

THE IPB INSURANCE LOCAL AUTHORITY COMMUNITY FUND 2026
APPLICATION FOR THE
LOCAL ENVIRONMENTAL ACTION FUND



Key Details

IPB LEAF Fund Carlow County Council Contact:	Email: climate@carlowcoco.ie Number: 087- 4604854 Contact: Jenny Collier, Community Climate Action Officer
Grant Open for applications:	Monday 13 July at 9:00am
Application deadline:	Midnight Monday 3 rd August 2026
Application form:	Click the link here or copy and paste it into your web browser: https://carlowcococlimate.submit.com/show/4
Project delivery:	September-November
Project Completion:	14 November 2026
Grant amounts:	€2,000- €10,000 and 100% funded
Total Budget:	€50,000



Terms and Conditions

1. Introduction

The IPB Local Environmental Action Fund (LEAF) is administered by Carlow County Council and funded through the IPB Insurance and Local Authorities Community Fund. The purpose of the Fund is to support community-led environmental enhancement, biodiversity, sustainability, and climate action initiatives throughout County Carlow.

By submitting an application to the IPB Local Environmental Action Fund, applicants acknowledge and accept these Terms and Conditions.

2. Fund Budget and Grant Amounts

The total budget available under the IPB Local Environmental Action Fund (LEAF) in County Carlow is €50,000. Funding requests must be for a minimum of €2,000 and a maximum of €10,000. Applicants can apply for 100% of project costs.

The number of projects supported, and the level of funding awarded to each project, will depend on the number, quality and eligibility of complete applications received.

Carlow County Council reserves the right to:

- Fully fund an application.
- Part-fund an application.
- Approve funding for selected elements of a project only.
- Refuse any application; and
- Not allocate the entire available budget where suitable applications are not received.

Submission of an application does not guarantee funding.

Applicants should note that this funding programme operates within a relatively short delivery timeframe. Projects approved under the IPB LEAF Fund will be required to be completed, invoiced and fully claimed by** 14 November 2026**. Applicants should ensure that proposed projects are realistic, achievable, and capable of being delivered within the available timeframe before submitting an application.

3. Applicant Eligibility

Funding is open to eligible community organisations operating within County Carlow, including:

- Tidy Towns Groups.
- Residents' Associations.
- Sustainable Energy Communities (SECs).
- Community Garden Committees; and
- Community groups whose primary aim is to improve and enhance their local area.

Applicants must:

- Be registered with the Carlow Public Participation Network (PPN).
- Be capable of delivering the proposed project within the required timeframe.
- Have appropriate governance arrangements in place.
- Possess all necessary permissions and approvals for the proposed project; and
- Comply with all relevant legislation and regulations.

Applicants can include collaboration with at least one other community stakeholder group (for example, local schools, youth clubs, Lyons club, sports club, Men's Sheds and many more). If not possible, the application should outline the reason.

4. Project Eligibility

Projects must be located within County Carlow and must contribute to environmental enhancement, biodiversity improvement, climate action, sustainability, circular economy initiatives, renewable energy, climate adaptation, environmental education or related community environmental objectives.

Projects should align, where appropriate, with relevant local strategies and policies including the Carlow Climate Action Plan, Biodiversity Action Plan, Green Infrastructure Strategy, Community Garden Policy, and Circular Economy initiatives.

5. Application Requirements

Applications must be submitted through the online portal by Midnight Monday 3rd August 2026. Please follow the link to the application form here:

<https://carlowcococlimate.submit.com/show/4>

Applications may be deemed ineligible where they are:

- Submitted after the closing date.
- Incomplete.
- Ineligible under the scheme criteria; or
- Not supported by the required documentation.

Carlow County Council reserves the right to request further information, clarification or supporting documentation during the assessment process. Failure to provide requested information within the specified timeframe may result in an application being rejected.

6. Accuracy of Information

Applicants must ensure that all information supplied as part of the application process is accurate, complete, and truthful.

The submission of false, inaccurate, or misleading information, or the omission of relevant information, may result in:

- Rejection of the application.
- Withdrawal of a grant offer.
- Recovery of grant funding already paid; and/or
- Exclusion from future funding opportunities administered by Carlow County Council.

7. Permissions and Consents

Applicants are responsible for obtaining all permissions, approvals, licences and consents necessary to undertake the proposed project.

Where applicable, applicants may be required to provide:

- Proof of ownership or leasehold interest (> 3 years duration remaining)
- Written permission from the landowner.
- Planning permission.
- Statutory approvals; and
- Other relevant permissions or consents.

Carlow County Council accepts no responsibility for obtaining permissions or consents on behalf of applicants.

8. Eligible Expenditure

Funding may only be used for activities and expenditure approved by Carlow County Council.

Eligible expenditure may include projects relating to:

- Tree planting, biodiversity focussed landscaping, urban greening.
- Dispersed heritage orchards.
- Energy audits for community buildings.
- Bike shelters, bike parking, bike repair stations.
- Renewable energy measures in community buildings.
- Waste reduction initiatives.
- Circular economy projects.
- Rainwater harvesting.
- Climate adaptation measures.
- Sustainability education and awareness campaigns.
- Capacity building workshops; and
- Other environmental enhancement initiatives approved by Carlow County Council.

