



**Comhairle Contae  
Dhún na nGall  
Donegal County Council**

**Members Development Fund – Policy/Guidelines.**

**1. What is the Members Development Fund?**

The Members Development Fund is managed and administered under the Community Development Division of Donegal County Council. It is a small but flexible source of funding provided to assist groups in the development of locally based community projects and group activities. An annual budget is allocated to this fund which is divided equally between the 37 Members.

**2. Eligibility.**

(i) Applicants must be non profit-making, community development groups/projects and the funding must directly benefit County Donegal.

(ii) Contributions from the fund are in respect of activities as outlined in Section 66 and 67 and Schedule 13 of the Local Government Act 2001. Initiatives supported include the following:

- **Recreational and Leisure Activities** - the provision of parks, gardens, open spaces, playgrounds, play equipment, animals, picnic sites, viewing points, footpaths, walks, boats, piers, other landing places and marinas.
- **Sports and Games** - the provision (both indoor and outdoor) of playing fields, athletic tracks, swimming pools and other bathing places, sports centres, gymnasias and other facilities and the holding of sporting events.
- **Artistic, Linguistic and Cultural Activities** - the provision of art galleries, arts centres, concert halls, museums, theatres, opera houses and the holding of artistic, linguistic and cultural performances and events and promotional activities.
- **Civic Improvements** - the provision of street furniture, paving, clocks, statues, monuments and other features, illumination and decoration and other measures designed to upgrade the local environment.
- **Environmental and Heritage Protection and Improvement** - landscaping, the planting of trees and other flora, measures for the conservation, preservation and protection of landscapes and habitats, of buildings and other sites and features of artistic, amenity, architectural, archaeological, historic, heritage or natural interest.
- **Allotments, Fairs and Markets** - the provision of land, buildings, services, related amenities and facilities and promotional activity.
- **Public Use of Amenities (both natural and made/altered by human intervention)** - the provision of access, signs, vehicle parks, safety equipment, information and refreshment facilities, sanitary accommodation/utilities, seating, shelter or any other apparatus, equipment or anything else necessary to facilitate such use.
- **Promotion of Public Safety** - support of safety programmes and events and local safety support services (including fire safety, road safety, water safety and rescue and mountain and cave safety and rescue) and provision of safety equipment.

### **(iii) Ineligible expenditure.**

- Individuals are not eligible for funding.
- Administration, operational or **costs of a recurring nature are not eligible** for funding e.g. grass cutting services, wages, regular travels costs, recurring refreshment costs, consultant/professional fees, insurance costs/fees, Council/State fees etc.\*

*\* Note: lawnmower/stripper maintenance and fuel costs and once-off transport or refreshment costs are eligible for funding.*

### **3. How do I access this fund?**

(i) Contact an Elected Member(s) of Donegal County Council requesting financial assistance from the Fund. Elected Members allocate this funding on a discretionary basis. Allocations can be made on a stand-alone basis or in conjunction with other Elected Members in respect of a single initiative.

(ii) Elected Member(s) submits an allocation form/instruction to the relevant MDF official in the Council.

### **4. Funding Drawdown – Members Development Fund Drawdown Form/Payments Schedule.**

(i) For first time recipients of an allocation, a completed “Drawdown Form’ is required with the groups’ Tax Registration/Charity Number together with the groups’ Bank/Credit Union/An Post/etc.. Statement Header dated within the previous 3 months.

(ii) All groups will have to complete a Drawdown Application Form periodically to update records.

(iii) A “Payment Schedule” of relevant detailed paid Invoice(s) and corresponding Bank Statement(s) showing how the allocation was spent is required from each beneficiary within 6 weeks of receiving the funding allocation, an extension can be requested by email to [mdf@donegalcoco.ie](mailto:mdf@donegalcoco.ie)

### **5. General Conditions.**

(i) The Council’s sole obligation to the group is to make payment of the grant aid subject to compliance by the group with the terms and conditions of the Members Development Fund. The Council has no further responsibility, financial or otherwise, to the group or third parties in relation to expenditure or liabilities arising out of the work involved in the project or activities of the group generally.

(ii) The group must comply with all legal obligations, permissions, licences etc in place.

### **6. Timelines.**

Groups have **six weeks** from the date of payment of an allocation to draw down the funding. If a group requires an extension to this timeline a request must be submitted by email to [mdf@donegalcoco.ie](mailto:mdf@donegalcoco.ie) or phone (074) 9153900 Ext 2294.