**Conditions and Guidelines**

• Groups may apply for a maximum of four categories plus a Volunteer of the Year nomination, a separate application form must be submitted for each entry.

• In implementing this initiative, Meath County Council is working within the public sector equality and human rights duty, and seeks projects that engage the values of dignity, inclusion, and democracy as set out and defined in its equality and human rights values statement, available on www.meath.ie

• It is expected that participating groups are inclusive, participative and accessible in their structure and operation.

• Late applications will not be accepted. Please return completed application forms to the Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email prideofplace@meathcoco.ie by 5pm on Friday 31st May 2024

• Any not-for-profit community or voluntary group can apply. Commercial organisations and individuals are not eligible to apply.

• Additional information, photos, plans may be included separately if required.

• Please note that incomplete applications will be returned to you for completion.

• Information provided is subject to the provisions of the Freedom of Information Acts. Should you wish that any of the information, supplied by you, not be disclosed please specify the reasons for its sensitivity and you will be consulted prior to any release.

• Pride of Place adjudication will take place in June, July & August 2024 Monday – Friday, during business hours. Please ensure that you include as much information as possible in your application form to reflect your groups work including photos as appropriate. Where photos are submitted which contain individuals, ensure permission has been sought and granted.

• The judging date will be arranged at least two weeks in advance and every effort will be made to accommodate groups with a suitable date and time.

• Please note that there is a team of adjudicators who judge the different categories so depending on the categories a group applies for it may be necessary to speak with different adjudicators on different dates.

• The contact person and address listed on this form will be used for all correspondence regarding the application.

• A group representative must be available to speak with the adjudicator on judging day; failure to do so may mean that the adjudicator cannot fully judge the entry and the application can no longer be considered.

• The ‘Applicant Details and Contact Information’ section of this application is required to be completed for corresponding with the applicant and this personal information will not be shared with a third party. The questions relating to membership of the PPN are optional questions and if not completed, the application may still be eligible. If the remainder of the ‘Applicant Details and Contact Information’ section of this application is not completed in full, the application may not be processed as part of this scheme. In relation to the length of time that this personal information will be kept by Meath County Council, applications received will be held for the duration of program plus 1 year.

• The awards nights will take place during September, October and November. Details of dates, format and location will be confirmed later in the year.