9. Ineligible Expenditure

The following costs and activities are not eligible for funding:

- Projects or works commenced prior to written grant approval.
- Salaries, staffing costs, and ongoing operational expenses.

- Rent, insurance, legal costs, and statutory fees.
- The purchase of livestock.
- Vehicles or electric lawnmowers.
- Expenditure funded through another programme.
- Match funding or bridge funding for other grant schemes; and
- Any expenditure not approved by Carlow County Council.

10. Procurement Requirements

Applicants must demonstrate value for money and provide quotations supporting the costs included in their application.

The minimum quotation requirements are:

- One quotation for expenditure below €5,000 excluding VAT.
- Three quotations, or evidence that three quotations were sought, for expenditure between €5,000 and €15,000 excluding VAT.

Carlow County Council reserves the right to request additional quotations, procurement documentation, or justification of costs where necessary.

11. Assessment of Applications

Applications will be assessed competitively against the criteria published by Carlow County Council.

Applications will be assessed having regard to:

- Relevance to Climate Action/Environmental Enhancement Goals – 40%.
 - Alignment with local climate action plans
 - Contribution to biodiversity and environmental enhancement
- Innovation and creativity – 20%.
 - Novel approaches to tackling environmental challenges.
 - Use of local knowledge and resources
- Feasibility and sustainability – 20%
 - Practicality and timeline of implementation
 - Plans for ongoing maintenance or long-term sustainability
- Community participation – 20%.
 - Demonstrated benefit to the local community.
 - Level of community engagement and participation in the project

The decision of Carlow County Council shall be final.

12. Approval and Grant Offer

Funding approvals are at the sole discretion of Carlow County Council.

Any grant offer issued by Carlow County Council will specify:

- The approved funding amount.
- The approved project activities.
- Any special conditions attaching to the award; and
- The project completion deadline.

Funding may only be used for the activities approved by Carlow County Council.

13. Project Delivery

Successful applicants must deliver the project substantially in accordance with the approved application and any conditions contained within the Letter of Offer.

This funding programme operates within a tight delivery schedule. Applicants should carefully consider project complexity, procurement requirements, permissions, contractor availability, and seasonal factors when developing project proposals.

All approved works must be completed and all claims for payment, together with the required supporting documentation, submitted to Carlow County Council by ****14 November 2026****.

Successful applicants must:

- Deliver the project within the agreed timeframe.
- Notify Carlow County Council immediately of any issues affecting project delivery.
- Seek written approval before making any significant changes to the project; and
- Cooperate with any monitoring requirements of the Fund.

Projects that cannot reasonably be delivered within the available timeframe may be considered unsuitable for funding.

14. Grant Payment

Grant funding will generally be paid following completion of approved works and submission of all required supporting documentation.

Carlow County Council may require:

- Invoices.
- Photographic evidence.
- Bank account details; and
- Any other documentation necessary to verify project delivery and expenditure. ,

Carlow County Council reserves the right to:

- Reduce the grant amount where actual expenditure is lower than anticipated.
- Refuse payment where expenditure is deemed ineligible.

- Withhold payment pending clarification or supporting evidence; and
- Withhold payment where the applicant is not tax compliant.

Grant aid shall not exceed actual eligible expenditure incurred.

15. Monitoring and Reporting

Successful applicants must provide monitoring and reporting information as requested by Carlow County Council.

This may include:

- A final impact report.
- Details of project activities undertaken.
- An expenditure report.
- Before and after photographs.
- Community feedback.
- Attendance records for workshops or events.
- Volunteer participation figures; and
- Information demonstrating environmental and community outcomes achieved. Failure to provide the required reporting information may affect future funding eligibility.

16. Publicity and Acknowledgement

Successful applicants shall acknowledge the support of IPB Insurance and Carlow County Council in publicity materials, social media posts, press releases, signage, and other project communications where requested.

Carlow County Council reserves the right to use project information, photographs, testimonials, and case studies for promotional, reporting, and educational purposes.

17. Record Keeping, Inspection and Audit

Carlow County Council, IPB Insurance, the Local Government Auditor and their authorised representatives reserve the right to inspect project locations, verify expenditure, and review project records at any reasonable time.

20. Data Protection and Freedom of Information

Information supplied as part of the application process will be processed by Carlow County Council for the purposes of grant administration, assessment, monitoring, audit, and compliance with statutory obligations.

Processing will be carried out in accordance with the General Data Protection Regulation (GDPR), the Data Protection Acts and other applicable legislation.

Information supplied may be subject to disclosure under the Freedom of Information Acts, the Access to Information on the Environment Regulations and other applicable statutory requirements.

21. Limitation of Liability

Carlow County Council accepts no liability for:

- Costs incurred in preparing or submitting an application.
- Costs incurred in anticipation of grant approval.
- The refusal of an application.
- Delays in grant payment; or
- Any loss, damage, injury, or claim arising from project activities.

Responsibility for project delivery remains solely with the applicant organisation.

22. Acceptance of Terms and Conditions

By submitting an application, applicants confirm that:

- The information supplied is true, accurate and complete.
- They have read and accepted these Terms and Conditions.
- They have authority to submit the application on behalf of the organisation; and
- They agree to comply with all requirements of the IPB Local Environmental Action Fund.

Carlow County Council reserves the right to amend these Terms and Conditions and make such decisions as are necessary for the proper administration of the IPB LEAF Fund.