

Meath County Council Community Grants Scheme

Application Form 2022

N.B: Please ensure to read the scheme and category guidelines

Grant Application Categories		
Equality and Social Inclusion <input type="checkbox"/>	Festivals and Events <input type="checkbox"/>	Recreation and Sport <input type="checkbox"/>
Residents Associations <input type="checkbox"/>	Tidy Towns <input type="checkbox"/>	
<p><i>Please tick box for grant you are applying for. Only one application form per grant category.</i></p>		

Part A	Contact Details & Community Group Information
Name of Group / Organisation: _____	
Date Established: _____	
Secretary: _____ Chairperson: _____ Treasurer: _____	
Contact Person for all correspondence: _____	
Address for correspondence: _____	
Municipal District: _____	
Phone No: _____ Nominated Email Address: _____	
Insurance company and policy reference no. (If applicable) _____	
Tax or charitable status no. (If applicable) _____	
Have you received a payment in previous years? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If yes, has there been a change in your bank details: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
(if yes, please request or download an EFT form)	

Part B**Proposed project details (if applicable)****Title of Project / Event:****Describe in detail the project/activity/event for which grant aid is sought**

N.B. Identify how the project engages the values of dignity, inclusion and democracy as set out in the Meath County Council Equality and Human Rights Values Statement (<https://www.meath.ie/system/files/media/file-uploads/2021-04/Meath%20County%20Council%20Equality%20and%20Human%20Rights%20Values%20Statement.pdf>):

What are the objectives of the project: _____

What are the expected outcomes: _____

Commencement date of project / activity / event: _____**Projected completion date:** _____**Part C****Consents (if applicable)**

Does your project/proposed activity or event require any of the following:

Planning Permission: Yes: No: Making application: Planning Ref: _____**Fire Safety Certificate** Yes: No: Making application: **Events Licence:** Yes: No:
*(more than 5,000 persons)***Road Closure Order:** Yes: No: **Consent from the National Monuments Service National Parks & Wildlife or the National Museum:**
Yes: No:

Part D**Financial Requirements**

Have you applied for grant aid in respect of this project/Activity? Yes: No:

If yes please state the source of this funding: _____

Have you received grant aid funding in respect of this project/Activity? Yes: No:

If yes please state the source of this funding: _____

Note: No double funding from Meath County Council is permitted

What is the estimated overall cost of the project/activity? _____

Your application should be accompanied by a breakdown of the full project/activity/event costs

How much are you requesting from this Grant Scheme? _____

Sources of Income:	Amount €:
Own resources:	_____
Fundraising:	_____
Borrowing:	_____
Sponsorship/donations/ admission fees:	_____
Amount sought from Meath County Council:	_____
<u>Total Estimated Income</u>	_____

NB Labour costs are not eligible

Summary & details of Costs:	Amount €:
_____	€: _____
_____	€: _____
_____	€: _____
_____	€: _____
<u>Total of estimated costs</u>	€: _____

NB: Labour costs are not eligible

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

*****Please note that receipts (not invoices) & photographic evidence is required on completion of your event/activity*****

Part E	To be completed by Residents Associations only
Details of proposed works for 2022: _____	
<i>Number of houses in Estate:</i> _____	
<i>**Please submit before and after photographs**</i> <i>Size of Green Area/s:</i> _____	

Part F	Applicable to Tidy Towns Only
Did you make an application in 2021 or previous years to the National Tidy Towns Competition?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>**If yes, please attach a copy of the results that your group received in the last TT completion.</i>	
Please give details of the works carried out:	
_____ _____ _____	
Details of proposed works for 2022: <i>(attach documents if required)</i>	
_____ _____ _____	
<i>**Please attach before and after photographs**</i>	

