



**DEPARTMENT OF JUSTICE AND EQUALITY
AN ROINN DLÍ AGUS CIRT AGUS COMHIONANNAIS**

**COMMUNITY BASED CCTV SCHEME
GUIDELINES FOR APPLICATION**

Section 1

Introduction

The **Community Based CCTV Scheme** (the “Scheme”) is intended to support local communities 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.

It is designed to provide financial assistance, to qualifying local organisations, towards meeting the **capital costs** associated with the establishment of local community CCTV systems. The **maximum grant** awardable by the Department, in any circumstances, is €40,000. Within this limit, grants of up to 60% of the total capital costs of the system may be awarded.

Successful applicants will receive confirmation that they have been approved for a grant under the Scheme and the amount of the grant. In this manner, applicants will be in a position to proceed with the installation of the system secure in the knowledge that the grant has been approved. 50% of any grant aid sanctioned by the Department will issue on receipt of a completed Form No PD 006 and the balance of the funding will issue when it has been established that the system is fully operational in line with the requirements of the Scheme (Completed Form No PD 007).

The **Scheme will not cover** the installation of CCTV systems in exclusively commercial areas such as shopping malls, industrial estates, business parks etc., where that is the primary objective of a proposal.

It is **not available** to private interests such as clubs or individual groups in order to provide security for a specific building or premises.

It is **not** intended to provide funding to **upgrade or replace** existing schemes although consideration may be given to applications to extend such schemes.

These Guidelines are intended to provide comprehensive information on the application process, the appraisal process and the main issues that applicants need to consider and address when drawing up a proposal for a CCTV system and making an application for grant aid under the Scheme.

The number of grants to be awarded is dependent on the number and quality of the applications in the context of the available budget for the scheme.

See Section 3 for General Appraisal Process.

Projects will be funded, within overall maximum grant limits, to the level that is considered necessary to establish successful and viable CCTV projects. Funding will not be spread thinly over all proposals that have potential merit.

AS NOTED IN SECTION 3, THE DECISION OF THE MINISTER IS FINAL IN RELATION TO ALL APPLICATIONS UNDER THE SCHEME.

All documentation in relation to the Scheme should be downloaded from the website of the Department of Justice and Equality at www.justice.ie

Eligibility Criteria

The Scheme is intended to support community-based organisations and, accordingly, applicant organisations could include:

- existing community-based not-for-profit organisations that are broadly representative of the community e.g. Area Partnerships, Community Development Projects, Family Resource Centres, the Local Authority, Community Enterprise, etc.; and
- community-based, not-for-profit, consortium of private and community interests under the aegis of an existing lead organisation.

In addition, the following conditions **must be complied** with:

- the Lead Group for all applications must be an existing, legally registered body. An established track record in relation to the expenditure of public funds is desirable;
- the proposal must—
 - be approved by the local Joint Policing Committee (JPC) – a letter of approval from the JPC must accompany the application,
 - have the prior support of the relevant Local Authority, who must act as Data Controller – proof of Garda vetting must be provided in respect of the proposed data controller and others who will have access to the system (Garda Síochána (CCTV) Order 2006 (S.I. No. 289 of 2006)),
 - have the authorisation of the Commissioner of An Garda Síochána in accordance with Section 38 of the Garda Síochána Act 2005,
 - comply with the Code of Practice (**Form PD No 001**),
 - comply with the Technical Specification (**Form PD No 004**),
 - be accompanied by a completed application form (**Form PD No 003**);
- applicant organisations must—
 - have the support of a range of local groups/organisations, working together in the community (e.g. Joint Policing Committee, An Garda Síochána, community groups, residents' groups, local development groups, local businesses, public bodies, etc.),
 - demonstrate that the design of the proposed CCTV system is acceptable to local residents, regarding the location of equipment and that the equipment will be so deployed so as to avoid any undue intrusion or invasion of privacy or infringe an individual's civil liberties,
 - be able to demonstrate the need for a CCTV system in their area,
 - demonstrate that they have funds in place to meet their portion of the funding required for the CCTV system, and
 - demonstrate that they have the capacity or potential to develop, implement, operate and maintain such a system into the future – **in particular, they are required to give a commitment to provide the necessary funds to sustain the project for a five-year period.**

A steering committee for the project **must** be established to ensure optimum community participation and influence. The committee should be comprised of a broad range of community groups and interests. It will provide an ongoing mechanism for local consultation and for monitoring the overall implementation and progress of the project.

Consideration will only be given to applications that fully comply with the eligibility criteria.

