SDCC Comhairle Contae Átha Cliath Theas South Dublin County Council

Local Priorities Fund Allocation Protocol

Introduction

With the elected members' decision to apply a 7.5% reduction in Local Property Tax for 2026, a Local Priorities Fund totalling €1 million, equivalent to €25,000 per councillor, was approved at the Annual Budget Meeting in November 2025 to give councillors the opportunity to fund specific projects within their local electoral areas in 2026. This protocol sets out the approval, drawdown, monitoring and reporting mechanisms to provide oversight on all expenditure under this fund, as agreed between the executive and elected representatives.

Allocation

The fund will be assigned to each Local Electoral Area (LEA), based on the number of councillors within that LEA based on an allocation of €25,000 per councillor as follows:

LEA	No. of Councillors	Total Fund Allocation
Palmerstown - Fonthill	5	€125,000
Lucan	5	€125,000
Clondalkin	7	€175,000
Rathfarnham - Templeogue	7	€175,000
Tallaght Central	6	€150,000
Tallaght South	5	€125,000
Firhouse – Bohernabreena	5	€125,000
	TOTAL	**€1,000,000**

Eligibility

Councillors must ensure that they make any necessary declarations in accordance with the Code of Conduct for Councillors and are also obliged to ensure that no conflicts of interest arise for them in relation to proposed allocations.

In addition, funding allocations should:

- benefit a significant number of people in the LEA
- be spent within the relevant LEA/ Area
- be spent within the relevant budget year

Funding allocations can:

- be used to promote the interests of the local community
- be assigned to multiple projects
- be pooled with that of any other member(s) of the LEA/Area Committee for specific projects
- be used to contribute to matched funding requirements of projects
- be used to fund a project in the council's capital programme
- be assigned to projects that require any form of development consent, licence or the consent of third parties, only when such consent or licence is obtained
- support projects that would also be eligible for funding through an existing grant scheme (e.g. SDCC community grants schemes)
- contribute towards the running costs of an organisation (excluding staff costs), subject to a maximum allocation of €5,000.00 on a once off basis per organisation.
- be allocated to an organisation outside the LEA provided it can be demonstrated that their activities benefit a significant number of people within the LEA.

Funding cannot be allocated:

- for sponsorship or advertising of an event or organisation
- for staffing costs
- for projects that will result in significant subsequent ongoing running costs that do not have an identified potential funding source
- to projects designed to benefit a specific individual
- to organisations outside the county unless it is clearly demonstrated that their activities/project benefit a significant number of people within the county.
- To activities or projects that are deemed to be contrary to local, regional or national policy
- If multiple allocations are made to the same project, the total allocated cannot exceed the total cost of the project

Application Process

- A separate application must be completed by councillors in respect of each proposed allocation from the fund.
- The minimum amount for each allocation from the fund is €2,500.00
- The final date for receipt of applications for allocations from the 2026 fund is 31 October 2026
- Applications may be submitted to Corporate Services by email to LPF@sdublincoco.ie
- Corporate Services will administer, assess, and report on the fund.
- Assessment of applications will be carried out having regard to this protocol.
- Decisions on applications received will be emailed to the relevant councillor within five working days after receipt and assessment of complete applications. Incomplete applications will be returned to the Councillor.

Appeals Process

If an application is considered ineligible under this protocol, reason(s) for any such decision will be provided.

Councillors may appeal any refusal by emailing the Senior Executive Officer, Corporate Services at bshannon@sdublincoco.ie.

Payment

- Payments will be made directly to organisations and not in any circumstances to contractors or councillors.
- Organisations approved for funding must complete a "Supplier Set up Form" and provide all required documentation to facilitate payment by EFT.
- Payments will be by way of Electronic Funds Transfer (EFT) only to organisations' bank accounts through the council's financial management system.
- Recipients must be properly established and constituted and in good financial standing with the council.

Reporting

All completed applications complying with this protocol will be presented to each relevant Area Committee Meeting for noting.

A report on the administration and allocations from the fund will be prepared annually and submitted to the OP&F Committee and the Audit Committee. This report will also be included in the Annual Report.

2026 LOCAL PRIORITIES FUND ALLOCATION APPLICATION

Councillor name: _____

NOTE: a separate form must be completed for each allocation

Type of allocation (please tick):

A: Internal (SDCC) project		B: External organisation	

Please complete **either** section A or B below

A: Internal allocation:

Department	
Project	
Amount of allocation	€
Jobcode (internal use only)	

B: External allocation:

Name of organisation		
Registered with PPN	Yes	No
PPN Registration Number		
Project		
Amount of allocation	€	
Supplier ID (internal use only)		

The following must be included with each application:

1. Written confirmation from organisation including project details, overall cost and overview of expected benefit to local residents.
2. Written confirmation of any required form of development consent or the consent of third parties, such as landowners.
3. Email, telephone and address contact details for the organisation

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Councillor declaration:

I declare that I have no conflict of interest arising from this allocation.

I have read and understood the Code of Conduct for Councillors and have had regard to it in this application to allocate the funds requested.

I wish to make an allocation as outlined above under the Local Priorities Fund Allocation Protocol.

Signature: _____

Date: _____

Internal use only

Certification of Compliance with Protocol

I certify that the foregoing application complies with the terms of the Local Priorities Fund Allocation Protocol:

Signature: _____

Position: _____ (Staff Officer or above)

Date: _____

Checked by:

Signature: _____

Position: _____ (Senior Staff Officer or above)

Date: _____

SUPPLIER SET UP FORM – REQUIRED FOR ORGANISATIONS THAT ARE NOT ALREADY SET UP ON AGRESSO FINANCIAL MANAGEMENT SYSTEM

[NOTE: it may be necessary to get updated forms to verify bank and tax clearance information for organisations previously set up on the system but inactive]

REQUEST FOR PAYEE DETAILS – TO BE COMPLETED BY ORGANISATION

To set you up on our financial management system as a supplier for payment, please submit the information below by email to LPF@sdublincoco.ie

Supplier Name	
Supplier Address	
Telephone	
Bank Account No.	
Bank IBAN	
Bank BIC	
Bank Sort Code	
E-mail for remittance	
VAT/Tax registration no.	
Tax Clearance Access No.	
Signed by: (Name)	
(Position)	

Please also submit a bank statement header (with any transactions redacted or blacked out) showing:

- **Organisation name and address**
- **Bank name**
- **BIC and IBAN**