

Knockharley Community Grants Scheme 2017

Application Form

Part A Contact Details

Name of Group/Organisation: _____

Contact Person: _____

Address: _____

Address of Organisation (If different): _____

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 _____

What are the aims and objectives of your group? _____

Please give details of the group's current activities: _____

When was your group formed? _____

Part C

Details of Proposed Project

Title of the proposed project _____

Please give a brief description of the proposed project: _____

What do you hope to achieve through the project? _____

If applying for funding for a Capital Project – it is important that you complete the next question

Has your group carried out any project research, a design brief or a business plan in relation to this proposed project? If so, please provide details and a copy of same.

Who will benefit from the project?

What is the estimated start and end date for your proposed project

a) Start date _____

b) End date _____

Part D Please complete Section A OR Section B

A. Improvement to existing Land and/or Buildings for Community use

If funding is sought for improvement to land and/or buildings 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:

B. Capital Projects – New Build/Refurbishment for Public Use

If funding is sought for a new build capital project or a capital project involving refurbishment, please complete the following:

Address of land on which the proposed project is to be constructed/refurbished on:

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:

Part E

Budget for the Project

What is the estimated overall cost of the proposed project? _____

How much are you requesting from the Community Grants Scheme? _____

Are you applying for funding from any other sources? Yes [] No []

If yes, please give details as follows:

Source: _____

Amount: _____

Element of project being covered by this funding:

If no, please indicate how you intend to fund the balance of your cost:

Source _____ Amount _____

Part F

Project Costs

N.B. Please note that if the proposed cost of your project exceeds €5,000 you are required to submit evidence of 3 individual official quotes and confirm which quote you are accepting.

All other applications must be accompanied by a minimum of 1 official quote.

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Cost	_____

Disclaimer

Meath County Council and Knockharley Landfill Ltd 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. Meath County Council and Knockharley Landfill Ltd, 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 terms and conditions 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 14th July 2017 at 4pm

Return to: Community Section, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291. Phone: (046) 9097400, email communitygrants@meathcoco.ie

N.B.

All questions MUST be answered

All supporting documentation must accompany this application form

Late applications will not be accepted

The Committee's decision is final, decisions cannot be appealed.

CHECKLIST TO BE SUBMITTED WITH APPLICATION FORM:

1. Application form – completed in full.
2. Signature on form. Typed name will not be accepted.
3. If applying for a general grant ensure that you enclose the following:
 - a. Copy of lease, if applicable
 - b. Copy of deeds, if applicable
 - c. Copy of Planning Permission, if applicable
 - d. Copy of Exemption Certificate, if applicable
4. If applying for a capital grant ensure that you enclose the following:
 - a. Items requested under Part C of the application form i.e. business plan, research documents, design brief etc.
 - b. Copy of lease, if applicable.
 - c. Copy of deeds, if applicable
 - d. Copy of Planning Permission, if applicable
 - e. Copy of Exemption Certificate, if applicable
5. Quotes – ensure that you attach the correct number of quotes:
 - a. Under €5,000 – 1 quote
 - b. Over €5,000 – 3 quotes
All quotes must be on headed paper, show VAT number and list items clearly.
6. Remember to sign the disclaimer, do not type your name on to it.

Knockharley Community Grant Scheme

PLEASE READ THIS SCHEME IN FULL BEFORE YOU SUBMIT YOUR APPLICATION

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

Grant aid is available to Voluntary and Community groups/organisations “...towards the cost of the provision of environmental community projects in the locality...” (Condition 5 of PL 17.125891)

Aim

To identify appropriate environmental, recreational and community projects which will mitigate the impact of the landfill facility on the local community.

Areas that qualify for the Grant Scheme

As per the attached map and at the discretion of the Liaison Committee

What is the grant for?

