

Guidance Notes
Terms & Conditions
Community Fund

March 2026

Section 1: Tuath Community Fund Guidance Note

The Tuath Community Fund is part of Tuaths Foundation and is a dedicated initiative to enhance resident and community engagement by integrating new and existing support programmes provided by Tuath Housing under one umbrella.

The Foundation empowers residents by:

Facilitating access to opportunities: Assisting individuals in entering education, personal development, employment, and training programs.

Supporting vulnerable groups: Providing support to vulnerable or under-represented groups within our communities.

Fostering vibrant communities: Developing inclusive communities that celebrate social inclusion and diversity.

1.1 Tuath Housing Community Fund

Established in 2020, this fund supports local projects that promote inclusion, wellbeing and resilience.

To date, the initiative has funded projects that create safe community spaces, encourage creativity and support children, families and older residents. Rooted in Tuath Housing's Tenant Engagement Strategy, the fund empowers residents and local groups to take an active role in shaping their communities, fostering inclusion, well-being, and resilience. By investing in social, educational, recreational, and environmental projects, the fund not only improves quality of life but also strengthens community ties, creating spaces where residents feel valued, heard, and supported.

The Community Fund has enabled diverse initiatives that enhance well-being, strengthen communities, and provide essential support to those in need.

The funded projects focus on:

Community: Investing in community-building activities and projects that foster a sense of belonging, cooperation, and mutual support among residents.

Social inclusion and diversity: Promoting inclusivity and diversity by supporting programs that address social exclusion, alleviate poverty, and celebrate the unique contributions of all community members.

Creating safe and welcoming spaces: Transforming shared spaces into inviting, community-friendly areas that foster a sense of belonging.

Encouraging creativity and expression: Funding arts and craft supplies for groups that use creative expression to promote mental well-being.

Supporting children and families: Providing resources for children with additional needs, play therapy for at-risk youth, and family events that bring communities together.

Promoting inclusivity and accessibility: Supporting initiatives like Age-Friendly Walkability Assessments to improve mobility and independence for older residents.

1.2 Funding Available

A maximum of €2,500 per group or organisation is available. Funding is limited and subject to demand. The Community fund will be reviewed annually.

The Community fund cannot be used for:

Operational or running costs

Individual benefit

Capital or building works

Retrospective costs (costs incurred before approval)

Incomplete applications

1.3 Who Can Apply?

Eligible applicants include:

Tuath Housing residents' groups involved in the Tenant Engagement initiative

Not-for-profit community groups

Voluntary organisations

Examples: food banks, youth groups, family support centres, afterschool clubs, and services for older residents.

Note: Groups previously funded may reapply but cannot receive support for the same project for more than three years.

Section 2: Tuath Housing Community Fund Terms and Conditions

2.1 Application Process

Step 1: Complete the Community Fund Application Form and submit supporting documents required in step 2

Step 2: Prepare the following supporting documentation:

Governing documentation, (e.g., Residents' Group Constitution, Memorandum of Association, Charitable status), if applicable

Proof of Irish bank or credit union account in the group's name

Voluntary/ Not for profit organisations must be a registered charity in Ireland

Confirm that terms and Conditions have been read and agree to them.

Applicants must certify that the information provided in the application is accurate and complete.

Applicants should understand that any false statements may result in the rejection of their application.

Applicants agree to comply with relevant laws and regulations, including the Data Protection Act 2018 and Children's First Act 2015 (where applicable)

<https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/whatischildrenfirst>

[Data Protection Act 2018](#)

2.2 Review and Decision Process

Applications will be assessed by the Tuath Housing Community Fund Judging Panel. The Judging Panel may wish to meet with the applicants directly to more fully understand the application. All applications must:

- Demonstrate value for money
- Include safeguarding measures where applicable for staff and volunteers
- Be the only application submitted by the group for the funding round
- Late or incomplete applications will not be considered.

Tuath Housing expressly reserves the sole discretion and right to alter the eligibility criteria or other application rules, judging criteria/process and / or timelines in such manner as it sees fit at any time including, without limitation, to the right to extend the application.

Tuath reserves the right to amend, withdraw, terminate the process or alter the specification of the Fund without prior notice.

2.3 Fund Disbursement

Funds must be used exclusively for the approved project. Any significant changes to the project must be reported. Tuath Housing reserves the right to:

Audit expenditure

Request original invoices or receipts

Request return of unused funds

2.4 Project Timeline & Delivery

Successful applicants must adhere to agreed project timelines.

Projects must be completed within the timeframe agreed at the approval stage, and in any event, all projects must be fully completed within **6 months** from the date funding is issued.

For the 2026 funding round, all projects must be completed no later than 31st October 2026, unless otherwise agreed in writing by Tuath Housing

Any delays or changes to the project must be communicated to Tuath Housing immediately for review and approval.

Failure to adhere to agreed timelines may impact eligibility for future funding.

2.5 Expenditure Timeline

All funding must be spent within the approved project period

Funding must not be retained beyond the agreed completion date without prior written approval

Any unspent funds must be returned to Tuath Housing within 30 days of the project end date

For example, where the project completion deadline is 31st October **2026**, any unspent funds must be returned no later than **30th November 2026**.

