**Caravan, Camping, Campervan and Motorhome Facilities Grant Scheme 2022**

**Voluntary Organisation Guidelines**

Background and Purpose

Donegal County Council is committed to the continuous development of a diverse, exciting, and high-quality tourism product and offering – one which supports the county’s recovery in 2022 and beyond and that contributes positively to communities across Donegal.

In doing so, Donegal County Council commissioned KPMG Future Analytics to undertake a study of the Caravan, Camping, Campervan and Motorhome sector in County Donegal, which provided recommendations for the future sustainable development of this sector.

The study found that the increase in the number of visitors to the county over the last number of years has led to increased pressures in certain popular stop off locations around Donegal and pointed to the need for a more strategic approach to managing the development of the Caravan, Camping, Campervan and Motorhome sector in a way that is both sustainable and viable.

One recommendation focused on the need to provide for additional overnight facilities for the sector. To facilitate the development of increased overnight facilities, Donegal County Council will now provide financial support via the **Caravan, Camping, Campervan and Motorhome Facilities Grant Scheme 2022** to businesses and voluntary organisations to increase the number of overnight accommodation facilities for this sector in locations currently underserved in the county.

Application process for Voluntary Organisations opens 30th May

How much is available?

The minimum amount to be allocated to a single application is **€5,000** with a maximum of **€20,000**. In exceptional circumstances, the amount of the grant may fall outside these limits.

The grant aid is being offered at the below rate:

**75%** of actual costs for Voluntary Organisations.

This is recoupable funding and funds can be drawn down once evidence of payment and related documentation is received by Donegal County Council.

What can be funded?

**Eligible applicants**

The categories of eligible applicants are as follows:

* Voluntary Organisations: not-for-profit bodies, community groups including companies limited by guarantee.

**Eligible costs**

* The grant is eligible for expenditure such as signage, site markings, site improvements, ground works for new spaces, black and grey water disposal, charging points and lighting.
* The grant is only available for sites that can provide **at least four** additional spaces for overnight Caravans, Camping, Campervans or Motorhomes.
* Spaces must be made available for **one-night stopovers.**
* The grant will be paid retrospectively on production of evidence of expenditure.

**Ineligible costs**

* Funds may not be allocated to any projects which have the potential to cause displacement to another existing business/initiative in the same catchment area within 20km (projects can be considered where the current offering does not have the potential to meet demand).
* The cost of overheads or the daily running of facilities are ineligible.
* Any expenditure incurred and/or paid before the date of approval of the project.
* Any expenditure already grant-aided, sub-vented or assisted by this, or any other EU or Government scheme (e.g., LEADER)

Qualifying Conditions

Applications will be in accordance with the following criteria:

* The applicant must provide increased provision of overnight accommodation options (at least four spaces) to the Caravan, Camping, Campervan and Motorhome sector in Donegal.
* Applicants will be asked to outline the need for the respective project in the area to avoid issues of displacement with existing service providers. Where the sector is currently underserved in an area and existing business does not have the capacity to serve the market, new providers will be considered.
* Applicants will be required to charge a fee to users for the services provided and must outline the respective charges to be levied.
* Only one application per voluntary organisation is allowed.
* Grant applications will be assessed on an individual basis and the development of new facilities and value for money projects will be prioritised.
* This grant is not for the increased provision of static caravan provision or glamping facilities.
* Applications should be accompanied with all requested back up documentation.
* Funds will only be paid out where applicants have complied with all statutory and regulatory obligations including planning consent, ensuring that they can operate in a manner that is safe for both visitors and local communities.

How do I apply?

Applications should be emailed directly to Donegal County Council. Only completed applications, with accompanying documentation, received via the approved application form, will be considered.

Application forms should be emailed to CCCgrantscheme@donegalcoco.ie on/before 12noon date.

Evaluation / Allocation Process

Funding is limited and applications will therefore be assessed on a competitive basis with a priority given to those that demonstrate an allocation of funding will improve the services on offer to the Caravan, Camping, Campervan or Motorhome sector in an underserved area of Donegal.

An assessment panel consisting of Donegal County Council staff and Failte Ireland will consider all valid applications received and each application will be assessed considering all relevant statutory, regulatory and eligibility criteria and with consideration of the budget available.

How will I know if application was successful?

If approved, a letter of offer will issue to the successful applicant.

What will I need to draw down funding under this scheme?

Once the letter of offer has issued, and where applicants have complied with all statutory and regulatory obligations including planning consent, works should begin as set out on the application form. Costs can then be recouped by submitting all relevant documentation to the council to draw down the approved funding.

The following is required to be submitted to drawdown funding

* Payment Schedule
* Original Invoices
* Bank Statements showing evidence of payment of invoices
* Evidence that Donegal County Council is indemnified against all actions arising from the project

Applicants should also be aware that the documentation required for any grant awarded, including a Tax clearance access number, Bank Statements and claim documentation must be in the name of the Grantee.

Insurance

Evidence must be provided confirming that Donegal County Council is indemnified against all actions, proceedings and costs, claims, demands and liabilities arising from all and every action in connection with the proposed project and from all negligent acts or omissions of the business/group its directors, employees, agents or volunteers. The Donegal County Council must be indemnified on each policy held by the Business/Voluntary Organisation and such evidence provided in conjunction with the application.

Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them in this application may be liable to be disclosed. Applicants are asked to consider if any of the information provided by them in their application should not be disclosed because of its confidentiality or commercial sensitivity. Applicants must, when providing such information, clearly identify such information and specify the reason for its confidentiality or commercial sensitivity. If applicants do not identify information as confidential, it is liable to be released in response to a Freedom of information request without further notice or consultation with the applicant. Donegal County Council will, where possible, consult with the Applicant about confidential or commercial sensitive information so identified before deciding on a request received under the Freedom of information.

Privacy and Data protection

Personal information collected by Donegal County Council is done for us to process your application. Legally we can process this information as is necessary for us to comply with our statutory/legal obligations. The protection of your personal data is a key priority for the council and your data will be processed in line with our privacy policy which is available [here](https://www.donegalcoco.ie/media/donegalcountyc/footer/dataprotection/DCC%20Data%20Protection%20Privacy%20Statement.pdf)