



# Rural Regeneration and Development Fund **Application Form**

**Please complete a separate application form in respect of each proposal.**

**All queries can be addressed to [rrdf@dracd.gov.ie](mailto:rrdf@dracd.gov.ie)**

Lead Applicant Name:

Project Location:

Application Ref. No.  
(for official use)

# Rural Regeneration and Development Fund Application Form

Applicants should refer to the Scheme Outline and Information Booklet prior to completing this Application Form. The Booklet is available at <https://drccd.gov.ie/about/rural/rural-regeneration-development-fund/>

The criteria against which applications will be assessed are appended to this Application Form.

**Please indicate which category of funding you are applying for.**

**Category 1:** “Ready-to-Go” proposals, or initial phases of projects which can be commenced in 2019, which have the necessary consents (e.g. planning) in place, are at an advanced stage of design and are procurement-ready; or

**Category 2:** Proposals that have clear potential and quantifiable objectives but require further development to enable them to be submitted as Category 1 proposals in subsequent funding calls.

Category 1 <input type="checkbox"/>	Category 2 <input type="checkbox"/>
-------------------------------------	-------------------------------------

**Note:**

The Project Advisory Board reserve the right to re-categorise a proposal where it is deemed to be more suitable to the alternate category.

# Section 1. Applicant Details

## 1.1. Lead Applicant (the Lead Applicant must be a public or publicly-funded body)

Organisation Name:	
Business Address:	
Contact Name:	
Contact's Position:	
Contact's Telephone Number:	
Contact's Email Address:	
Tax Registration Number:	
Tax Clearance Access Number:	

## 1.2. Partner Organisations to the proposal

Partner No.	Name	Status (i.e. Government Dept., State agency, private company, etc.)
Organisation 1:		
Organisation 2:		
Organisation 3:		
Organisation 4:		

### 1.3. Role of the Lead Applicant and individual Partners

- Outline the respective role of the Lead Applicant and each of the Partners in the project
- Explain how the partners will collaborate to deliver the project and the particular added value arising.

- Provide a brief outline of the track record of each of the partners in successfully delivering projects of a similar nature.

### 1.4. Governance Arrangements

- Outline the governance arrangements which will be put in place to ensure the effective delivery of the project on-time and within budget, including arrangements for project management, financial oversight and accountability and compliance with public spending requirements.

## Section 2. Overview of the project

### 2.1. Location of the project

- Where is the project located? Provide the name of the town(s), village(s) or area(s) which will be involved in, or benefit from, the project.
- The Rural Regeneration and Development Fund can support projects in towns, villages and rural areas with a population of less than 10,000 people and which are located outside the five city metropolitan areas. Projects which cross administrative boundaries, or which include more than one town/village/area as part of a wider strategic plan, are eligible for funding.

### 2.2. Anticipated commencement and completion dates

- Projects from this call for proposals can be multi-annual in nature but are expected to be initiated in 2019. In the case of Category 2 applications, project development should commence in 2019.

Proposed Start Date:

Proposed completion date: (for Category 2 projects, this refers to the completion of project development)

## 2.3. Summary of the proposal

- Provide a synopsis of the proposal, to include the specific objectives of the project (e.g. provision of increased residential accommodation, additional business investment, job creation, addressing social disadvantage, improved services infrastructure, etc.) (max 800 words).
- A more detailed proposal should also be appended to the application, elaborating on the proposed project and including, where relevant, maps of specific sites to be (re)developed, building plans and/or drawings, and any other information you consider relevant. The additional documentation should not exceed 25 pages.

## 2.4. Next steps and key milestones

- Outline briefly the next steps required for further development of the proposal and the key milestones envisaged in the delivery of the project.

## 2.5. Project Rationale

- Explain the rationale for the choice of project. Identify existing assets, amenities, accessibility, environmental aspect, etc., and outline any deficits that need to be addressed or opportunities that can be built on.

- Reference any evaluations, plans, surveys or assessments that have been undertaken which demonstrate the need for the proposed project.
- Does the project build on any existing or previous rural development/regeneration projects in the same town/area? If so, please provide details of such projects and their current status and/or outcomes.

## 2.6. Innovation and Additionality

- Describe the innovation being applied in your approach which will stimulate rural regeneration and make a lasting impact on the town, area or region.

- Explain how a contribution from the Rural Regeneration and Development Fund will enable activity/outcomes that would not otherwise take place (e.g. in terms of increasing the scale of the proposed project, increasing the scope of the project, increasing the leveraging of funding, increasing impact, etc.)?

## 2.7. Stakeholder engagement

- Outline the consultation which has taken place with stakeholders/beneficiaries (e.g. business community, local community groups, etc.) in relation to the proposal and the outcome of the consultation process.

- Outline any issues which might need to be addressed to progress the project on foot of the consultation process (e.g. land ownership/access), and how it is proposed to deal with such issues.

## 2.8. Link to the National Strategic Outcomes in the National Planning Framework

- Which of the National Strategic Outcomes in the National Planning Framework does this project proposal support (tick all relevant boxes)?
- Further details on the National Strategic Outcomes are available at: <http://www.gov.ie/en/project-ireland-2040>.

