



Indaver Carranstown Community Grants Scheme 2021

Application Form

Additional Information may be included on separate sheets

Ref No :

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:

Address of Organisation (If different): _____

Proximity to Indaver Plant: _____

Tel No: _____

E-mail: _____

If Applicable:

Charitable Status Number: _____ or Sports Exemption No: _____

Part B - Group Details

Please give the total number of Members in your Organisation/Group : _____

What are the aims and objectives of your Group?: _____

Please outline the Groups current activities: _____

When was your Group Formed: _____

Registered with Meath Public Participation Network- Group Ref No: _____

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 ? _____

Is this a new Initiative or part of an ongoing plan?: _____

Who will benefit from the project ? : _____

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

Has Your Group carried out any project research, a design brief or business plan

in relation to this proposed project ? : **Yes** **No** **Copy Encl**

Details _____

Part D –Development Details

Improvement to existing Land and/or new build for Community use

If funding is sought for improvement to land, buildings or creation of a new building please complete the following:

Address of Land or Buildings: _____
(Attach map outlining property)

Does your organisation lease the land or buildings ? : **Yes** **No**
(If yes , please attach copy of relevant Lease)

Does your organisation lease the land or buildings ? : **Yes** **No**
(If yes , please attach copy of relevant Folio)

Do you have planning permission for the proposed works ? : **Yes** **No**
(If yes ,please attach copy of relevant PP)
(If no please submit letter of Exemption from MCC Planning Department and/or letter of consent from owner of site e.g MCC,OPW etc)

Please set out the details of the works proposed and time frame of delivery
(Detailed design plans of proposal to be included)

Part E –Budget for the Project

What is the estimated cost of the proposed project ?: _____
Breakdown of Costs: _____

How much are you requesting from the Fund? : _____

Are you providing funding from other sources?: **Yes** **No**

Source : _____ **Amount:** _____

Element (%) of project being covered from each source including fundraising to make up to full proposed cost above: **Please specify:**

Part F – Project Costs

Please note you are required to submit:

- Up to €2,500 - Minimum of 1 Individual Quote
- Over €2,500 - Minimum of 3 Individual Quotes
- Over €25,000 - Prior discussion with MCC Procurement Dept re tender process involved, on request.

Quotations :

Must be addressed to the group applying for funding.

Must be on Company Headed paper including VAT Number.

Must be comparable i.e. the specification **must be itemised** in each quote as sought by the group.

(each quote must be for the same quality and quantity of product and web-site pages not sufficient)

Please provide list of Company Quotes received below ranked low-high. Please note that the Liaison Committee will be evaluating the costs based on best value for money achievable to deliver the project.

Company	Cost
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____

Identify which quote is preferable and if not the cheapest

Please explain why being selected: _____

Disclaimer

Meath County Council and Indaver Ireland Ltd and the Indaver Community Liaison Committee 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, Indaver Ireland Ltd and the Indaver Community Liaison Committee, 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/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 _____

**Return to: Community Section, Meath County Council, Buvinda House,
Dublin Road, Navan, Co Meath
E-mail:**

N.B.

**Closing date for receipt of completed applications is
Friday, 25th February 2022 at 5pm**

Important Notes

All applications MUST be made on the official 2022 application forms.

All questions MUST be answered and further information may be requested.

All supporting documentation must accompany this application form.

Late applications will not be considered.

CHECKLIST TO BE SUBMITTED WITH APPLICATION FORM:

1. Application form – completed in full.

2. I have read and signed the Disclaimer (typed name will not be accepted).

3. If applying for a general grant the following items must be enclosed:
 - a. Copy of Map of Location of Works
 - b. Copy of Lease, if applicable
 - c. Copy of Folio, if applicable
 - d. Copy of Planning Permission, or letter of consent if applicable
 - e. Copy of Exemption Certificate, if applicable
 - f. Copy of Business Plan, research document, design brief

5. Quotes – ensure that you attach the correct number of quotes:
 - a. Under €2,500 – Minimum of 1 quote
 - b. Over €2,500 – Minimum of 3 quotes
All quotes must be on headed paper, show VAT number and list items clearly.
 - c. Over 25,000 – Prior consultation with MCC Procurement Dept re appropriate tender process. Date of Meeting: _____

6. Group Registration –Attach the relevant Registration Doc as below:
 - a. Proof of Registration under the Public Participation Network
 - b. Articles of Association/Constitution and Minutes of last AGM
 - c. Income and Expenditure Account
 - d. Banking Documentation in name of Community Group
 - e. Charitable Status Number
 - f. Sports Exemption Number
 - g. Confirmation letter of registration from Governing Body e.g. National Tidy Towns

Carranstown Community Grant Scheme

Guidelines

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/organizations “...towards the provision of environmental improvement and recreational / community facility projects in the vicinity of the proposed waste management facility...” (Condition 7 of PL 17.126307)

1. Aim

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

2. Area's that qualify for the Grant Scheme

As per the terms of reference of the Carranstown Community Grant Scheme

3. What is the grant for?

3.1 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

3.2 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 events in the local community
- 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.

3.3 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

4. 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 €2,500, 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 Carranstown 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.

5. Group Registration

Groups/organisations availing of a grant must be formally established, and must produce at least one of the following:

- a. Proof of Registration of the Meath County Council Public Participation Network PPN**
- b. Articles of Association/Constitution and Minutes of last AGM**
- c. Income and Expenditure Account**
- d. Banking Documentation in name of Community Group**
- e. Charitable Status Number**
- f. Sports Exemption Number**
- g. Confirmation letter of registration from Governing Body e.g. National Tidy Towns**

6. Background Documentation

The following documentation where applicable will be required before claim of grant can be arranged.

- 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 claim 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.
- Indaver Ireland 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 or for profit community activities.
- Evidence of fundraising and other sources of income must be included in the application.

7. 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. Each successful applicant must indemnify Meath County Council, Indaver Ireland Ltd and the Indaver Community Liaison Committee against any claim arising from the activities of the supported project now or in the future. A copy of this insurance policy must be provided in order to drawdown payment of grant.

8. Tax Affairs

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

9. 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.

10. Applicant Funding / Match Funding

- No match funding required for projects up to €3,000
- 20% match funding required for applications from €3,000 to €10,000
- 30% match funding required for projects in excess of €10,000
- Voluntary Labour, fees paid etc will be considered as part funding
- All projects and funding for same will be considered individually on its merits by the Liaison Committee
- The committee reserves the right to modify these terms at their discretion.

11. Payment of Grants

- Meath County Council will facilitate the payment of the grants to successful applicants.
- 100% of the grant will be paid on completion of project to acceptable standard
- 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 whereby an extension of time application will be considered.

12. Appraisal Process

- The Indaver Carranstown Liason Committee will appraise applications and recommend funding accordingly. The decision of the Committee is subsequently approved by the Full Council of County Meath.
- Late applications will **not** be considered.
- Additional information may be requested from applicants during appraisal by committee.

Return Completed Applications to:

**Community Section, Meath County Council,
Buvinda House, Dublin Road
Navan, Co Meath
E-mail: communitygrants@meathcoco.ie**

Closing Date: Friday, 25th February 2022 at 5pm

Applications received after the closing date will not be considered