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**Climate Action Fund - Community Climate Action Programme**

**Strand 1 – Building Low Carbon Communities**

**Expression of Interest Small Grants Form**

Community and voluntary groups and organisations in County Meath can use this form to express their interest in engaging in a partnership for a small grant worth up to €20,000 for a from Meath County Council under:

1. Strand 1 of the Climate Action Fund - Community Climate Action Programme - Building Low Carbon Communities.

Please ensure that you are fully familiar with the requirements and the terms and conditions set out below before you begin filling in this form.

We can only assess forms that have been fully completed. Incomplete forms will not be considered for funding.

**Terms and Conditions**

* Meath County Council will only provide funds for eligible costs to groups/organisations that are directly involved in approved projects at a community level, on a not-for-profit basis, aimed at shaping and building low carbon communities.
* 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. Meath County Council and the Department of the Environment, Climate and Communications (DECC) reserve the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by DECC and Meath County Council.
* The application must be signed by the Chairperson, Secretary, Treasurer or responsible person of the group/organisation making the submission.
* It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Expressions of Interest will only be accepted on this form.
* Evidence of expenditure, receipts /invoices must be retained and provided to Meath County Council or their representative to support payment of funds.
* Photographic evidence of the project may also be required to facilitate draw down of grants.
* DECC or the local authority may carry out unannounced site visits to verify compliance with Programme terms and conditions.
* Applications to strand 1 and strand 1a must be separate. The Climate Action Fund, or Shared Island Fund, contributions must be publicly acknowledged in all materials associated with the purpose of the grant.
* No third party or intermediary applications will be considered.
* Breaches of the terms and conditions of this programme may result in sanctions including return of funds already granted and disbarment from future grant applications.
* 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 Meath County Council’s privacy statement which is available to view at <https://www.meath.ie/council/your-council/your-data-and-access-to-information/data-protection/privacy-notices/data-protection-privacy-notices-environment-department>
* A grant agreement will be put in place between successful applicants and Meath County Council.

**Strand 1 Building Low Carbon Communities**

This application is being processed by Meath County Council.

If you have any questions or need any assistance please contact us on 046 909 7216 or email climateactionmcc@meathcoco.ie



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There are three main sections to this form and **each section must be fully completed.**

**Section 1:** Tell us about your group or organisation

**Section 2:** Include details about your project

**Section 3:** State Aid Questionnaire

**Section 4:** Authorisation and Statutory Consents

**Section 5:** Declaration by applicants

**Section 1 – Tell us about your group or organisation.**

|  |  |
| --- | --- |
| **Name of Group / Organisation** |  |
| **Address** |  |
| **Eircode**  |  |
| **Year Established** |  |
| **Purpose of Group/Organisation** |  |
| **Contact number** |  |
| **E-mail** |  |
| **Website (if applicable)** |  |
| **Description of the geographic area that you cover** |  |
| **Set out the governance arrangements for your organisation and attach supporting documentation such as terms of reference, constitution, AGM minutes etc, where appropriate** |  |

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

|  |  |
| --- | --- |
| **Charitable Status Number (if applicable)** |  |
| **PPN Registration Number (if applicable)** |  |
| **Tax Reference Number (if applicable)** |  |
| **Tax Clearance Access Number (if applicable)** |  |

**Group/Organisation Contact Details**

**Please provide details of the person who will deal with queries relating to this application on behalf of your group or organisation**

Please tell us immediately if these contact details change throughout the duration of your application.

**Contact Name**

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**Contact Address**

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**Email Address**

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**Phone Number**

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**Section 2 – Project Details**

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

[ ] Small scale grant of €5,000 or less

[ ]  Grant worth €5,000 - €20,000

**Purpose of the grant**

What will the funding be used for?

