



# Healthy Kilkenny

## Kilkenny City Eastern Environs

### Small Grants Scheme 2025

## Applicant Guidance Document

**Apply Online at:**

For more information contact the Healthy County Coordinator: Janette Boran

[Janette.boran@kilkennycoco.ie](mailto:Janette.boran@kilkennycoco.ie) or 087-4068122

**Closing Date: 27<sup>th</sup> of June 2025**



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## About the Healthy Kilkenny Eastern Environs Small Grants Scheme 2025

The Healthy Kilkenny **Eastern Environs Small Grants Scheme 2025** supports Non-Government Agencies, Charities, community and voluntary groups wishing to undertake specific '**Health and Wellbeing**' projects under the relevant categories of the fund. The purpose of the Kilkenny Local Community Development Committee's Healthy Kilkenny Fund is to encourage and support agencies, community and voluntary groups to take an active part in improving and protecting health and wellbeing at all stages of life, reducing health inequalities, and creating an environment where everyone can play their part in a healthier Kilkenny.

## Background to the Healthy Kilkenny Eastern Environs Small Grants Scheme

### Introduction to the Health Needs Analysis

As part of the Healthy Ireland Programme (2023–2025), the Kilkenny Local Community Development Committee (LCDC), working with the Healthy Kilkenny Sub-Group, has identified the Eastern Environs of Kilkenny City as an area in need of targeted support to improve community health and wellbeing. This area presents a unique mix of challenges which create complex needs for residents and service providers.

In response, a multi-agency team was established in 2024 to carry out a Health Needs Analysis. This involved three key phases over a 12-week period from September to December 2024:

1. **Desk Research** – A detailed profile of the area was developed using existing data, helping to identify vulnerable groups and local challenges.
2. **Community Engagement** – Through surveys and focus groups, 175 residents and service providers shared their views and experiences.
3. **Co-produced Recommendations** – The findings informed a set of community-driven priorities to guide future actions.

To address the issues highlighted in the Health Needs Analysis, the project calls for joined-up action across sectors—bringing together local people, organisations, and decision-makers. Priorities include enhancing preventative health initiatives, improving access to services and transport, supporting vulnerable groups, and strengthening community engagement and cohesion.

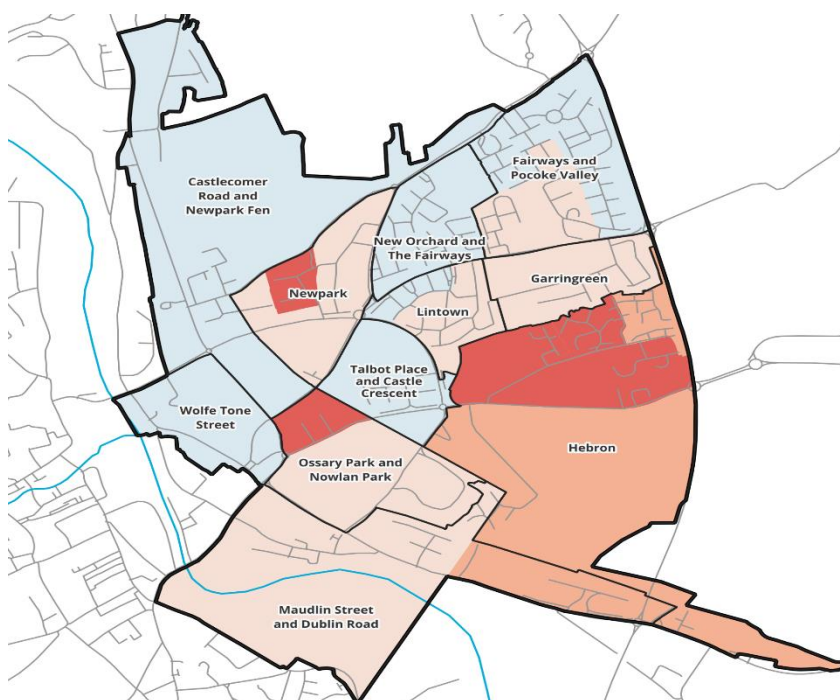
The aim of the grants scheme is to support community-led initiatives that directly respond to the needs identified in the Health Needs Analysis, helping to build a healthier, more inclusive community for all.

To View the Health Needs Analysis please download the document “Healthy Kilkenny Eastern Environs Kilkenny City Health Needs Analysis” on the LCDC section of the Kilkenny County Council Webpage.