1.	Compact Growth	
2.	Enhanced Regional Accessibility	
3.	Strengthened Rural Economies and Communities	
4.	Sustainable Mobility	
5.	A Strong Economy, supported by Enterprise, Innovation and Skills	
6.	High-Quality International Connectivity	
7.	Enhanced Amenity and Heritage	
8.	Transition to a Low Carbon and Climate Resilient Society	
9.	Sustainable Management of Water and other Environmental Resources	
10.	Access to Quality Childcare, Education and Health Services	



- Outline how the project meets the NSOs indicated above

## 2.9. Link to other statutory or strategic plans

- Outline how the proposal links with, and contributes to, County Development Plan(s), Local Economic and Community Plan(s), Regional Spatial and Economic Strategies, or other local or regional development plans/strategies.

## Section 3. Impacts and Evaluation

### 3.1. Economic and social impacts

- Outline the economic and/or social impacts the proposal will have on rural areas or communities (e.g. jobs, investment, housing provision, place-making, etc), including targets/metrics against which progress will be measured.

- Outline the economic/social indicators or other performance metrics (e.g. job creation, visitor numbers, enterprises supported, housing/commercial units completed) which will be used to measure the project's success against the project's objectives, and the source of these indicators.
- How will these be monitored or managed?

- Please provide projected annual targets/metrics for the project under the key indicator headings indicated (add rows if necessary).

Indicator	Baseline (specify year)	Target (Yr 1)	Target (Yr 2)	Target (Yr 3)	Target (Yr 4)

### 3.2. Sustainability and potential for replication

- Outline your plans to sustain the project in the longer term to make a lasting impact on the town/area/region, including the achievement financial self-sustainability where appropriate. (Each proposal must demonstrate a clear path towards self-sustainability)

- Is this project suitable for replication in other parts of the region or the country? If so, outline how the learnings from this project might be shared more widely

### 3.3. Evaluation

- Outline the processes which will be put in place to evaluate this project and the proposed timelines for such evaluations (whether ex-ante, interim or ex-post)

## Section 4. Financial Details (if appropriate, add additional tables 4.1 to 4.3 for each phase of the project)

### 4.1. Financial overview

Provide details of the total cost of the proposal and the grant aid being sought. For Category 2 applications, the figures should refer to the cost of developing a more detailed proposal which might subsequently be submitted as a Category 1 application under a future call for proposals.

	Year 1	Year 2	Year 3	Year 4	Total
Total cost					
Grant aid sought <sup>1</sup>					
Match funding					

**Note:** Only expenditure incurred after the approval date of a project will be eligible for funding.

### 4.2. Details of match funding

Funding body	Contribution Year 1	Contribution Year 2	Contribution Year 3	Contribution Year 4	Total Amount

	Yes	No
Has match funding for this project been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" please provide supporting documentary evidence as an addendum to this Application Form		

### 4.3. Breakdown of total project cost

Item	Cost
Salaries <sup>1</sup>	€
Administration costs	€
Building/site purchase	€
Construction costs	€
Refurbishment/renovation <sup>2</sup>	€
Equipment/fit-out	€
Professional fees (e.g. architectural, engineering, survey costs)	€
Legal fees	€
Other Technical assistance	€
Other (please specify)	€
<b>TOTAL COST</b>	€

#### Note:

- 1 Only salary costs in respect of time spent directly on the project shall be deemed eligible. Additional personnel must be employed directly by the applicant(s) to drive the various elements of the work programme over the period of funding.
- 2 Routine maintenance work and wear and tear costs are not eligible.

### 4.4. Value for Money assessment

	Yes	No
Has a Value for Money assessment been carried out for this project in accordance with the Public Spending Code?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES", please provide details		

### 4.5. Other sources of funding

	Yes	No	
Has an application funding for this project ever been sought or approved from other sources?	<input type="checkbox"/>	<input type="checkbox"/>	
If "YES" please specify from what source it was requested and if funding was provided			
Funding body	Scheme under which sought/provided	Amount sought/ approved (€)	Date Approved (if applicable)

## 4.6. Permissions

	Yes	No	N/A
Have all necessary planning permissions and consents been obtained for the project and any applicable heritage or environmental assessments completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "NO", please detail plans in this regard			

	Yes	No	N/A
If the project involves works on buildings or lands, does the applicant/partners own the premises where upgrade/refurbishment/improvements are proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "NO", please detail plans to ensure permissions are obtained			

## 4.7. Required Assessments

	Yes	No	N/A
Have all necessary assessments (e.g. Environmental, regulatory, etc.) been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "NO", please detail plans in this regard			

## 4.8. Procurement

Outline the proposed timelines for any necessary public procurement processes required to deliver this proposal.

## Section 5. Use of data

The information on this Application Form will be used by the Department of Rural and Community Development for the purposes of processing your application. Further information may be sought by the Department to clarify aspects of your proposal.

Any personal information which you provide will be obtained and processed in compliance with Data Protection legislation.

