



**An Roinn Dlí agus Cirt
agus Comhionannais**
Department of Justice
and Equality

Community CCTV Grant Aid Scheme

**Eligibility and selection criteria for grant aid –
notes for applicants**

Document Reference: CCTV Notes for Applicants

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Part 1: Introduction

Introduction and objectives of the grant aid Scheme

- 1.1 A grant aid scheme has been established by the Minister for Justice and Equality (the “Grantor”) to assist in the establishment, upgrade and extension of community based CCTV schemes.
- 1.2 The Community based CCTV grant aid scheme (“the Scheme”) is intended to support communities, including local community groups and local authorities, who wish to install and maintain CCTV security Systems in their area, with the aim of increasing public safety and to deter illegal or anti-social behaviour.
- 1.3 The key objectives of the Scheme are, therefore, to support the ability of communities to access community CCTV, with a view to:
 - assisting in the prevention and reduction of local crime, disorder and anti-social activity;
 - increasing community involvement in the provision of legitimate, integrated responses to prevent and reduce crime in local areas in association with appropriate agencies;
 - facilitating the detection and investigation of offences by An Garda Síochána;
 - reducing the fear of crime; and
 - assisting An Garda Síochána in the possible prosecution of offenders.
- 1.4 These notes (“Notes for Applicants”) are intended to provide information on the application process, eligibility criteria and appraisal and selection process.

Legal requirements for community CCTV

- 1.5 The Scheme relates to community based CCTV systems (each a “System”) established in accordance with Section 38(3) (c) of the Garda Síochána Act, 2005. That Act and the Garda Síochána (CCTV) Order 2006 (SI No 289 of 2006) require that any proposed community CCTV System must:
 - be approved by the local Joint Policing Committee;
 - have the authorisation of the Garda Commissioner, and
 - have the prior support of the relevant local authority, which must also undertake to act as data controller.
- 1.6 Applications may be made to this grant aid Scheme by applicants (each an “Applicant”) only after a proposed System meets these statutory requirements, i.e. after approval of the proposed CCTV System by the relevant Joint Policing Committee, local authority and authorisation of the Garda Commissioner.

Grant offering

- 1.7 The Scheme will provide financial assistance to successful Applicants for qualifying costs associated with community CCTV, including both capital and minor maintenance costs.

- 1.8 The maximum grant available for each CCTV System is €45,000. This includes:
- A maximum of €40,000 awardable for capital costs; and
 - A maximum of €5,000 awardable for minor maintenance or costs relating to servicing.
- 1.9 The capital cost of the System refers to expenditure incurred on necessary one-off costs in the installation, replacement, upgrade or extension of a CCTV System. These costs may include items such as the purchase of cameras or related equipment, cabling, ducting, housing for equipment or outfitting of a monitoring station (if required), and so on.
- 1.10 The capital grant of up to €40,000 will be calculated on the basis of award of up to 60% of the total capital costs of the System. Servicing or minor maintenance costs up to €5,000 can be claimed in full. Any other running costs will be the sole responsibility of the Applicant. Any costs or expenses incurred by Applicants relating to their Application shall be borne by and are a matter for discharge by the Applicants exclusively.

Eligible Applicants and Systems

- 1.11 A condition of eligibility for the Scheme is that a proposed System meets the statutory requirements for community CCTV, i.e. it has been approved by the relevant Joint Policing Committee, approved by the local authority acting as data controller and has been authorised of the Garda Commissioner.
- 1.12 Applicants to the Scheme can include not-for-profit organisations within the community, as well as relevant statutory or voluntary organisations. For example Applicants may include area partnerships, community development projects, family resource centres, local authorities, community enterprises and soon.
- 1.13 Applications are also welcome from groups such as a not-for-profit consortium of private and community interests which has come together to formulate an application. In such a case, Applicants must nominate a legally constituted group as the lead group and fund-holding body for payment of any grants awarded. The Grantor will deal with all matters relating to the Application through that single nominated lead group. Applicants should have the capacity to develop, implement and maintain the System into the future for at least a 5-year period, to assist in achieving a long-term benefit to the community and value for the public monies awarded.
- 1.14 Applications by eligible groups may be made to support:
- first-time installation of CCTV Systems
 - extension of existing CCTV Systems or
 - upgrade and replacement of incomplete or obsolete CCTV Systems

It is not a requirement of this Scheme or of the relevant law that a community CCTV System is monitored. Proposed Systems with secure data recording and storage facilities are fully eligible for funding, without any need for monitoring.

