

Dún Laoghaire-Rathdown County Council

Universal Grant Scheme

2018

Business Area Promotion Grants

Section 1 – Applicant Details of Business Group

To be completed by a Business Group applying for a Business Area Promotion Grant. All applications must be typed.

Organisation Details:

Name of Organisation _____

Address of Organisation _____

Contact Details:

Main Phone Number _____

Mobile Phone Number _____

Email Address _____

Main contact person:

Name and Surname _____

Contact Person Address _____

Contact Number _____

Email Address _____

Organisation Online details:

Organisation Website _____

Facebook Address _____

Twitter Address _____

Other Social media _____

Other details (if available):

Electoral Area Ward _____

Have you the appropriate policies in place regarding:

Child Protection Yes No

People with Disabilities Yes No

Other Policies (please specify):

Membership Details:

Total Number of Members of the Group _____
Month when the AGM takes place _____
Membership fees e.g. Cost per member _____

Committee (including sup-committees/working groups):

	Full time	Part time
Number of Paid staff		
Number of Volunteers		
Total		

Financial Status:

Incorporated Yes No
Unincorporated Yes No
Trust Yes No
Friendly Society Yes No
Other (please specify) _____

Tax / Vat Registered Yes No
Tax / Vat Registered number _____

Charity Registered Yes No
Registered Charity Number _____

Section 2 – Qualifying Criteria for Grant Application

To be completed by a Business Group applying for a Business Area Promotion Grant.

Please note – this grant is **not** available for individual businesses.

Business Area Promotion Grants are open to recognised business groups that pursue activities to achieve the following objectives:

- to help generate and sustain business activity by delivering tangible outputs such as increased footfall
- to encourage businesses in an area to work collectively to promote and sustain business activity in their area
- to encourage businesses to work with Dún Laoghaire-Rathdown County Council and other public agencies

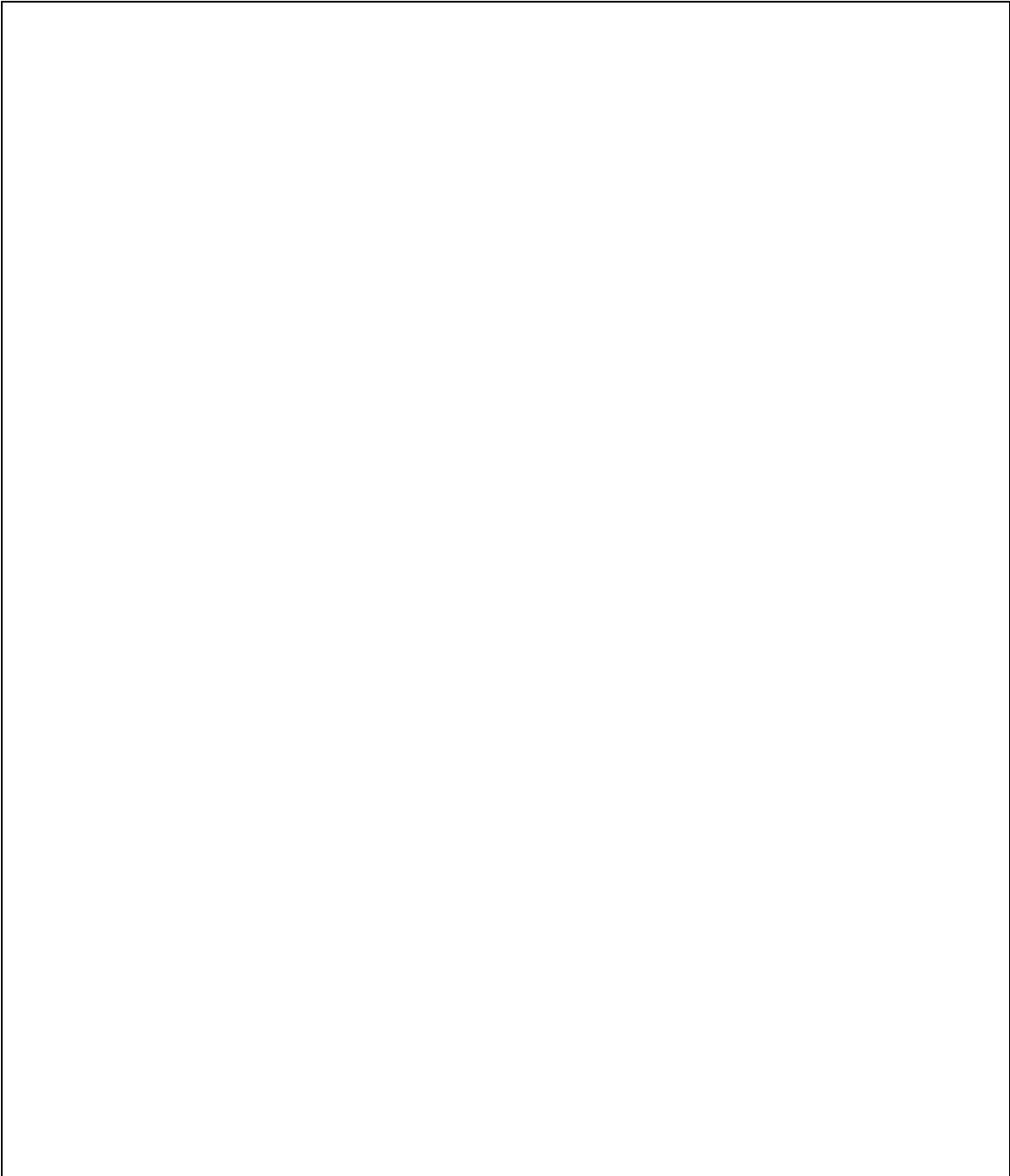
Grants will be payable in respect of promotion and marketing activities aimed at generating and sustaining business.