1. Amenity / Environmental Projects in public open spaces:

The scheme proposes to give grants to community groups engaged in environmental type activities in public open areas. Such activities may include:

- Tree/shrub planting
- Public area enhancement
- Hanging baskets/window boxes
- Installation of seats/picnic tables
- Name stones/welcome signs
- Purchase of gardening equipment etc.
- Creation of wildlife areas
- Heritage/restoration projects
- Environmental protection

2. Community Grants

The scheme proposes to give grants to community groups engaged in community and recreation activities and projects. **There must be a community gain element to these projects.** Such projects and activities may include:

- Upgrading / general maintenance of community facilities that are owned or leased on a long term basis to the community
- Community days/weeks
- Development of a local community owned newsletter / publications
- Community Games
- Social Inclusion Projects benefiting the community
- Sports Projects
- Community run Youth Projects
- Technical Assistance
- Community Festivals

- Equipment for community use excluding personal equipment. Personal equipment is defined as equipment that can be used by an individual for individual benefit e.g. personal laptops, football jersey's etc. as opposed to being available to the community at large
- Preparation of development and action plans for local groups, local research, feasibility studies and training.
- Match funding: Applications will be considered from groups who require match funding to access national funding schemes such as the Sports Capital Programme.

Who can apply for the grant?

- Community Groups
- Residents Associations
- Community Youth Groups
- Tidy Towns Committees
- Charities working with community groups
- Sporting Organisations
- Schools Parents Associations – Extra Curricular Community Activities only

General Overall Criteria

- Projects must show community gain and fall within the scope of the Scheme.
- Incomplete applications will be deemed invalid and will not be considered.
- For projects exceeding €5,000, 3 official quotes must be submitted with your application. Otherwise a minimum of 1 official quote must be submitted. Quotes must be on headed paper, include VAT numbers and items listed must relate to the project.
- In relation to Part D, copies of relevant leasing agreements and or deeds must be supplied.
- Groups/organisations must be located within the general vicinity of the Knockharley facility **or** must be of benefit of the residents who live within this vicinity **or** carry out the bulk of their activities within this area.
- Groups/organisations availing of a grant must be formally established and must produce one of the following:
 - Articles of Association/Constitution and Minutes of last AGM
 - Income & Expenditure Account
 - Banking Documentation in name of Community Group
 - Charitable Status Number
 - Sports Exemption Number
 - Confirmation letter of registration from Governing Body i.e. National Tidy Towns
- Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out.
- Application for a grant must be made on the official application form.
- Bank accounts must be in the name of the group.
- Full details of purpose of grant must be provided.
- If the proposed project impacts on the work of any Department of Meath County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.

- Applications must be submitted prior to expenditure being incurred.
- Knockharley Landfill Ltd and Meath County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
- 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.**
- Community Grants are not available to individuals/organisations that are engaged in business for profit community activities.
- Evidence of fundraising and other sources of income must be included in the application.

Insurance

- The group shall obtain any necessary employers liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in by them under the terms of this grant. This grant is made on the understanding that Meath County Council and Knockharley Landfill Ltd are indemnified against any claim arising from the activities of the supported project.

Tax Affairs

- It is the responsibility of the applicant group to ensure their tax affairs are in order.
- Any applicant approved for €10,000 or more must supply a tax clearance certificate before grants can be paid. Tax clearance certificates are available from the revenue commissioners, information and relevant forms are available on www.revenue.ie.
- All Contractors employed by groups/organisations must also produce tax clearance certificates

Annual Disbursement

- Applications will be sought from eligible groups on an annual basis.
- The total grant fund available will be determined as per the relevant planning conditions.
- Applications received after the closing date will not be considered.

Payment of Grants

- Meath County Council will facilitate the payment of the grants to successful applicant /contractor.
- 100% of the grant may be paid
- Groups must submit all receipts and required documentation or they will be ineligible to apply for the grant in the future.
- Grants must be fully drawn within the year unless otherwise agreed.

Appraisal Process

- The Community Liaison Team will appraise applications and allocated funding accordingly.
- The Committee's decision is final, there is no appeal process.
- Late applications will **not** be accepted.
- Additional information may be requested from applicants during appraisal by committee.

Closing Date: 14th July 2017 at 4pm

Meath County Council staff will meet applicants, on request, to assist in the application and implementation process.

Return Completed Applications to:

Community Section, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291. Phone: (046) 9097400, email communitygrants@meathcoco.ie