Note: This list is not exhaustive but gives examples of types of expenditure. Tick all that apply.

|  |  |
| --- | --- |
| [ ]  Solar Panels and related equipment | [ ]  Retrofitting community buildings  |
| [ ]  Energy efficient upgrades | [ ]  LED community lighting |
| [ ]  Community EV charging points  | [ ]  Low carbon technology/equipment |
| [ ]  Bike racks or other infrastructure  | [ ]  Materials for repair hubs  |
| [ ]  Materials for community garden  | [ ]  composting facilities |
| [ ]  Pollinator project | [ ]  Mini forest |
| [ ]  Water filling stations  | [ ]  Other (Give details) |
|  |  |

Outline the details of the work

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**Please indicate the location of your project using an eircode or an exact location (X-Y co-ordinates) as appropriate:**

**Eircode:**

 **X ITM: Y ITM:**

When will your project begin:

When will it be completed:

**Project Costs: Please provide the financial details requested below.**

Total project cost (inclusive of VAT)

Amount of funding requested (inclusive of VAT)

Please show the main project costs below

|  |  |  |
| --- | --- | --- |
| **Item** (Please specify the expenditure item - type of materials, equipment, goods, or operational costs)  | **Supplier** | **Cost in €**  |
| **Item 1:**  |  |  |
| **Item 1:**  |  |  |
| **Item 1:** |  |  |
| **Item 2:** |  |  |
| **Item 2:** |  |  |
| **Item 2:** |  |  |
| **Item 3:** |  |  |
| **Item 3:** |  |  |
| **Item 3:** |  |  |
| **Item 4:**  |  |  |
| **Item 4:** |  |  |
| **Item 4:** |  |  |

**Please include a minimum of three quotes for any purchases of goods for the project. Any additional supplier quotes may be attached separately.**

\*Where 3 quotes for a particular product/service is not possible or overly burdensome in the case of multiple project components, the requirement for 3 quotes per item may be waived and the application may be evaluated on the quotes available. Documentary evidence should be provided showing efforts made to obtain 3 quotes where possible. The applicant should consult with their Community Climate Action Officer with prior to submitting their application. The Local Authority must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal

**Section 3 – State Aid Questionnaire**

**The Community Climate Action Programme is funded by State resources and as such the following three questions must be answered to determine whether or not funding your organisation’s proposal could constitute state aid.**

**Does the funding confer an advantage on one or more undertaking over others?**

 [ ]  Yes [ ]  No

Note:

An “advantage” can take many forms: not just a grant, loan or tax break, but also use of a state asset for free or at less than market price. Essentially, it is something an undertaking could not get in the normal course of business.

An “undertaking” is any organisation engaged in economic activity. - This is about activity rather than legal form, so non-profit organisations, charities and public bodies can all be undertakings, depending on the activities they are involved in. - An undertaking can also include operators and ‘middlemen’ if they benefit from the funding

“Economic activity” means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity.

Support to an organisation engaged in a non-economic activity isn’t State aid, e.g. support to individuals through the social security system is not state aid.

**Does this funding distort or have the potential to distort competition?**

 [ ]  Yes [ ]  No

Note:

If the assistance strengthens the recipient relative to its competitors then the answer is likely to be “yes”.

The “potential to distort competition” does not have to be substantial or significant: may include relatively small amounts of financial support to firms with modest market share.

**Does the awarding of this funding have the potential to affect Trade between EU member states?**

 [ ]  Yes [ ]  No

Note:

The interpretation of this is broad: it is enough that a product or service is tradable between Member States, even if the recipient does not itself export to other EU Markets.

**If the answer to all three of the above questions is “yes” then granting of funding through the Community Climate Action Programme would constitute state aid. In that case, please complete the De Minimus State Aid Declaration to accompany your application.**

**If the answer to any of the above questions is “no” please move on section 4.**

**Section 4 – Authorisation and Statutory Consents**

**Where a project will be delivered from a site/building(s)/floor space that are not in the ownership of the Local Authority, it must be in the ownership of the applicant or either party must have a minimum five years lease from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years.**

**Do you have all required planning and regulatory permissions and consents and have you secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for your project?**

 [ ]  Yes [ ]  No

**Section 5 – Declaration**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the Terms and Conditions of the Programme on page 1 of this form
* I confirm that I have read and fully understand the any 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 more work which the group would otherwise be unable to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).
* I confirm that paid invoices / receipts will be retained for inspection by {Insert LA}.
* I acknowledge that any false or misleading statement or the withholding of essential information from Meath County Council (as determined by Meath County Council) will result in cancellation of any grant approved under this scheme and could later give rise to the grant being recovered.

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