of Data

Mayo County Council will keep your personal data for the purposes of on-going administration, audit, and review but only for as long as is necessary to meet the purposes set out in this Notice.

Your Rights

Under the General Data Protection Regulation (GDPR) together with the Data Protection Acts 1988, 2003 and 2018 you have several rights regarding your personal data. You have the right to request from Mayo County Council access to, rectification to, and erasure of your personal data, the right to restrict processing, object to processing as well in certain circumstances the right to data portability. If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the office of the Data Protection Commissioner if you believe that Mayo County Council has not complied with the requirements of the GDPR regarding your personal data.

The Freedom of Information Act applies to all records held by Local Authorities.

Identity and contact details of the Data Controller.

Mayo County Council is the controller of the data under the Scheme for the purposes of the data protection laws. If you have any queries about this Notice or how your data are processed, please contact Mayo County Council Data Protection Officer.

Summary Scheme Rules

The Oweninny Community Benefit Grant Scheme will operate as follows :-

1. As in accordance with the Mayo County Council Policy on Community Benefit Contributions required for certain major developments the Oweninny Community Benefit Fund will be managed by the Community & Integrated Development Section of Mayo County Council.
2. The Oweninny Community Benefit Fund Board will have an oversight role regarding the Oweninny Community Benefit Fund Scheme.
3. The Oweninny Community Benefit Fund Evaluation Committee will assess applications in accordance with Mayo County Council policy on Community Benefit Contributions required for certain major developments.
4. Administration of the Oweninny Community Benefit Fund Scheme will be carried out by Mayo County Council through the Community & Integrated Development Section.
5. The Community & Integrated Development Section of Mayo County Council will arrange a call for applications to benefit from the Oweninny Community Benefit Fund Scheme.
6. Completed applications, received within the specified period for submission, will be:-
 - (a) screened based on the Qualifying Categories and the Qualifying Criteria (see TABLE 1 below); and
 - (b) assessed against the Application Scoring Criteria (see TABLE 2 below), by the OCBF Evaluation Committee, who will make recommendations to the OCBF Board., and will decide the funding application outcome.
7. Unallocated funds may be carried over and added to the following year's fund.
8. Benefiting cases may be subject to audit and receipts of expenditure will be requested.
9. All applicants will be informed in writing (e mail) of the outcome of their application.

TABLE 1 – Qualifying Criteria

No.	Qualifying Criteria 2024	Yes/No	Comment
1.	Project located in Targeted Area.		
2.	Small-Scale Capital Project.		
3.	Benefitting entity is required to be from at least one of the following categories. <ul style="list-style-type: none"> • Community based voluntary organisation • Community based enterprise organisation • Co-operative or partnership • State-funded organisation active in the area. 		
4.	Benefitting entity is required to use the Fund for the purposes of supporting community initiatives under one of the following categories. <ul style="list-style-type: none"> • The provision or improvement of amenity facilities. • The provision or improvement of recreational facilities. • The provision or improvement of cultural or heritage facilities. • The protection or enhancement of the environment. • Programmes to promote social inclusion & community development. • The provision or improvement of educational services. 		
5.	Benefitting entity is required to be tax compliant.		
6.	Benefitting entity is required to have a written constitution.		
7.	Benefitting entity is required to be satisfactorily constituted.		
8.	Benefitting entity is required to be able to provide accounts covering all areas of activity.		
9.	Membership of the benefiting entity must be open and non-discriminatory.		
10.	Benefitting project must not espouse any political, religious or social exclusion philosophy, doctrine or policy.		
11.	Benefitting entity must be viable & sustainable.		
12.	Benefitting entity is required to be registered to the Mayo PPN or in the process to being registered with the Mayo PPN.		

No	Qualifying Category 2024	Yes / No	Comment
1	Culture/Heritage		
2	Education		
3	Recreation/Health		
4	Social Inclusion		
5	Community Development		
6	Environment		

TABLE 2 – Application Scoring Criteria

No.	Comparative Criteria 2024	Max Score Available	Score
1	Degree to which the project will deliver widest benefit to the local economy & local community.	300	
2	Degree of project’s viability & sustainability.	300	
3	Project location: Targeted Area (see Guidelines).	300	
4	Degree of synergy between the application and the County’s long-term strategic development.	100	
	Total Score	1,000	