Part G	Signatures & Declaration
<u>N.B: Please ensure to read the scheme and category guidelines</u>	
<i>I have read the above and the attached guidelines and I certify that the information provided on this form is a true and fair representation of this organisation's/group's position.</i>	
<i>(This application must be <u>physically</u> signed by two members of your Club / Voluntary Organisation)</i>	
Name _____	Name: _____
(CAPITALS)	(CAPITALS)
Signature: _____	Signature: _____
Position in Group: _____	Position in Group: _____
Date: _____	Date: _____

Checklist

Please use this checklist to ensure that your application is complete. **Incomplete application forms will be returned to you for completion.**

- All sections relevant to your application category have been completed
- Tax or Charity Number supplied (if applicable)
- Details and Public Liability Insurance included
- Photographs of projects included
- Physical Signatures & Declaration signed by **two** members of the groups

Late applications will not be accepted. Please return completed application form to Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email communitygrants@meathcoco.ie by 5pm on Friday 13th May, 2022

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/Data Protection/>

Guidelines for Relevant Meath County Council Grant Schemes 2022

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1. Please note the following general information applies to all categories:

- In implementing this grant scheme, 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.
- Closing date for all applications is **5pm Friday 13th May, 2022**. Completed application forms should be returned to Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email to communitygrants@meathcoco.ie by this date.

Please only submit your application by post or by email not both.

- Please refer to the application guidelines below for information on each grant scheme.
- Groups may apply for a **maximum of 2 grants** under the Community Grant scheme with a **maximum of one in any category**. Only one project can be put forward. i.e. the same project cannot be applied for under two categories. Please note that a separate application form must be submitted for each category.
- The contact person and address listed on this form will be used for all correspondence regarding this grant application.
- Operational costs e.g. insurance are not eligible
- Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the scheme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.
- During the assessment of grant applications consideration will be made where a group were awarded a grant in the previous two years but did not draw down the grant.
- Additional information may be included on separate sheets if required.
- **Please note that incomplete applications and claims will be returned to you for completion**
- The issue or acceptance of this form is not to be taken as approval or agreement by Meath County Council.
- A Letter of notification of grant will be issued including a Grant Claim Form and an EFT Form, forms and other supporting documentation must be submitted prior to the **30th September, 2022**.
- If the claim form or a response isn't received from the applicant, **one further and final** reminder will issue and if no response is received by the stated return date **the grant will be forfeit.**
- The budget available for Grant Schemes is allocated on a yearly basis, all grants approved by Meath County Council must therefore be claimed within the same calendar year.

- Please note that where a group is in receipt of a payment or payments from Meath County Council which equate to €10,000 or more in a calendar year a valid tax reference number and tax clearance access number will be required to process the grant payment.



2. Residents Association Grant Guidelines

A Residents Association is defined as a group of people living in a housing estate in a particular area, which comes together to promote and enhance the living environment and quality of life of their area.

Residents Associations are invited to submit proposals to support some of the works they wish to undertake to enhance the living environment of their area and to strengthen the inclusive nature of their community.

It is expected that Residents Associations are inclusive, participative and accessible in their structure and operation.

Grant Funding up to a maximum of €600 may be made available based on the number of houses in an estate and the number of applications received.

Conditions & Guidelines of the Scheme:

- **Resident Associations must have a valid BIC & IBAN led current Bank or Credit Union account in the name of the association to which the approved grant aid will be paid.**
NB: In exceptional circumstances a personal bank account may be used once written permission to do so, signed by all members of the Residents Association and is included with the grant claim form.
- *Recipients may be asked for a report on completion of particular projects.*
- *All funded projects / activities must be located within County Meath.*
- *Consideration will be given to ensure fair allocation of funds throughout the county.*
- *Voluntary labour costs are **ineligible** for funding.*
- *Residents Associations must hold appropriate Insurance cover for the works being undertaken or ensure appropriate cover for the person(s) undertaking the works*
- *Applications will not be accepted after the closing date.*

Closing date for the above Grant is 5pm Friday 13th May 2022

3. Tidy Towns Grant Guidelines

The purpose of this grant is to assist Tidy Towns groups to improve their town or village and facilitate its participation in the National Tidy Towns competition. It is expected that Tidy Towns groups are inclusive, participative, and accessible in their structure and operation.