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- Maudlin Street and Dublin Road
- Ossory Park and Nowlan Park
- Hebron
- Bishop Birch
- Castlecomer Road and Newpark Fen
- Fairways and Pocke Valley
- Newpark
- Wolfe Tone Street
- New Orchard and The Fairways
- Talbot Place and Castle Crescent
- Garringreen
- Lintown



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## What is the purpose of the Healthy Kilkenny Eastern Environs Small Grants Scheme

'Healthy Ireland's vision for health and wellbeing incorporates both physical and mental health. Good health means everyone achieving his or her potential to enjoy complete physical, mental and social wellbeing, and is much more than an absence of disease or disability'. The Healthy Kilkenny Small Grants Scheme for the Eastern Environs of Kilkenny City promotes the vision of the Healthy Ireland Framework or Improved Health and Wellbeing (2013 - 2025), by supporting agencies, community and voluntary groups to undertake 'Health and Wellbeing' projects within their community.

The purpose of the fund is to improve population Health and Wellbeing in County Kilkenny, by supporting and encouraging targeted actions in response to the following identified priority outcome needed for a Healthier Kilkenny: Increase % of persons accessing health to be very good/good as per EU-SILC Questionnaire. You might recognise this question in the census **How is your health in general?** *Very Good, Good, Fair, Bad, Very Bad*

### Target Groups as per the Healthy Kilkenny Outcome Measure 2 (Self-Perceived Health) 2023-2025

1. People living in disadvantaged areas.
2. Disadvantaged Families including one-parent families
3. Travelling Community

### Who should apply?

- Any Non-Government Organisation, Registered Charity, Community and Voluntary group promoting health and wellbeing in the Eastern Environs of Kilkenny City may apply.
- Community Groups are encouraged to register with the Kilkenny Public Participation Network (PPN). To find out more about joining Kilkenny Public Participation Network, visit: <https://kilkennyppn.ie/>

### Who should not apply?

Public sector organisations are not eligible to make an application.

### What types of proposals are considered?

The Healthy Kilkenny Eastern Environs Small Grants Scheme comprises of 2 different support funds

1. Health and Wellbeing Support Fund for NGO's, Charity Organisations and Local Development Companies (Grant Allocation: Minimum: €2,000 and Maximum: €5,000)
2. Health and Wellbeing Support Fund for Community Groups (Grant Allocation: Minimum: €500 and Maximum: €1,000)



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## Projects Considered

Examples of Eligible Projects:

*Please note all proposed projects and events must occur in Kilkenny City Eastern Environs Area and target the communities within the boundary*

- Themed health and wellbeing workshops, linked to key health dates and national campaigns such as; Mental Health Week, Men's Health Day, Menopause Awareness Month, Positive Aging Week. Visit HSE Health Information Calendar to see key health days for 2025. <https://hselibrary.ie/wp-content/uploads/2025/01/Health-Information-Calendar-2025-2.pdf>
- Children and adult mindfulness workshops
- Intergenerational Projects
- Community Engagement Events in the Eastern Environs
- Gardening for healthy eating and mental health
- Healthy Eating workshops
- Men's Shed Health and Wellbeing Initiatives
- Health and wellbeing community events and workshops
- Creativity for Wellbeing Projects
- Physical Activity Initiatives
- Inclusive sports
- Age Friendly Information and Awareness sessions
- Community Safety and Wellbeing Initiatives
- Healthy Homes and Environmental Initiatives
- Community Safety initiatives with a wellbeing focus

### How will my application be assessed?

Your application will be assessed only on the information provided in the completed application form. You are encouraged to include documentation with your application to support any information given. The Healthy Kilkenny working group will assess your application and make a recommendation to Kilkenny LCDC for formal approval. The Healthy Kilkenny working group will draw on the professional expertise of its members.

### The following criteria will be used when assessing applications:

1. Does the proposed project meet the eligibility criteria of the fund?
2. Does the project meet the needs of the Healthy Kilkenny target groups?
3. Does the group or organisation have the ability to complete the proposed project/event within the specified timeframe (by 15<sup>th</sup> of November 2025)



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4. Does the proposed project align with the Kilkenny City Eastern Environs Health Needs Analysis? Projects aligning to the needs, challenges, solutions and recommendations identified in the Health Needs Analysis

### Acceptance of Offer

Following the approval of grants by Kilkenny LCDC, the Healthy Kilkenny Coordinator will formally write to applicants informing them of the status of their application i.e. successful or unsuccessful. The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer.

The Funding Agreement must be signed by the relevant persons and a signed copy must be returned to the Healthy Kilkenny Coordinator within **10 days of receipt** of the letter of offer. Offers will lapse in the absence of the returned signed Funding Agreement.

