



COVID19 – Community Response Fund Social Inclusion & Community Activation Programme (SICAP)



As part of the Donegal Community Response Plan, Donegal Local Development CLG (DLDC) is making funding available under the Social Inclusion & Community Activation Programme to support community groups and organisations that are directly responding to the COVID19 emergency within Donegal & within the DLDC catchment area. These funds will be prioritised to support community groups, organisations and their volunteers that are directly and safely responding to the crisis by providing support to the most vulnerable within their community i.e. older people, disadvantaged children and families, people that are isolated as a result of the crisis.

How much can our group apply for under the fund?

The total value of our fund is limited. As this is an emergency response fund, we kindly ask that you only apply for what you critically need support with. Our aim to provide funds in support of different responses in communities' right across our extensive catchment area in Donegal. Priority will be given to groups that are not in receipt of funding from other sources. In exceptional circumstances groups may be awarded a maximum allocation of €1,500 in support of their response, however allocations are expected to be lower on the basis of expected demand. The fund will remain open until we have fully allocated the funds available and funds will be allocated fairly on a first come first served basis. Only one allocation will be offer to any organisation.

What expense items can our group receive funding support for?

Each community response will be unique and each group will have different priorities. You should consider what it is that you critically need to sustain your community response and importantly how you can practically and safely source the goods and services that you need. We would expect that what groups may need (expected costs) may include but will but be limited to the various list of items outlined in the table below. If you let us know what you need we will try to support you. Our preference would be that you prioritise a maximum of three expense items (invoices) that you expect to need support with.

Expense Item	Expected Costs
<input type="checkbox"/> Food costs	Food for essential community meals / the preparation of food hampers / other.
<input type="checkbox"/> Packaging	Packaging for safe delivery of food, medicine or other supplies.
<input type="checkbox"/> PPE	For the protection of volunteers and community responders.
<input type="checkbox"/> Health & Safety Signage	For essential public health and safety - in the operation of responses.
<input type="checkbox"/> Cleaning products	For cleaning, disinfectant spray, hand sanitiser, cleaning materials.
<input type="checkbox"/> Materials costs	Small-scale equipment that is needed to respond to the crisis.
<input type="checkbox"/> Stationery & Print Costs	For the printing of essential posters, flyers, community notices, newsletters, signage.
<input type="checkbox"/> Equipment hire	For the operation of essential community response services.

- **Fuel costs** Linked directly to the operation of delivery services to the most vulnerable.
- **Other** We will consider requests directly linked to unique community responses.

How can I apply for support under the fund?

To apply simply fill out and return the attached application form by email and return the form to mlarkin@dldc.org

When and how will I be notified of the funds that our group has been allocated?

A member of the SICAP team will contact with you as soon as possible to discuss your needs and the most practical way in which the fund can provide support to your community group (how you can safely source goods and services from available suppliers). We will then send you an email to confirm:

- The amount of funding that we can allocate in support of your community groups response.
- The expense items that we will agree to reimburse your group for.
- How the cost of these expense items can be re-claimed by your group when purchased from nominated suppliers.

What information will I need to provide to re-claim the funds allocated to our group?

We will provide you with the details that we need to **process your claim remotely** by return email. This will include:

- A separate itemised invoice(s) for goods purchased by your group (made out in the name and address of your group).
- A bank statement(s) showing the payments made by your group from its bank account for these goods or services.
- A short claim form - that summarises how the funds were spent – we will provide a template for this.
- A short report detailing the benefit of the activity and costs funded – we will provide a template for this.

General Enquiries: If you have any general queries in relation to the funds please submit these by email to mlarkin@dldc.org and a member of the SICAP team will respond to your query as soon as possible.