Not covered by the Scheme

1.15 The Scheme will not cover:

- The installation of a CCTV System in exclusively commercial areas such as shopping malls, industrial estates, business parks etc., where that is the exclusive or primary objective of the proposal; or
- Installation of a CCTV System to provide security for a private building or premises only, including clubs.

Data protection and community based CCTV

1.17 It is a statutory requirement for all community CCTV systems that proposed systems are covered by an undertaking from the relevant local authority to act as data controller. The Data Protection Commission has issued guidance on its website www.dataprotection.ie in relation to CCTV and data protection which provides further information in relation to practical issues of data protection.

Successful applications and number of grants awarded

1.17 The number of grants to be awarded is dependent on the number of qualifying applications received, in the context of the available budget for the Scheme; and having regard to the need for a geographical dispersal of grant aid, within the limits of available funding. Accordingly there is no guarantee that all applications meeting the eligibility criteria will be successful. The decision of the Minister is final in relation to all applications for grant funding under the Scheme.

1.18 Successful Applicants will receive confirmation of approval under the Scheme and the amount of the grant as soon as is practicable. 50% of the capital Grant aid will issue on receipt of a completed *Form 2 - Grant Agreement* (the "Grant Agreement"); and the balance of the capital funding and 100% of the minor maintenance approved amount will issue when the System is fully operational.

1.19 Successful Applicants will be required to sign a grant agreement, which sets out the terms on which funding is provided and includes an undertaking by grantees to fully comply with all relevant legal and regulatory requirements, including but not limited to the Garda Síochána Act as well as taxation, public procurement and Government accounting rules in the expenditure of any grant monies awarded.

Application process

1.20 Stage 1 – Application process

- 1) Applicants should review this document and fully complete the *Form 1 - Application Form*, providing all supporting documentation identified. A checklist is included in the application form for convenience.
- 2) Applicants must provide evidence of the necessary statutory approvals (see Part 3 for more information) required for CCTV, i.e.
 - a. approval by the local Joint Policing Committee ("JPC"). This must be obtained directly from the relevant JPC.

- b. approval of the relevant Local Authority including its undertaking to act as Data Controller. This must be obtained directly from the relevant Local Authority.
 - c. authorisation by the Garda Commissioner in accordance with Section 38 of the Garda Síochána Act 2005. This must be obtained directly from An Garda Síochána.
- 3) Applicants must address the remaining Selection Criteria which require:
- a. Provision of details of the capital costings and demonstration that the Lead Group have funds in place to meet their portion of the funding required for the CCTV System.
 - b. Provision of estimated operational costs of the System and demonstration as to how the Lead Group will fund the System for at least five years from the date of the commissioning of the CCTV System.
 - c. Provision of a scaled map, showing coverage area and proposed camera positions, matching the authorisation provided by the Garda Commissioner. Also required is confirmation that the necessary planning permissions and wayleaves have been secured and demonstration of the Applicant's capacity or potential to develop, implement, operate and maintain such a System into the future.
- 4) Applications are assessed as to whether they meet these criteria.
- 5) Applicants will be notified if they are deemed not to meet the criteria as outlined and their application will be returned to them. In such cases, an Applicant may re-apply at any stage.
- 6) Applicants that meet the selection criteria and are compliant will progress to the next stage, involving consideration of grant approval having regard to the available budget.

Process for grant payment

1.21 Stage 2 – Payment of Grant following Application approval

- 7) For successful Applicants, 50% of the approved capital related Grant will issue on receipt of a completed *Form 2 - Grant Agreement*.
- 8) The remaining 50% of the approved capital related Grant and 100% of the approved minor maintenance related Grant will issue when it has been established that the System is fully operational in line with the requirements of the Scheme and upon receipt of:
 - a. A letter from the Local Authority confirming that the relevant civil works have been satisfactorily completed.
 - b. A certificate of completion (*Form 3 - Certificate of Completion*) signed by the Grantee and the Chief Superintendent for the area in which the CCTV System is installed confirming that the System is fully operational.