The Department will share your Application Form with a Project Advisory Board which will be established to manage the assessment of applications and to advise the Minister for Rural and Community Development on the proposals. The Advisory Board will be chaired by the Department of Rural and Community Development and comprise a number of relevant Government Departments, as well as external experts. Your Application Form will be shared with the members of the Project Advisory Board under non-disclosure agreements.

The Project Advisory Board may draw on broader, more specialist expertise where required, and such information as considered necessary to complete an assessment of your application may be shared with those experts on a non-disclosure basis.

Final decisions on the funding of projects will be made by the Minister for Rural and Community Development, based on the advice of the Project Advisory Board.

The Department of Rural and Community Development will not otherwise release any information received as part of this application except as may be required by law, including the Freedom of Information Acts. In the event of a Freedom of Information request, the applicant will be given reasonable advance notice of any proposed disclosure.

## Section 6. Declaration by authorised officer

This Declaration must be completed by an Authorised Officer of the Lead Applicant organisation.

I confirm that I have read and understood this document and declare that the particulars supplied in this application are true and correct.

I request that assistance be provided from the Rural Regeneration and Development Fund in support of the proposal as outlined, and I certify that, if awarded, the grant will be used solely for the purposes for which it is approved.

I acknowledge that the Department of Rural and Community Development may share this Application Form with external assessors under non-disclosure agreements.

Signature:

Print Name:

Position:

Date:

**Completed Application Forms, along with any necessary supporting documentation, must be submitted by e-mail before 12:00 noon on 27th September 2018 to the Department of Rural and Community Development at: [rrdf@drcd.gov.ie](mailto:rrdf@drcd.gov.ie).**

**Applications received after the deadline will be ineligible for consideration under this Call for Proposals**



# Appendix Rural Regeneration and Development Fund Project Appraisal Scheme

Assessment Criteria	Descriptor	Max. marks available
<b>Policy Objectives</b>		
Demonstrable contribution to the National Strategic Outcomes in NPF	<ul style="list-style-type: none"> <li>How does the proposal link to the NPF and what particular NSOs are being addressed?</li> </ul>	200
Evidence of linkage to County Development Plans, LECPs, RSEs or other approved development plans	<ul style="list-style-type: none"> <li>Is the proposal aligned with existing local and regional strategies (e.g. County Development Plans, LECPs, RSEs or other approved development plans) – and how will it advance those objectives?</li> </ul>	
Extent of collaboration between promoting parties	<ul style="list-style-type: none"> <li>What collaboration is proposed, and does the proposal identify the particular added value (above and beyond additional funding) that will arise through this collaboration?</li> <li>Does the proposal show evidence that it can deliver benefits over and above the direct investment, through synergies with other investments?</li> </ul>	150
Capacity of partners to deliver project as envisaged and to meet Public Spending Code requirements	<ul style="list-style-type: none"> <li>Is there a clear demonstration of capacity to deliver?</li> <li>Is the track record of project partners and experience of similar projects evident?</li> <li>Are planning consents or other required approvals in place; are land ownership/access/control issues identified?</li> <li>What is the level of procurement readiness?</li> <li>Does the proposal show evidence that it can meet all public service spending code requirements?</li> </ul>	100

Assessment Criteria	Descriptor	Max. marks available
<b>Potential Impact</b>		
Economic or social impact on rural areas or communities (e.g. jobs, investment, place-making, etc)	<ul style="list-style-type: none"> <li>To what extent does the proposal address, in an innovative and qualitative manner, specific rural development challenges</li> <li>Does the proposal set out clearly the outcomes which are being targeted?</li> <li>Does the proposal set out the basis by which achievement of those outcomes will be measured?</li> <li>Does the proposal provide evidence as to how those outcomes will be delivered through the project(s) proposed?</li> <li>Does the proposal set out tangible evidence (including milestones) as to how the project will be delivered, and the associated timeframes?</li> </ul>	200
Self-sustainability and potential for project replication	<ul style="list-style-type: none"> <li>Does the proposal set out the plans to ensure the project(s) are sustainable in the longer term?</li> </ul>	100
<b>Quality of budgetary proposal</b>		
Quality of budgetary proposal and Value for Money	<ul style="list-style-type: none"> <li>Does the proposal set out clear project governance arrangements, to include monitoring, management and reporting arrangements on project delivery?</li> </ul>	150
Extent of co-funding/ additionality (public or private)	<ul style="list-style-type: none"> <li>Does the proposal set out details of the level of co-funding that will be provided and the nature of that co-funding (in kind or in cash).</li> </ul>	100
<b>TOTAL</b>		<b>1,000</b>

A minimum threshold of 60% of the maximum available marks will need to be achieved under each of the Policy Objectives criteria in order for a project to proceed to full evaluation under the other two criteria headings.

### **Footnotes**

- In general, the maximum contribution from the Rural Regeneration and Development Fund is 75% of the total cost over the lifetime of the project.  
A Fund contribution of 80% may be provided where local communities (excluding private companies or philanthropic funders) contribute more than half of the matching funding. Contributions from the Fund may also require to be adjusted if private sector companies or philanthropic funders are match-funding partners.