Application Form 2017

Ref. No.:

(For office use only)

**Drehid Community Grant Scheme**



045 980660

drehidgrants@kildarecoco.ie

Additional information may be included on separate sheets

ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN FULL OTHERWISE YOUR APPLICATION WILL BE DEEMED INVALID

***Part A - Contact Details***

Name of Group/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address of organisation (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proximity to Drehid Landfill Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Applicable:-

Charitable Status Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Sports Exemption No \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Part B - Group Details***

Please give the total number of members in your group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When was your group formed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the aims and objectives of your group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give details of the group’s current activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What contribution does your group make to your community? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part B**

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###### *Part C - Details of Proposed Project*

1. Title of the proposed project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please give a brief description of the proposed project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Is this a new initiative or part of an on-going plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who and how many people in your community will benefit from the project? \_\_\_\_\_\_\_\_

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1. What are the proposed start and finish dates for your project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Who in your group will manage the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What previous experience has your group managing similar projects? \_\_\_\_\_\_\_\_\_\_\_\_

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1. Do you have a project plan? Yes [ ] No [ ]

If yes, please supply copy.

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***Part D - Improvement to existing Land and/or Buildings/New Build***

If funding is sought for improvement to land and/or buildings/new build please complete the following:-

Address of land/building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your organisation lease the land or building? Yes [ ] No [ ]

(**If yes, please attach copy of relevant lease)**

Does your organisation own the land or building? Yes [ ] No [ ]

**(If Yes, please attach copy of relevant deeds)**

Do you have planning permission for the proposed works? Yes [ ] No [ ]

**(If yes, please attach copy of relevant planning permission)**

If no, please confirm why you consider the works proposed to be exempt from planning permission:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\* If in doubt it is advisable that you seek independent planning advice in relation to the proposed project.

(Please note your application may be reviewed by the Planning Department.)

***Part E*** *-* ***Budget for the Project***

What is the estimated overall cost of the proposed project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much are you requesting from the Drehid Community Grant Scheme? \_\_\_\_\_\_\_\_\_\_\_\_

Have you received a grant from the Drehid Community Grant Scheme in the past?

Yes [ ] No [ ]

**Other Funds** (As no project will receive 100% funding, the availability of other funds will be viewed in a positive light)

What sources of funds are available to complete this project. Please specify:-

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***Part F - Project Costs***

***N.B. Please note that you are required to submit:-***

***- Evidence of 1 official quote if applying for an amount under €1,500.***

***- Evidence of 2 official quotes if applying for an amount between €1,500 & €5,000.***

***- Evidence of 3 official quotes if applying for an amount over €5,000.***

***These will be used to assess the Value for Money of your project.***

***Quotations:***

***\* Must be addressed to the group applying for funding***

***\* Must be on company headed paper and include VAT number***

***\* Quotes must be comparable i.e. the specification must be itemised in each quote i.e. each quote must be for the same item and quantity***

##### Please provide details of proposed costs associated with the project. Note that items listed below must relate to the project for which you are applying for grant assistance

##### Item Cost

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**Total Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please identify which quote is your preference. If this is not the cheapest quote please explain why:-**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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###### Disclaimer:

Kildare County Council and Bord Na Móna shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Kildare County Council and Bord Na Móna, its servants or agents shall not at any time, in any circumstances, be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read the above disclaimer and the application/grant guidelines (pg. 9-12) and I certify that the information supplied here is a true and fair representation of this organisation’s position.

Signed on behalf of the applicant organisation:-

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CAPITALS)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for receipt of applications is Friday 7th July 2017**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

**Return by post to:**

**Drehid Grant,**

**Community & Culture Department,**

**Kildare County Council,**

**Level 7,**

**Áras Chill Dara,**

**Devoy Park,**

**Naas,**

**Co. Kildare.**

**IMPORTANT NOTES**

**- All applications must be made on official 2017 application forms.**

**- All questions MUST be answered.**

**- All supporting documentation must accompany this application form.**

**CHECKLIST TO BE SUBMITTED WITH APPLICATION FORM:-**

**1. Application form – completed in full.**

**2. I have read the disclaimer and application/grant guidelines.**

**3. I have signed the form - typed signatures are not accepted.**

**5. Ensure that you enclose the following, if applicable:-**

1. **Copy of lease.**
2. **Copy of deeds.**
3. **Copy of planning permission.**
4. **Copy of business plan, research documents, design brief etc.**

**6. Quotes – ensure that you attach 1, 2 or 3 quotes as appropriate**

**7. Submit a copy of your group’s bank/credit union statement if:-**

1. **Your group is a new applicant.**
2. **You have received a grant before but your details have changed.**

**Any further queries please contact** [**drehidgrants@kildarecoco.ie**](mailto:drehidgrants@kildarecoco.ie) **/ 045980660**

**Application & Grant Guidelines**

**Drehid Community Grant Scheme 2017**

**1.0 Guidelines for Drehid Community Grant Scheme pg. 10**

**2.0 Conditions of Community Grant Scheme pg. 11**

**3.0 General Information pg. 13**

**1.0 Guidelines for Drehid Community Grant Scheme**

**1.0 Introduction**

Kildare County Council and Bord Na Móna wish to invite applications for the Drehid Community Grant Scheme for 2017. The purpose of the scheme is to provide financial assistance to community organisations located within a 9km radius of the Drehid Facility to fund environmental, recreational and community projects which will mitigate the impact of the landfill facility on the local community.