Part 2: Section Criteria

- 2.1 Applications will either pass OR fail each of the selection criteria set out in this part. In the event of one or more of the Selection Criteria achieving a fail, an Application will not be approved.
- 2.2 If additional supporting documentation is requested, Applicants must provide it within no more than 7 calendar days from the date of the request or any other timeframe requested by the Grantor. The Application may be rejected if this additional information or documentation is not provided, or a reason is not provided to the satisfaction of the Grantor as to why the relevant information or documentation cannot be supplied.
- 2.3 Applications will be assessed against the following criteria.

A. Legal Requirements

RULE: Applicants must include satisfactory evidence of approval of the CCTV System by the relevant local Joint Policing Committee, Local Authority and Garda Commissioner with their application.

Note on Legal requirements for establishment of Community CCTV Schemes

Community CCTV refers to CCTV in areas to which the general public have access. This type of CCTV is governed by section 38(3) (c) of the Garda Síochána Act 2005 and the Garda Síochána (CCTV) Order 2006 (SI No 289 of 2006).

This legal framework requires that any proposed community CCTV Scheme must:

- be approved by the local Joint Policing Committee,
- have the authorisation of the Garda Commissioner, and
- have the prior support of the relevant local authority, which must also act as data controller.

What to do if you hope to establish a community CCTV System in your area

Any group that is interested in establishing a community CCTV System in its area should make early contact with local Garda management (local Divisional Officer) and the relevant local authority for assistance.

Find your local Joint Policing Committee at this link-

http://www.justice.ie/en/JELR/Pages/Joint_Policing_Committees

Find your Local Authority at this link -

<https://www.gov.ie/en/service/list-of-county-councils>

For an application form to apply for the Garda Commissioner's Authorisation to operate a Community based CCTV Scheme you can email the Secretary of the CCTV Advisory Committee at NCPU@garda.ie

Guidance on Data Protection is available from the Data Protection Commission at - <https://www.dataprotection.ie/en/guidance-landing/data-protection-basics>

The [technical specifications and operational criteria](#) for community CCTV, required to obtain authorisation from the Garda Commissioner, are available at [this link](#)

B. Capital costs

Applicants must clearly and to the satisfaction of the Minister:

1. provide details of the capital costings (including VAT) of the System.
2. provide supporting quotations from third parties engaged or consulted by the Applicant must be provided along with Application.
3. demonstrate that the Lead Group have funds in place to meet their portion of the funding required for the CCTV System.

C. Running and maintenance costings

Applicants must clearly and to the satisfaction of the Minister:

1. provide estimated operational and other costs of the System.
2. Demonstrate how the Lead Group will fund any costs of the CCTV System for at least five years from the date of the commissioning of the CCTV System.
3. Every year for the five-year period, the Lead Group will be required to furnish written confirmation that the CCTV System is still in operation and that all necessary maintenance, repair and replacement costs have been covered by that group.

Running costs above the level of the maintenance grant awarded, if any, will be the sole responsibility of the Applicant.

D. Planning and Operation

Applicants must clearly and to the satisfaction of the Grantor:

1. Provide a scaled map, clearly and concisely showing the area the proposed System will cover and the proposed camera positions for effective coverage for each camera, matching the authorisation provided by the Commissioner.
2. Provide confirmation that the necessary planning permissions and wayleaves have been secured, to allow for the installation of cameras or related equipment and the routing of cables etc.
3. Demonstrate the Applicant's capacity or potential to implement, operate and maintain such a System into the future.

Part 3: Important Notices

Method for Submission of Applications

3.1 Applications must be submitted by registered post to

**Department of Justice and Equality
Community CCTV Grant Aid Scheme
51 St. Stephen's Green
Dublin 2
D02 HK52**

3.2 An electronic copy of the Application must also be forwarded by email to fundsadmin-comm-based-cctv@justice.ie. Documents submitted electronically should be in Microsoft Word or Pdf formats.

Please note that there is a maximum of 10mb for the total (combined) documents to be sent via email.

3.3 A separate Application must be submitted in respect of each proposed new CCTV System or proposed upgrade or extension of an existing CCTV System.

Queries and Clarifications

3.4 Any queries relating to this Scheme may be directed by email to fundsadmin-comm-based-cctv@justice.ie.

3.5 Queries relating to Garda Commissioner, Local Authority, or relevant Joint Policing Committee approval/authorisation should be addressed to these bodies directly.

3.6 The Grantor reserves the right, and without prior notice being given, to contact any or all named persons or parties to verify the information provided; and to seek written clarifications from Applicants via email or the other contact details provided in an Application.

