**Kildare County Council**

**Grants Scheme 2017**

#### Application Form



045 980538

grants@kildarecoco.ie

Please tick box for grant your applying for. Only one application form per grant.

Community/LPT Festival Heritage 

* Closing date for applications is Tuesday 14th March 2017 at 5.00pm
* Please carefully read the guidelines for information for each grant scheme. Guidelines are specific to each grant scheme.
* Groups may apply for multiple grants but a separate application must be submitted for each project.
* Additional information may be included on separate sheets.
* Please ensure email address is correct as correspondence will be issued by email

*Part A Contact Details*

Name of Group/Organisation:…………………………………………………………………

Contact Person:…………………………………………………………………………………

Position in Group/Organisation:........................................................................................

Address:…………………………………………………………………………………………..

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Tel:………………………………………

E-mail:…………………………………..

## Part B Group Details

Chairperson Name: ………………………………………………………………………………..

Address: ..................................................................................................................................

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**Contact No/Email: .................................................................................................................**

**Treasurer Name:** .....................................................................................................................

Address: ..................................................................................................................................

**Contact No/Email: ................................................................................................................**

When was the group formed?: ................................................................................................

Aims of Group: ........................................................................................................................

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Details of Group Activities: ......................................................................................................

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***Part C Proposed Project***

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Who will be involved in the project? ………………………………………………………………

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Who will benefit from the project? …………………………………………………………….....

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Commencement date of project: …………………………………………………………

End date of project: .................................................................................................

***Part D Ownership of land/building/object (If applicable)***

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

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Does your organisation rent the site? Yes [ ] No [ ]

Does your organisation own the site? Yes [ ] No [ ]

If No, Give details of the owner of the site

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Has the owner of the land, building etc given permission for the project

Yes No

### Part E Consents (If Applicable)

Is approval required from the following bodies? If yes has approval been granted.

Local Authority Planning Permission Yes No

National Parks and Wildlife Yes No

Department of Environment Heritage and Local Government Yes No

\*If festivals are taking place in recorded monuments (RMP) sites or Natura 2000 sites i.e. SAC/SPA sites consent maybe needed- Please consult the Heritage officer at heritageofficer@kildarecoco.ie.

### Part E2 FOR HERITAGE GRANTS ONLY - Benefits to heritage (must be completed).

### Each project must benefit an element of heritage as listed in the Heritage Act, 1995. Please indicate which element your project benefits.

Monument □ Archaeological Object □

Heritage Object □ Flora, Fauna, wildlife habitats □

Landscape □ Archaeological Heritage □

Inland waterways □ Geology □

Heritage gardens and parks □

### Part F Budget for the Project

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

How much are you requesting from this Grant Scheme? \_\_\_\_\_\_\_\_

***Maximum grant available €3,000.***

***Please note that the maximum grant is not guaranteed.***

Are you applying for funding for this project from any other sources? Yes No

**(*Note: no double funding from Kildare County Council is allowed*)**

If yes, please give details

Source Amount

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**Please note that the maximum grant requested is not guaranteed if this occurs how do you propose to fund the shortfall for the project.**

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###### *Part G Project Costs*

Please provide details of proposed costs associated with the project. Where relevant please supply quotes or tenders if available.

##### Item Cost

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

###### Please note that receipts (Which have to be marked paid) are required on completion of groups project.

###### Disclaimer

Kildare County Council 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, its employees 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.