Tuath Housing reserves the right to request evidence of expenditure at any stage.

2.6 Reporting & Documentation Requirements

All successful applicants are required to submit final documentation within **4 weeks** of project completion.

This must include:

- Completed Outcome Report
- Copies of all receipts and invoices
- Photographic evidence of the project (with appropriate consent)

For example, where a project completion deadline is **30th September 2026**, all documentation must be submitted no later than **31st October 2026**.

Failure to submit required documentation within this timeframe will result in:

Ineligibility for future Community Fund applications

A request for full or partial return of the grant

2.7 Compliance

Voluntary/ Not for Profit organisations must confirm compliance with relevant legislation, including the Data Protection Act 2018 and the Children First Act 2015.

Failure to adhere to terms may result in funding withdrawal.

The decision of the panel is final.

Every applicant in receipt of funding must inform Tuath immediately of any change to their circumstances e.g. cancellation of project/activity, organisation disbandment. Any change must be reviewed, acknowledged, and agreed by the Judging Panel where a specific change to the use of the grant is requested.

2.8 Non-Compliance & Recovery of Funds

Tuath Housing reserves the right to take appropriate action in cases of non-compliance.

This may include:

- Withholding access to future funding opportunities
- Requesting full or partial repayment of the grant

This applies where:

- Funding is not used for the approved purpose
 - Required documentation is not submitted
 - Agreed timelines are not met
 - There is a failure to communicate significant changes to the project
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2.9 Future Funding Eligibility

Failure to submit all required documentation, including Outcome Reports, receipts, and supporting materials, within the specified timeframe will result in:

Ineligibility to apply for the Tuath Community Fund in subsequent funding rounds

This restriction will remain in place until all outstanding documentation has been received and approved by Tuath Housing

Tuath Housing reserves the right to enforce this condition across all future funding applications.

2.10 Acknowledging and promotion of the Tuath Community Fund

Successful applicants must:

Acknowledge Tuath Housing's support in materials (newsletters, events, presentations)

Display Tuath Housing branding at any relevant funded events

Consent to the use of logos, images, and project details in Tuath Housing communications

Successful groups may be invited to take part in a short video or case study showcasing their work. By applying, you agree to participate if requested.

Successful applicants must acknowledge the support of the Tuath Community Fund in any published materials relating to the project/activity, including newsletters or public presentations about the project. Tuath will provide the relevant logos and materials to assist with this.

2.11 Key Dates

 Applications open: Friday 3rd of April 2026, 9:00am

 Applications close: Friday 17th April 2026, 5:00pm

 Total Fund Available: €50,000

Tuath accepts no responsibility for entries that are incomplete, illegible or fail to be redeemed by the relevant closing date for any reason

2.12 Contact

 Email: tuathcommunityfund@tuathhousing.ie
For queries, please contact the Tenant Engagement Team.

Section 3 Data Protection

3.1 Tuath Housing respects individuals' right to privacy and processes personal data securely and confidentially in accordance with data protection legislation.

3.2 When submitting an application, organisations are required to confirm that they have read and understood this privacy statement.

3.3 For the purposes of the EU General Data Protection Regulation (EU Regulation 2016/679) (GDPR), Tuath Housing is a data controller for the Community Fund.

3.4 Tuath Housing processes all personal data in accordance with the governing legislation (The Data Protection Act 2018 and GDPR).

3.5 Tuath Housing adhere to the following principles when processing data: lawfulness, fairness and transparency, purpose limitation, data minimisation, accuracy, storage limitations, integrity and confidentiality and accountability.

3.6 Tuath Housing may share personal data provided in the application with the

Community Fund Judging Panel for the purpose of processing your grant application.

3.7 Tuath Housing take appropriate measures against unauthorised access to, or alterations, disclosure or destruction of the data and against accidental loss or destruction.

3.8 Personal data will not be shared without specific consent or if necessary to meet our legal obligations.

3.9 A consent form is included to assist you in getting permission from all beneficiaries of this project to use their personal data for publicity purposes.

Photographs are required to be submitted as part of the final report on the project. By reading and agreeing to this privacy statement, you [the organisation] confirm that you have sought explicit consent from all individuals whose images may be used as part of this project. In addition, if you wish to use individual's personal data in other ways e.g. video, website etc., you must get their permission prior to usage; and be able to demonstrate this to Tuath Housing if requested.

3.10 Individuals have a number of rights under Data Protection Legislation. This includes access to personal data. A full list of individual rights is available from Tuath Housing's Data Protection Policy. Tuath Housing's privacy policy may be viewed at <https://tuathhousing.ie/privacy-policy>

3.11 If you have any queries about how your data is being processed, please contact Tuath Housing's Data Protection Officer by email: dpo@tuathhousing.ie by phone: 01-6761602 or by writing to: Data Protection Officer, Tuath Housing, 33 Leeson Street Lower, Dublin 2 D02 KD68.