Objectives of the Scheme

The key objectives of the Scheme are to:

- enhance existing policing provision within the community;
- assist in the prevention and reduction of local crime, disorder and anti-social activity;
- increase community involvement in the provision of legitimate, integrated responses to prevent and reduce crime in local areas in association with appropriate agencies;
- facilitate the detection and investigation of offences;
- reduce the fear of crime; and
- assist in the possible prosecution of offenders.

Guiding principles that underpin the Scheme

The following are the guiding principles that underpin the Scheme:

- supporting the identification and delivery of a number of local Community CCTV projects that operate within the 'Technical Specification' (**Form PD No 004**), and 'Code of Practice' (**Form PD No 001**);
- allocating available funding in a manner that assists in the achievement of optimum long-term benefits to communities and value for public resources; and
- supporting effective local partnerships to manage the programme.

Section 2 Grants available under the Scheme

The Scheme is intended to contribute to the capital costs associated with the initial establishment of local community CCTV systems.

What is the maximum grant available under the Scheme?

The maximum grant available under the Scheme is €40,000.00. Within this limit, grants of up to 60% of the total capital costs of the system may be awarded.

In order to qualify for the grant, applicants must demonstrate that they have funds in place for the balance.

What is 'capital cost'?

The capital cost of the system refers to expenditure incurred on necessary one-off costs in the installation of a CCTV system. These costs include items such as the purchase of cameras, monitors and related equipment, cabling, ducting, outfitting of a monitoring station, etc.

Does the Scheme cover the running costs of a CCTV system?

No. The grant pertains to capital expenditure **only**. All running costs will be the sole responsibility of the applicant. Running costs or costs incurred for leasing arrangements are not eligible for funding.

Should the system be monitored?

It is considered that monitoring will significantly improve the usefulness of the system. It is accepted, though, that staffed monitoring will not be possible in many cases and that, where necessary, CCTV systems which meet inter alia the requirements of the Technical Specification and which have a secure data recording and storage facility will be eligible.

Sustainability into the future

The Lead Group for the application will be required to give a commitment in relation to the availability of the necessary funds to sustain the project for a **five-year period**. It will need to demonstrate satisfactorily how the running costs will be met and provide evidence that the system is sustainable for at least five years from the date of the commissioning of the equipment. Projected figures for running costs, maintenance, etc., will be required along with details of how the funds will be sourced.

Every year for the five-year period, the Lead Group will be required to furnish the Department of Justice and Equality with 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. (See Section 6)

How will grants be paid?

Successful applicants will receive confirmation that they have been approved for a grant under the Scheme and the amount of the grant. In this manner, applicants will be in a position

to proceed with the installation of the system secure in the knowledge that the grant has been approved. 50% of any grant aid sanctioned by the Department will issue on receipt of a completed Form No PD 006 and the balance of the funding will issue when it has been established that the system is fully operational in line with the requirements of the Scheme (Completed Form No PD 007). All payments will be made via the applicants' Local Authority. It is the responsibility of the applicant to put in place appropriate arrangements with their Local Authority in relation to the payment of the grant.

In this context, it is understood that Local Authorities may require the completion by applicant of supplier set up forms inclusive of bank details. They may also require some of the details provided with the application form such as invoices and tax clearance details. In particular, they may require evidence that the Council is indemnified against all actions, proceedings and costs, claims, demands and liabilities howsoever arising from all and every action in connection with the project and from all negligent acts or omissions of the organisation, its directors, employees or agents. The Council must be indemnified on each policy held by the organisation and evidence must be provided.

Each applicant should contact their relevant Local Authority to ensure that the requirements are met. The Department of Justice and Equality accepts no responsibility for the arrangements between applicants and Local Authorities.

Section 3

Applications - General Appraisal Process.

All applications must be submitted by registered post.

An electronic copy of the application must also be forwarded by email to communitycctv@justice.ie.

All applications will be subject to an appraisal process, based on the assessment criteria as set out below:

- **Consideration will only be given to applications that fully comply with the eligibility criteria (see checklist page 2 and 3 of Application Form No PD 003).**
- **Applications will be managed at the discretion of the Minister by reference to the assessment criteria [Form No PD 002] 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.**
- **Applications that do not comply fully with the eligibility criteria (see checklist page 2 and 3 of Application Form No PD 003) will not be considered for grant aid and will be returned to the applicant. If such applications are amended to comply with the eligibility criteria they can be re-submitted.**

The appraisal of applications will be based on the material supplied by the applicant including the required supporting documentation required in the application form (**Form No PD 003**).

Assessment Criteria for Applications

Assessment will take place under the following headings.

Evidence of Need

- Evidence of need for a CCTV system in the particular identified location(s).
- Purposes for which the CCTV system will be used.

It should be noted that a separate document “**Assessment of need by local Divisional Officer of An Garda Síochána**” (**Form No PD 005**) should be completed and included with the application form.