**Late applications will not be accepted.**

**Please ensure that your groups bank statement (with group’s name) is attached with completed application form.**

**Check list to be completed before submission of application form:**

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

**2. Signature on form. Typed name will not be accepted.**

**3. Copy of your group's bank statement.**

I have read the above and attached guidelines 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:**

**All applications must be made on official application form and submitted to the Council by email to grants@kildarecoco.ie or by post to Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co. Kildare by Tuesday 14th March 2017 at 5.00pm.**

**Guidelines for**

**Relevant Kildare County Council Grant Schemes 2017**

**Grant Scheme Page**

**1.0 Guidelines for Community/LPT and Festival Grant Scheme 10**

**2.0 Conditions of Community/LPT Grant Scheme 11**

**3.0 Conditions of Festival Grant Scheme 14**

**4.0 Conditions of Heritage Grant Scheme 16**

* **Relevant guidelines must be adhered to for each grant scheme**
* **Community groups/applicants can apply for more than one grant scheme.**

**1.0 Guidelines for Community/LPT and Festival Grant Scheme 2017**

**1.0 Introduction**

Kildare County Council wishes to invite applications for their Community/LPT and Festival Grant Scheme for 2017. The purpose of the schemes is to provide financial assistance to Community or Festival groups engaged in activities which encourage community participation and promote the well being of communities in County Kildare,especially those with a tourism, cultural, artistic or community perspective.

**1.1 Important points to remember when applying under our grant schemes:**

The following are points which must be adhered to for all our grant schemes:

* All applications must be made on official application form and submitted to the council by email to grants@kildarecoco.ie or to Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co Kildare by Tuesday 14th March 2017 at 5.00pm.
* Recognition must be given to Kildare County Council in any promotional material associated with the project. Please submit copy of documentation and photographs when submitting final report.
* **Your application will not be considered if you have not returned receipts for grants received in the previous year. Submission of Invoices will not be accepted.**
* A copy of your group bank details is required. Treasurer details for your group must be submitted with your application as remittance advice will only be sent to your group’s Treasurer.

**2.0 Community & Local Property Tax (LPT) Grant Scheme**

**2.1 Conditions of Community/LPT Grant Scheme**

**2.2 Who is eligible?**

Kildare County Council Community/LPT Scheme is open to all groups engaged in activities which encourage community participation, volunteerism and promote the well being of communities in Kildare.

* Groups must be formally established and must produce if required:

- Articles of Association or minutes of AGM/Meetings

- Income and Expenditure

* All applications must be made on an official application form and submitted to Kildare County Council by email to grants@kildarecoco.ie or to Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co Kildare.
* Maximum grant available up to €3,000. **This does not guarantee that the maximum grant will be awarded.**
* Groups can choose to combine this scheme with grant aid other than from KCC.
* All funded activities must be located within Kildare.
* No double funding from Kildare County Council sources will be allowed.
* It will be a condition of funding that the contribution of the Community/LPT grant from Kildare County Council is acknowledged in any promotional material associated with the project.
* On Completion of projects photographic evidence and receipts related to the spending of the monies granted must be submitted to Community & Culture Department of KCC.

**2.3 Activities not eligible:**

The Community/LPT Grant will not fund activities involving:

* Projects that benefit individuals.
* Teaching/Staffing in schools.
* Project which are clearly the remit of another agency.
* Ongoing running costs e.g. administration.

**2.4 Financial Guidelines/Requirements:**

* Any monies unspent must be returned to Kildare County Council.
* Groups must have a bank or credit union account. Post office accounts will not be accepted to process an application for grant.
* A copy of your group’s Bank Statement will be required to process an application.
* **An application will not be considered where receipts for grants received in previous years remain outstanding.** Submission of invoices will not be accepted in lieu of receipts. Receipts must be on headed paper and marked "paid". Handwritten ‘Paid In Full’ notes will not be accepted.
* Successful applicant groups will receive a **Letter of Award** and a **Grant Agreement Form**, which must be returned to draw down grant.
* Treasurer’s contact details **must** be submitted on application, as remittance advice will only be sent to your group’s treasurer.
* Groups must complete and return the signed **Grant Agreement Form** which constitutes a contract with the council.
* On receipt of the signed **Grant Agreement Form,** together with any other relevant documents required, the full amount allocated under the Community/LPT Grant Scheme will be paid.
* On completion of the project, official receipts "marked Paid" must be submitted together 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.
  1. **Criteria for assessing applications:**
* Projects that foster social inclusion/Integrated communities.
* Projects that encourage participation in community development.
* The capacity of the group to deliver the project.
* Projects that are innovative.
* Application that shows evidence of costings and local contribution to the project.
* Quality of application - clear description of projects and costings.
* Final approval of the grant will be given by the elected members of Kildare County Council.