Grant funding up to a maximum of €750 may be made available to the applicant.

Conditions & Guidelines of the Scheme:

- *Tidy Towns committees must enter the National Tidy Towns Competition and submit proof of this with their application.*
- *Tidy Towns committee must have a valid BIC & IBAN led current Bank or Credit union account in the name of the group.*
- *Voluntary labour costs **are ineligible** for funding.*
- *Recipients may be asked for a report on completion of particular projects.*
- *Funded projects / activities must be located within County Meath.*
- *Groups must hold appropriate Insurance cover for the works being undertaken or ensure appropriate cover for the person(s) undertaking the works*
- *Applications will not be accepted after the closing date.*

Closing date for the above Grant is 5pm on Friday 13th May, 2022

4. Equality and Social Inclusion

Projects or initiatives that contribute to increasing access for, participation by, and capacity of those who are excluded in society are eligible under this category.

These projects aim to improve the quality of life of those groups exposed to inequality and human rights issues across the grounds of: gender, civil status, family status, age, disability, sexual orientation, race, religion, membership of the Traveller community, and socio-economic status.

Projects should demonstrate an approach that is participative, inclusive and accessible for members of the groups targeted by the project.

Can your group demonstrate how your project could be shared with other communities? Funding up to a maximum of €750 for any one project.

5. Recreation and Sport

This category is designed to improve the level, quality or availability of outdoor amenities or sporting activity in an area. Amenities and sports facilities should be inclusive and accessible, be participative in their management, and available to the general public.

Funding of up to a maximum of €750 for any one project.

Conditions & Guidelines of Equality and Social Inclusion & Recreation and Sport categories;

- *Decisions will be made in favour of Groups that provide details of their projects including aims and objectives.*
- *Assistance to the project will be provided on a once-off basis.*
- *Specific conditions may be attached to the grant award.*
- *Recipients may be asked for a report on completion of particular projects.*
- *Funded projects / activities must be located within County Meath.*
- *Salary/ voluntary labour costs are ineligible for funding.*
- *Groups should hold appropriate Insurance cover for the works being undertaken or ensure appropriate cover for the person(s) undertaking the works.*
- *Full compliance with Child Protection Policies if activities are involving children and young people (0-18yrs).*
- *Applications will not be accepted after the closing date.*

Closing date for the above Grant is 5pm Friday 13th May, 2022

6. Festival and Event Grant Guidelines

What is the purpose of the Scheme?

The category is to encourage and promote local events that might otherwise not take place and which are largely organised by local voluntary groups and includes intercultural events and events that recognise and celebrate diversity.

It is expected that the local voluntary groups are inclusive, participative, and accessible in their structure and operation.

The scheme is not intended to support festivals that are fund raising by nature or events that are self financing and well established. Funding up to a maximum of €750 for any one project.

Conditions & Guidelines of the Scheme:

- *Decisions will be weighted in favour of those projects that provide details of their project including aims and objectives.*
- *Groups must be affiliated to Meath Public Participation Network.*
- *Assistance to the project will be provided on a once-off basis.*
- *Specific conditions may be attached to the grant award.*
- *Recipients may be asked for a report on completion of particular projects.*
- *All funded projects / activities must be located within County Meath.*
- *Salary costs are ineligible for funding.*
- *All groups should hold appropriate Insurance cover for the works being undertaken or ensure appropriate cover for the person(s) undertaking the works.*
- *Full compliance with Child Protection Policies if activities are involving children and young people (0-18yrs).*
- *Applications will not be accepted after the closing date.*

Closing date for the Festival and Event Grant is 5pm on Friday 13th May, 2022

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