Evidence of the Quality of the Proposal (including technical requirements)

- Extent to which the proposal would meet the objectives of the Scheme.
- Evidence that the proposal complies with the Code of Practice (**Form PD No 001**) and the Technical Specifications document (**Form PD No 004**).
- Extent to which the proposal has the potential to benefit / impact on the community.
- Integration with existing community based measures regarding crime prevention and support/education programmes for at-risk persons and offenders.

Evidence of Local Consultation

- Documentary evidence that the proposal has substantial local community support.
- Evidence of approval of the Joint Policing Committee.

Evidence of Capacity

- Previous experience of the Lead Group in the management of publicly funded projects is desirable.
- Financial control and management systems appropriate to the project.
- Demonstration of capacity to supply the balance of funds required to deliver the project.
- Capacity to complete the development.
- Organisational and management structure with regard to the normal operations of the Lead Group.

Evidence of Co-ordination with relevant / appropriate CCTV Initiatives

- Compatibility with existing, in house CCTV systems or within an appropriate network if such capacity exists.

Evidence of Sustainability

- Evidence that the applicant can provide the funds necessary to maintain and run the project for five years.
- Overall projected cost in context of similar type and scale projects.
- Detailed costings (including VAT), quotations etc.
- Capacity to enter into a maintenance contract.

Important considerations for Applicants

The following aspects will be taken into account when an application is being assessed:

- that the conditions for funding have been fully complied with;
- applicants must clearly demonstrate that all proposed uses of the CCTV system are appropriate and are in the best interests of the community;
- that the design of CCTV systems is acceptable to local residents, regarding the location of equipment and that the equipment will be deployed so as to avoid any undue intrusion or invasion of privacy or infringe an individual's civil liberties.

The Appraisal Procedure

- All applications will be acknowledged in writing.
- Applications will be assessed by reference to the criteria as set out in these guidelines. The services and expertise of the CCTV Advisory Committee attached to An Garda Síochána will be available to the Department in the appraisal of applications.
- The decision letter of notification to successful applicants will include further detail of grant delivery.

<p>THE DECISION OF THE MINISTER IS FINAL IN RELATION TO ALL APPLICATIONS FOR FUNDING UNDER THIS SCHEME.</p>
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Section 4

Mandatory Funding Conditions

The following conditions **must** be met before a grant will be awarded.

- A completed application form (**Form PD No 003**), signed by, or on behalf of, a legal entity representing the Lead Group, which will take responsibility for the supply, installation and commissioning of the proposed system, must be submitted to the Department of Justice and Equality via REGISTERED POST.
- Details of the organisational and management structure of the Lead Group must be provided.
- A steering committee for the project must be established to ensure optimum community participation and influence.
- An **Assessment of need by An Garda Síochána (Form No PD 005)** must be included with the application.
- A letter of approval from the Joint Policing Committee must be included with the application.
- Evidence of Authorisation of the Commissioner of An Garda Síochána in accordance with Section 38 of the Garda Síochána Act 2005 must be included with the application.
- Evidence must be provided that the participating Local Authority will undertake to act as Data Controller, for the purposes of Data Protection legislation, as required by the Garda Síochána (CCTV) Order 2006 (S.I. No. 289 of 2006).
- Proof of Garda vetting in respect of the proposed Data Controller and others who will have access to the system must be included with the application.
- A letter of support and approval from the relevant Local Authority must be included with the application.
- Applicants must comply with the Statement of Principles for Grantees at the **Appendix**.
- Applicants must supply a copy of a current Tax Clearance Certificate or Charitable Status (CHY) number (as applicable).
- All proposed Community-Based CCTV systems must comply with the technical/operational criteria as set out in the **Technical Specification (Form No PD 004)**.
- A detailed scaled map must accompany each application showing the area the proposed system will cover – illustrating the proposed camera positions and showing effective coverage for each camera.
- Confirmation must be provided 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.
- Applicants must demonstrate that financial control and management systems appropriate to the project are in place.
- Applicants must provide detailed costings (including VAT), quotations, etc., for the project and must clearly demonstrate that funds are in place to:
 - meet the applicant's portion of the funding required for the CCTV system, and
 - sustain the project for a period of 5 years.
- On the first anniversary of this Agreement and for each subsequent anniversary for the duration of the Agreement, the applicant must furnish to the Department of Justice and Equality written confirmation that the CCTV system is still in operation and all necessary maintenance, repair and replacement costs have been covered by the applicant.