**2.6 Closing date for all applications - Tuesday 14th March 2017 at 5.00pm.**

**Late applications will not be accepted.**

**3.0 Festival Grant Scheme**

**3.1 Conditions of Festival Grant Scheme**

**3.2 Who is eligible?**

Kildare County Council Festival Scheme is open to voluntary groups who promote key festival events in Kildare.

* Groups must be formally established and must produce if required:
  + Articles of Association or minutes of AGM/Meetings
  + Income and Expenditure
* All applications must be made on an official application form and submitted to Kildare County Council by email to grants@kildarecoco.ie or to Community & Culture Department, Level 7, Áras Chill Dara, Naas, Co Kildare.
* Maximum grant available is up to €2,000. **This does not guarantee that the maximum grant will be awarded.**
* Groups can choose to combine this scheme with grant aid other than from KCC.
* All funded activities must be located within Kildare.
* No double funding from Kildare County Council sources will be allowed.
* It will be a condition of funding that the contribution of the Festival grant from Kildare County Council is acknowledged in any promotional material associated with the project.
* On Completion of projects photographic evidence and receipts related to the spending of the monies granted must be submitted to Community & Culture Department of KCC.

**3.3 What is not eligible:**

* Commercial organisations.
* Competitive events - where competition is the main element.
* Charity and fund raising events.
* Bouncing castles.
* Ongoing running costs, administration etc.

**3.4 Financial Guidelines/Requirements:**

* Any monies unspent must be returned to Kildare County Council.
* Groups must have a bank or credit union account. Post office accounts will not be accepted to process an application for grant.
* A copy of your group’s Bank Statement will be required to process an application.
* **An application will not be considered where receipts for grants received in previous years remain outstanding.** Submission of invoices will not be accepted in lieu of receipts. Receipts must be on headed paper and marked "paid". Handwritten ‘Paid In Full’ notes will not be accepted.
* Successful applicant groups will receive a **Letter of Award** and a **Grant Agreement Form**, which must be returned to draw down grant.
* Treasurer’s contact details **must** be submitted on application, as remittance advice will only be sent to your group’s treasurer.
* Groups must complete and return the signed **Grant Agreement Form** which constitutes a contract with the council.
* On receipt of the signed **Grant Agreement Form,** together with any other relevant documents required, the full amount allocated under the Festival Grant Scheme will be paid.
* On completion of the project, official receipts "marked Paid" must be submitted together 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.

**3.5 Criteria for assessing applications:**

* The level of community participation in your project.
* The use of innovations or imaginative approaches.
* The capacity of the group to carry out the proposed project.
* The quality of the application.
* The extent of local contributions to the proposed project.
* Final Approval of the grant will be given by the elected members of Kildare County Council.

**3.6 Closing date for all applications - Tuesday 14th March 2017 at 5.00pm.**

**Late applications will not be accepted.**

**4.0 Heritage Grants Scheme**

4.1 Heritage

Projects must fall under the following items included as heritage in the Heritage Act, 1995 ie monuments; archaeological objects; heritage objects, documents and genealogical records; architectural heritage; flora and fauna; wildlife habitats; landscapes and seascapes; wrecks; geology; heritage gardens; parks and inland waterways.

4.2 Eligible Projects & Activities

Heritage Publications will not be funded- discuss with the Heritage Officer

1. **Gathering Heritage Data**

The objective of this scheme is to provide assistance for data collection and research relating to Kildare’s heritage.

Here are some examples of possible projects

* + Archaeological and wildlife field survey to inform a graveyard management scheme
  + Conservation report on a stained glass window
  + Assessing the conservation needs of a particular object or collection.