Status and revision of documents

3.7 This document and associated forms supersede and replace any and all documents issued previously in relation to the CCTV grant aid scheme. Applicants should place no further reliance on such previous documentation.

3.8 The Grantor reserves the right, at any time, to update or amend the information contained in this document and associated forms.

3.9 This document and associated forms do not constitute an offer or commitment to enter into a Grant Agreement with any particular Applicant. No enforceable commitment of any kind will exist unless and until a formal Grant Agreement has been executed by or on behalf of the Grantor. The Grantor may cancel this Scheme at any time.

Confidentiality

- 3.10 All documentation, data, statistics or information disclosed or furnished by the Department to Applicants during the course of this grant application:
- (a) are furnished for the sole purpose of replying to this call for grant applications only;
 - (b) may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Minister; and
 - (c) shall be treated as confidential by the Applicant and by any third parties engaged or consulted by the Applicant.

Grant Payments

- 2.11 Payment of all approved grants will be made via the Applicants' Local Authority.
- 2.12 It is the responsibility of a successful Applicant to put in place appropriate arrangements with their Local Authority in relation to the payment of a Grant. Local Authorities may require the Applicant to complete a supplier set up forms inclusive of bank details or to provide other details including invoices and tax clearance details or other matters including evidence that they are indemnified as required or appropriate.
- 2.13 Each Applicant should contact their relevant Local Authority to ensure that the requirements are met. The Grantor accepts no responsibility for the arrangements between Applicants and Local Authorities.
- 2.14 The Department of Justice and Equality or its agents retain the right to recover a Grant paid in appropriate circumstances, including the event of non-compliance with:
- A. any undertaking made by the Applicant;
 - B. conditions set out in this document;
 - C. the Grant Agreement; or
 - D. conditions or terms of the authorisation of the Garda Commissioner; or
 - E. any other reason deemed appropriate by the Department.

Freedom of Information

- 2.15 Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this process may be released, on request, to third parties in accordance with the Department's obligations under the Freedom of Information Act 2014. As set out more fully in Part 6 of the Application Form, if an Applicant considers that any of the information supplied should not be disclosed because of sensitivity, he/she must identify that information and specify the reasons for its sensitivity at the time of the Application.

Tax Clearance

- 2.16 It will be a condition of any Grant Agreement that a successful Applicant and any contractor, supplier or third party appointed by them shall comply with all applicable laws. Prior to the award of any Grant, a successful Applicant may be required to supply Tax Clearance Access Number(s) and Tax Reference Number(s) of any contractor, supplier or third party that will be appointed by a successful Applicant in connection with the System, to facilitate verification of their tax status by the Grantor.

Conflicts of Interest

- 2.17 Any conflict of interest or potential conflict of interest on the part of an Applicant and any contractor, supplier or third party appointed by them in connection with the implementation of a System must be fully disclosed to the Grantor as soon as the conflict or potential conflict is or becomes apparent. The Grantor will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an Applicant or terminating any Grant Agreement already entered into.

Appendix:

Statement of Principles for Grantees

This Statement outlines the 4 principles which apply in the case of bodies in receipt of grant funding provided directly or indirectly from Exchequer sources.

Further information is included in Circular 13/2014 relating to the **Management of and Accountability for Grants from Exchequer Funds** issued by the Department of Public Expenditure and Reform.

If you are in receipt of Public Funding, you should comply with the following 4 principles

<p>Clarity</p> <p>Understand the purpose and conditions of the funding and the outputs required</p> <p>Apply funding only for the business purposes for which they were provided</p> <p>Apply for funding drawdown only when required for business purposes</p> <p>Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements.</p>	<p>Governance</p> <p>Ensure appropriate governance arrangements are in place for:</p> <p>oversight and administration of funding</p> <p>control and safeguarding of funds from misuse, misappropriation and fraud</p> <p>accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding</p> <p>Accounting for the amount and source of the funding, its application and outputs/outcomes.</p>
<p>Value for Money</p> <p>Be in a position to provide evidence on effective use of funds</p> <p>value achieved in the application of funds</p> <p>avoidance of waste and extravagance</p>	<p>Fairness</p> <p>Manage public funds with the highest degree of honesty and integrity</p> <p>Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)</p> <p>Procure goods and services in a fair and transparent manner</p> <p>Act fairly, responsibly and openly in your dealings with your Grantor</p>