### How do I draw down the grant?

- All funding must be drawn **before Friday 15<sup>th</sup> of November 2025**.
- Before final reporting, Kilkenny County Council may require a site inspection or project visit to confirm that all projects are completed.
- Payments will be made to the awarded organisation, only when all elements of the funded programme are complete and paid for. Therefore, proof of expenditure to suppliers/tutors/facilitators must accompany final reports. Upfront payments with community groups can be agreed on a case by case basis with the Healthy Ireland Coordinator
- A Healthy Kilkenny Eastern Environs Health Needs Analysis progress report and participant evaluations must be submitted at the end of the project, together with an invoice from the funded organisation. This final report is a short summary report on the funded project/event. The progress report, together with invoices from the awarded organisation should be accompanied by:
  - Invoices and original receipts detailing expenditure on the project – Invoices and Receipts must reference the name of the Grantee e.g name of the organisation / community group.
  - Bank Statements of associated transactions.
  - photos of events/programmes held or equipment purchased. By submitting photos, the applicant is giving permission to Kilkenny County Council to use the image(s) for promotional purposes, and confirming they have the permission of the photographer and any people who appear in the photo.
  - Any other documentation which will be notified to you at approval stage.

### Please note that:

- Closing Date for receipt of Application Forms is: **Friday the 27<sup>th</sup> of June 2025**.
- You have the option to complete an online application form or a written application form. If you are submitting a written application form, please post it



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to: Janette Boran, Kilkenny County Council, Patrick's Court, Patrick Street, Kilkenny. R95928F

- All projects must be **completed, reported on and invoiced by Friday the 14<sup>th</sup> of November 2025.**
- Funding not claimed by the agreed deadline will be withdrawn.
- The supplier should have their own Bank Account.
- The supplier should be set up as a supplier with Kilkenny County Council or be in a position to do so.
- Before completing the online application form, please read the Eligible and Ineligible cost guidelines outlines below.

Eligible Project Costs	
Venue/Room Hire/Meeting Costs	<ul style="list-style-type: none"> <li>● The rate per hour or per day should be used to calculate this cost.</li> <li>● Third party only: reasonable and not excessive third party venue hire costs.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>● Third party only and verifiable: the cost for the use of the organisations own photocopier is not eligible.</li> </ul>
Tutors/Facilitators/Consultants	<ul style="list-style-type: none"> <li>● Third party only e.g., hourly rate and number of full-time equivalents used to calculate the cost. Tutor/Facilitators/Consultants must be a Trusted Source. List of Trusted sources is available here: <a href="https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/publications/hse-trusted-sources-of-health-wellbeing-information.pdf">https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/publications/hse-trusted-sources-of-health-wellbeing-information.pdf</a></li> </ul>
Publicity and Marketing	<ul style="list-style-type: none"> <li>● Third party only e.g., hourly rate and number of full-time equivalents used to calculate the cost.</li> </ul>
Merchandising	<ul style="list-style-type: none"> <li>● For more information, please refer to brand guidelines for eligible costs/activities, and the ineligible costs section below.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>● Third party costs and verifiable which is essential for the delivery of the action. e.g., sports, playground, library, cooking etc</li> </ul>



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Material aids for participation in sport or physical activity	<ul style="list-style-type: none"> <li>• Third party costs and verifiable which is essential for the delivery of the action. e.g., sports, playground, library, cooking etc</li> </ul>
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Ineligible Project Costs
<ul style="list-style-type: none"> <li>• Social Prescribing.</li> <li>• Recruitment costs.</li> <li>• Costs associated with the grantee's own facilities e.g., meeting room(s), photocopier.</li> <li>• Retrospective costs i.e., expenditure incurred before funding is approved.</li> <li>• VAT costs (where the VAT costs can be re-claimed from Revenue).</li> <li>• Bank charges such as interest costs, fines, financial penalties, and legal dispute costs</li> <li>• Funds to build up reserves or a surplus.</li> <li>• Sponsorship and charitable donations</li> <li>• Vehicles or other mobile assets not directly linked to eligible activities. This includes the costs associated with the procurement of such items.</li> <li>• The purchase of land, buildings and/or large-scale refurbishment of buildings including schools</li> <li>• Routine repairs and maintenance of buildings</li> <li>• Single use plastics as part of merchandising costs such as forks, balloons, and straws</li> <li>• Notional costs or opportunity costs i.e., all costs must be real costs that are paid out to a third party.</li> <li>• Staffing costs are not permitted</li> <li>• Existing rental costs or space costs</li> <li>• Redundancy costs</li> <li>• In-kind contributions: all costs must represent real costs that are paid out to a third party.</li> <li>• Depreciation of fixed assets</li> <li>• Vouchers e.g., gift vouchers</li> <li>• Counselling</li> <li>• Events/Projects outside of the Kilkenny City Eastern Environs Area</li> </ul>

The above table sets out ineligible costs under the Healthy Ireland Fund. Any costs or overheads that someone else is paying for, whether in cash or in kind are not eligible. This is an indicative list of ineligible costs, it is not an exhaustive list so should grantees have any concerns regarding the eligibility of planned expenditure, please contact Healthy Kilkenny for clarification in advance of incurring expenditure.



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