1. **Heritage Management**
   * The objective of this scheme is to support projects that apply good heritage practice in managing sites, collections, objects etc
   * Conservation planning and habitat (or wildlife site) management
   * Conservation of heritage collections and objects, including documents
   * Works to ensure the survival of a heritage building or structure, under a management plan that applies good practice in building conservation
   * Control of invasive species.
   * Management works to restore important habitats
   * Carrying out the work recommended in an earlier conservation report or wildlife management plan
   * Removal of an invasive species such as rhododendron from woodland
   * Archival boxing for vulnerable documents.
2. **Raising awareness of Heritage**

The objective of this scheme is to support fresh approaches and initiatives that link heritage to communities, promoting active engagement with heritage and its appreciation by the public.

* Here are some examples of possible projects under the Heritage Education, Community and Outreach scheme:
* Conference or exhibition on heritage of an area
* Heritage Week activities • seminar on traditional skills such as lime mortar, thatching
* Education project involving a museum or archive with local schools
* Field trips to heritage sites for schools
* Events using art, drama or new media

4.3 Non Eligible Projects & Activities

Kildare County Council’s Community Grant Scheme will **not** normally fund activities involving;

* Projects that benefit individuals;
* Teaching/staffing in schools;
* Travel and transport costs, except in exceptional circumstances;
* Equipment, unless directly associated with the Project;
* Ongoing running costs, administration etc. (except insurance);

**4.4 Who is eligible to apply?**

The scheme is open to community groups and organisations within County Kildare. Only one grant per organisation is permitted.

## 4.5 Terms and Conditions of grant Payment under the Community Heritage Grant Scheme

* Grants of up to €1,500 are available.
* Groups must fully complete and submit the Community Heritage Grants Scheme Application Form to the Heritage Officer, Planning Department, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare.
* Successful groups will receive a **Letter of Offer** and **Grant Agreement.**
* The successful group must fully complete and return the **Signed Grant Agreement** with Kildare County Council which will constitute a contract with the Council.
* Any organisation assisted under the Scheme must indemnify Kildare County Council against any claim.
* An interim report shall be submitted by **Friday 23rd June 2017** which shall give a progress report on the project to date. If an interim report is not received the Council will consider that the project is not progressing and funds will be reallocated to another project.
* On completion of the project, recipients must provide a **full project report** on or before **Friday 10th November 2017 unless agreed by the Heritage Officer.**
* **No double-funding from Kildare County Council sources will be allowed** (i.e. from Arts Officer, Amenity Grants).
* Groups may choose to combine this scheme with other sources of grant aid.
* Assistance is provided on a once-off basis. Organisations may apply for and receive assistance each year. Receipt of a grant in one year does not automatically guarantee grant-aid during the following year.
* All funded activities must be located within County Kildare.
* Explicit recognition must be given to Kildare County Council in any promotional material associated with the Project – copy of documentation depicting recognition – must be submitted with the final project report.
* An event to show case the project must be carried out during Heritage Week 2017 (19th -27th August) or Biodiversity Week 2017 (20th - 28th May). This event should be discussed with the Heritage Officer in advance and details submitted to the Heritage Officer for publication and promotion.

# 4.6 Assessment of Applications

The Heritage Officer will meet with eligible groups to discuss their applications if necessary**.**

Criteria for assessment will include:

* The extent to which proposed activities benefits local heritage and will benefit the intended target group or area;
* The use of innovative or imaginative approaches;
* The capacity of applicants to carry out the proposed project;
* The extent of local contributions to the proposed project;
* First time applicants
* The grants will be approved by the elected members of Kildare County Council.

# 4.7 Closing date

* + All applications must be made on the official application form and submitted to the Council before **Tuesday 14th March 2017**
  + All grants shall be submitted to:

**Heritage Officer,**

**Planning Department,**

**Kildare County Council,**

**Áras Chill Dara,**

**Devoy Park,**

**Naas,**

**Co. Kildare.**

# 4.8 For further information

Contact the Heritage Officer at 045 980791 or email: heritageofficer@kildarecoco.ie