Section 5

Application Process

Applications should be sent by REGISTERED POST to:

Department of Justice and Equality
Policing Division (Community CCTV Scheme)
51 St. Stephen's Green
Dublin 2
D02 HK52

An electronic copy of the application must also be forwarded by email to **communitycctv@justice.ie**

Applicants should take particular note of the documentation which must be submitted with the Application Form, as outlined in these Guidelines.

Incomplete applications will not be considered for a grant under any circumstances and will be returned to the applicant.
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Further Information.

All documentation in relation to the Scheme should be downloaded from the website of the Department of Justice and Equality at www.justice.ie

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| • Code of Practice | Form No PD 001 |
| • Guidelines | Form No PD 002 |
| • Application Form | Form No PD 003 |
| • Technical Specification | Form No PD 004 |
| • Assessment of Need by An Garda Síochána | Form No PD 005 |
| • General Conditions and Certificate of Acceptance | Form No PD 006 |
| • Garda Síochána Certificate of Completion | Form No PD 007 |

Section 6

Payment of Grants

Payments

Successful applicants will receive confirmation that they have been approved for a grant under the Scheme and the amount of the grant. In this manner, applicants will be in a position to proceed with the installation of the system secure in the knowledge that the grant has been approved. 50% of any grant aid sanctioned by the Department will issue on receipt of a completed Form No PD 006 and the balance of the funding will issue when it has been established that the system is fully operational in line with the requirements of the Scheme (Completed Form No PD 007).

Grants will be payable via the applicant's Local Authority (*See Section 2*).

The Department of Justice and Equality or its agents retain the right to recover an award paid in appropriate circumstances, including the event of non-compliance with:

- any undertaking made by the applicant;
- the conditions set out in these Guidelines;
- the General Conditions for Grant Aid and Certificate of Acceptance;
- Assessment of need by An Garda Síochána; or
- any other reason deemed appropriate by the Department.

Conditions of Grant Acceptance

Successful applicants will be required to enter into a contractual arrangement with Department of Justice and Equality and sign and return a Conditions of Grant Acceptance Form (**Form No PD 006**) before any grant will be paid.

50% of any grant aid sanctioned by the Department will issue on receipt of a completed Form No PD 006 and the balance of the funding will issue when it has been established that the system is fully operational in line with the requirements of the Scheme (Completed Form No PD 007).

Successful applicants will also be required to comply with the Statement of Principles for Grantees at the **Appendix**.

Section 7

General

Tax Clearance Procedures

The Government's Tax Clearance Procedures will apply to all grants allocated. These procedures require that organisations must give their tax number, the name of the tax office dealing with their affairs and certify that all their tax affairs are in order. Organisations who do not already have a tax number can obtain one from their local tax office and a current tax clearance certificate must also be provided (a tax clearance certificate is obtained from the Revenue Commissioners). However, organisations recognised as charities by the Revenue Commissioners are exempt from the requirement to provide a tax clearance certificate. Applicants should ensure that either a tax clearance certificate or CHY number whichever is applicable is attached to the application.

Code of Practice and Technical Specification

The Department of Justice and Equality and An Garda Síochána have prepared a '**Code of Practice**' (Form No PD 001) and a '**Technical Specification**' (Form No PD 004) for Community-based CCTV systems. Proposals must meet the requirements set out in the Technical Specification document or they will be disqualified automatically from any further consideration for funding. Applicants are requested to be thoroughly familiar with the requirements of the Code of Practice and the Technical Specification. All successful applicants will be required to adhere **strictly** to the Code of Practice and the Technical Specification.

Throughout the Code of Practice and the application forms for the Scheme, reference is made to the '**Data Controller**'. For the purposes of compliance with the Data Protection Acts 1988 and 2003, it is a **mandatory** condition of this Scheme that each applicant secures a written undertaking from their Local Authority to act as the Data Controller for the proposed CCTV system. Applicant organisations must enclose a copy of this undertaking with their application in order to satisfy the Department of Justice and Equality and that the Local Authority has agreed to act as Data Controller. Community-based organisations must, at all times, ensure the proper and responsible operation of the CCTV system under their control and ensure that all persons operating or monitoring the system are appropriately trained in the system's use and understand the restrictions and legal obligations imposed upon them by the laws in this area.

Disclosure under the Freedom of Information Acts

Information supplied in the application form and supporting documentation may be released, on request, to third parties, in accordance with the Department's obligations under the Freedom of Information Act 2014. Applicants are asked to consider if any of the information supplied by them in applying for funding under the Scheme should not be disclosed because of sensitivity. If this is the case, applicants should, when providing the information, identify same and specify the reasons for its sensitivity. The Department will consult with organisations about sensitive information before making a decision on the release of such information. The Department may release information to third parties on request unless applicants identify the information as sensitive, with supporting reasons.

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.

See 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

<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>