

COMMUNITY ENHANCEMENT PROGRAMME 2021

NOTE: Closing Date Wednesday 30th June 2021



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development



FOR OFFICE USE ONLY

Date Received:

Reference Number:

LCDC recommendation:



comhairle chontae na mí
meath county council

GROUP /ORGANISATION NAME:

ALL APPLICATIONS TO BE RETURNED TO:

***Meath LCDC, Community Section, Buvinda House,
Dublin Road, Navan, Co. Meath C15 Y291***

By 5pm on Wednesday June 30th, 2021

Closing date will be strictly adhered to

NB – No work should commence until approval have been given.

3 quotes must be submitted to ensure value for money

Incomplete applications will be returned to the applicant

Please read the CEP application guidelines carefully before completing this form

Department of Rural and Community Development Community Enhancement Programme

The Department of Rural and Community Development (“the Department”) operates a grant programme through the Local Community Development Committees (LCDCs). This capital grant programme provides funding to enhance facilities in disadvantaged communities. Applications should relate to one or more key priority areas identified in the LCDC Local Economic and Community Plan (LECP) in order to be eligible for consideration.

TERMS AND CONDITIONS

- Under the Community Enhancement Programme (CEP), which is funded by the Department, grants will be provided towards projects to enhance facilities in disadvantaged areas. The scheme does not provide funding for the employment of staff.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Applications must be on the 2021 form.
- Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative if requested.
- Grant monies must be expended and drawn down from the LCDC by end of year 2021. Photographic evidence may be required to facilitate draw down of grants.
- The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- Generally, no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than **the closing date of Wednesday the 30th of June 2021.** Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full. 3 quotes must be submitted for all applications. Incomplete applications will not be considered for funding. Incomplete applications will be returned to the applicant and can be resubmitted before the deadline once complete.
- In order to process your application, it may be necessary for Meath County Council to collect personal data from you. Such information will be processed in line with the Local Authority’s privacy statement which is available to view on www.meath.ie

All questions on this form must be answered. Please write or type your answers clearly in block letters.

SECTION 1 – YOUR ORGANISATION

Name of Group / Organisation	
Address	
Eircode	
Contact name	
Role in Group/Organisation	
Telephone number	
E-mail	
Website	
Alternative Contact name	
Alternative Telephone number	
Alternative E-mail	

Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc.

Has your Organisation / Group registered with the relevant local Public Participation Network (PPN)?

YES ☐

NO ☐

If **NO**, then perhaps you would consider joining the PPN.

Year established	
What is the purpose of group / organisation	

Successful applications for funding under this programme will only be paid to the applicant organisation's Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.

Have you received funding under any capital grants schemes from 2017 to current date- i.e. grants from Government Departments, Local Authority or LEADER?

YES ☐ NO ☐

If **YES** please give details below

Name of scheme	Funding organisation	Amount received	Date received

If any of the above funding was paid through the Local Authority, have you submitted your Bank Account Details previously?

YES ☐ NO ☐

Do you receive funding from any other organisation?

YES ☐ NO ☐

If **YES** please give details below:

Funding organisation	Amount received	Date received

Is your organisation affiliated or connected to any relevant local regional or national body?

YES ☐ NO ☐

If **YES** please give details below:

Name of organisation(s):

How does your organisation link in with other organisations in your area?

Charitable Status Number (if applicable)	
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Tax Reference Number (if applicable)	
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Tax Clearance Access Number (if applicable)	
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SECTION 2 – Project Details

How much funding are you applying for? Tick one of the below options.

- ☐ Small scale capital grant of €1,000 or less
- ☐ Capital grant in excess of €1,000

A. PURPOSE OF GRANT

What will the funding be used for?

Note: This list is not exhaustive but gives examples of types of expenditure. In general, upgrades to facilities, equipment or grants towards reopening are eligible.