**1.1 Important points to remember when applying**

The following are points which must be adhered to:

* Qualifying groups/organisations must be located or carry out the bulk of their activities within the defined area
* All applications must be made on the official application form and submitted to the Council by post to Drehid Grant, Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co. Kildare by **Friday 7th July 2017 at 5.00pm**. **Late applications will not be considered.**
* Recognition must be given to Kildare County Council and Drehid Waste Facility/ Bord Na Móna in any promotional material associated with the project. Please submit copy of documentation and photographs when submitting final report. Kildare County Council/Drehid – Bord Na Móna Plaques are available for collection from Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co. Kildare.
* **If you have not returned receipts for grants received in previous years any monies awarded will not be paid out until these have been reconciled. Please note submission of Invoices will not be accepted as receipts.**
* A copy of your group bank/credit union details is required if your group is a new applicant or a group who has received a grant before but your details have changed.

**2.0 Applications**

* Consideration will be given to applications for grant support for projects which are undertaken over a number of years or are going through a preparation, planning, design and implementation stages or are proceeding through a phased implementation approach e.g. building a community centre.
* Applications will be considered from groups who require matching funding to access national funding schemes such as the Sports Capital programme.

**2.1 Who/what is not included in the scheme**

* Grants are not available to individuals/organisations that are engaged in business for profit activities.
* Operational expenses e.g. rent, energy costs, insurance costs are not eligible for funding under the terms of the scheme
* Applications will be deemed ineligible if the application form is not fully completed
* Applications received after the closing date shall not be considered
* Expenditure incurred prior to grant approval will not be funded
* Resident Associations, Senior Citizen Groups and Carer groups are not funded.
* Lawnmowers, annual plants and clothing are not funded.

**2.2 Assessment& Appeal Process**

* Each application will be assessed against set criteria and allocated marks by the Drehid Community Liaison Committee. The final amount granted will be representative of the percentage of marks allocated to the applicant.
* Once assessment is completed recommendations will be sent to the Municipal Districts for approval.
* Applicants will be informed in writing of the decisions after the Municipal District meetings.
* Applicants may submit a written appeal on any decision notified to them by Kildare County Council. The Director of Community & Culture will review their application in consultation with the Drehid Community Liaison Committee. A decision on an appeal will be notified to each applicant within 2 weeks of receipt of appeal.

**2.3 Responsibility of Applicant**

* Groups availing of a grant must be formally established and must produce the following if requested:
* Articles of Association/Constitution or minutes of last AGM.
* Committee membership
* Income & Expenditure account
* Banking /Credit Union documentation
* Confirmation of registration from Governing Body if applicable
* Registration with PPN
* Insurance documents(If applicable)
* Tax clearance certificate for grants over €10,000
* All applications under €1,500 must include 1 quotation. Applications for between €1,500 & €5,000 must supply 2 quotations. Applications for over €5,000 must include 3 quotations. Information/detail given to suppliers requesting a quotation must be identical and must be clear in the body of the quotation received.
* All applicants requesting over €5,000 must supply a 3 year project plan.
* Grants over €5,000 will only be paid once the project has been completed and receipts submitted. Part payment will be considered on large projects where staged/phased work is required.
* Projects granted under €5,000 will receive their grant prior to spend. Any monies unspent must be returned to Kildare County Council.
* Applicants must provide information on who will manage the project and how the experience of the group to manage similar size projects.
* Documentation, including photographic evidence, evidence of fundraising and other sources of funding, report & receipts must be produced as evidence of goods purchased, works carried out or contracts entered into.
* On completion of the project, official receipts marked “Paid” must be submitted with a full project report detailing how the grant was utilised and how it benefitted the group including photographs and a statement of income and expenditure. Invoices marked paid are not acceptable as receipts unless stamped paid with company stamp. Receipts must correspond with final quotation submitted for agreed work. Documentation must be produced by the agreed date for that year.
* All successful applicants will receive a **Letter of Award** and a **Grant Agreement Form**. All successful groups must complete, sign and return this form. Please be aware this form constitutes a contract with the council.
* Upon receipt of the **Grant Agreement Form** and any other relevant documents requested, groups awarded monies under €5,000 will be paid. For groups awarded over €5,000 monies will be paid out when receipts for completed work are submitted.

**3.0 General Information**

* Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future.
* If a proposed project impacts on the work of any department within Kildare County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
* In general, except in special circumstances, a group/organisation shall not receive a grant for the same purpose more than once in any twelve month period.