- | | | |
|---|---|--|
| <input type="checkbox"/> IT Equipment | <input type="checkbox"/> Sports Equipment | <input type="checkbox"/> Training Equipment |
| <input type="checkbox"/> Safety Equipment | <input type="checkbox"/> Machinery & Equipment | <input type="checkbox"/> Renovation of building |
| <input type="checkbox"/> Construction works | <input type="checkbox"/> Energy efficient upgrade | <input type="checkbox"/> Development of community facility |
| <input type="checkbox"/> Grant towards reopening (Give details) | <input type="checkbox"/> Other (Give details) | |

What is the purpose of the grant? (Outline details of the work)

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Please input exact location (X-Y co-ordinates) of where the proposed project will be based.

This information is required in **ITM format**. The simple guide we have provided with this form will show you how to find these on <https://irish.gridreferencefinder.com/>.

If this is for a specific project, when will your project begin?

If this is for a specific project, when will your project be completed?

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

Not applicable

☐

YES

☐

NO

☐

Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or the Local Authority?

YES

☐

NO

☐

If **YES** please provide the details below:

B. FUNDING

Amount being applied for under the CEP:

€

If this amount is for equipment or the upgrade of facilities, please provide details for A and B and C below. If it is for a reopening cost that is not for equipment or the upgrade of facilities, please provide details for D below.

A. Is this amount a partial or total project cost?

☐ Partial

☐ Total

B. If partial, give the estimated total project cost:

€

NB – No works should commence until grant approval has been issued and the project must be completed and claims submitted no later than Friday the 27th of November 2021.

C. IMPORTANT NOTE : Please include supporting documentation outlined below for your project. The Local Authority may also request specific documentation to support the application e.g. Bank statement to confirm available funds.

If your total project cost is less than €5,000 and is not related to building/landscaping/construction works, then please include **estimates/quotes from a minimum of three different independent suppliers** with this form. For all other cases in excess of €5,000.00, please contact Meath County Council, Community Section on 046 9097400 or by email to communitygrants@meathcoco.ie – clearly stating your enquiry relates to the CEP .

To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.

Source	Amount

D. COVID REOPENING COSTS:

If your application is related to a reopening cost that is not for equipment or the upgrade of facilities, please provide supporting documentation below. This could include utility bills that fall due for payment in 2021. If you are unclear about what to provide, please contact the Community Section by email communitygrants@meathcoco.ie , write to the Community Section, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath or phone (046) 9097406 information on the required supporting documentation.

The Local Authority may also at a later stage request specific documentation to support the application e.g. Bank statement to confirm available funds.

E. PREVIOUS FUNDING :

Has your organisation availed of funding under the 2018 CEP, or the 2018 Men's Shed fund, or the 2019 CEP, or the 2019 Men's and Women's Shed fund, or the 2020 CEP, or any rounds of the 2020 COVID-19 Emergency Fund?

YES ☐ NO ☐

If **YES**, please give details of the project which received funded in 2018 and/or 2019 and/or 2020:

Please state how your group proposes to publicly acknowledge the Department, LA or LCDC

The LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan (LECP) which you can access on your local authorities' website. **If your application is for an amount greater than €1,000**, please complete the below table to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

If your application is for a small scale grant of €1,000 or less, then you may wish to complete the below table, but you are not required to do so.

Key priority area of LECP	No. of beneficiaries

NB – No work should commence until written approval have been given

Closing date for receipt of applications is Wednesday the 30th of June 2021 @ 5pm

More information on the LECP is available @ :

<http://www.meath.ie/Community/CommunityDevelopment/LocalCommunityDevelopmentCommittee/LocalEconomicandCommunityPlan/>

Note in relation to data protection:

The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/CountyCouncil/DataProtection/>

SECTION 3 - DECLARATION

- I declare that the information given in this form is correct.
- I confirm that I have included 3 quotes to ensure value for money. I understand that by not supplying 3 quotes, my application will be invalid.
- I confirm I have read and fully understand the Terms and Conditions of the Community Enhancement Programme (see page 2 of this form).
- I confirm that I have read the Community Enhancement Programme Application Guidelines prior to completing this form.
- I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
- I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate a larger project which they would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).

Name in block capitals (on behalf of group / organisation):	
Signature:	
Position held in group / organisation (block capitals):	
Date:	

Please read the CEP Application Guidelines carefully before completing this form.