Grants are only payable on foot of receipts – Business Groups must fund the project fully and can **recoup up to a maximum of 75% of the cost of the project** if their application is successful.

Section 3 – Grant Application

Aims, Objectives and Achievements of the Business Group:


Provide a brief summary detailing the aims and objectives of your group / organisation. Also include a synopsis of the achievements in the recent past. (Approximately 500 words – please attach extra sheet if necessary)



Details of Project / Event:

Provide a brief description about the project/event/activity including intended outcome of the project. (Limit 500 words – please attach extra sheet if necessary)

Note that the project description will be used to assess if funding will be provided. Hence the focus and anticipated impact of the project, event or activity should be clear from the description.



Budget & Project Funding:

Total Amount of funding being applied for: € _____

Please provide a details costing of the project below. Add extra lines if necessary.

Type of Expenditure	Amount
	€
	€
	€
	€
	€
	€
	€
	€
	€
<i>Total Expenditure</i>	€
Type of Income & Source of Funding	Amount
2018 DLR Grant Scheme	€
	€
	€
	€
	€
	€
	€
<i>Total Income</i>	€
Total Estimated Cost of Project / Event	€

If any income listed above is part of a grant(s) from another body please give details of what that grant application will cover here:

Please ensure ALL income and expenditure is detailed above. A separate sheet can be used to give a more detailed breakdown of your budget.

Time frame for Project / Event:

Start date of project _____

Estimated completion date of project _____

Check list for Business Support Grant Application:

Please ensure that you have completed the following aspects of the application.

- Pages 1 to 2 - Applicant Details
- Pages 4 to 6 - Grant Application
- Provided any supplementary information you feel is relevant to your application
- Provided a copy of your Memorandum / Articles / Constitution
- Provided copies of quotes for the proposed project / event costs

Declaration:

I declare that the information supplied in this proposal is accurate and complete. I understand that all information provided in respect of the Grant Application will be held electronically and may be made available to other Departments of Dún Laoghaire-Rathdown County Council as appropriate.

It should be noted that the Freedom of Information Act applies to all records held by Dún Laoghaire-Rathdown County Council.

Name (Printed): _____

Signature: _____

Position: _____

Date: _____

Please ensure you have read the Grant Scheme Guidelines, which set out the terms and conditions for payment and qualification for funding under each grant category, in full. A copy of the guidelines are available from the Council's website, www.dlrcoco.ie, under Grant schemes or can be requested by phone from the Grant Schemes Section on 01 204 7966 or by email to grantschemes@dlrcoco.ie

The closing date for submissions is **Friday 13th October 2017**

No incomplete or late applications will be accepted

Please return applications to: grantschemes@dlrcoco.ie

Or by post to: 2018 Grant Schemes
Corporate, Communications and Governance
Department
Dún Laoghaire-Rathdown County Council
County Hall
Marine Road
Dún Laoghaire
Co. Dublin

All queries should be directed to the Grant Schemes section by email or phone:

Email: grantschemes@dlrcoco.ie

Phone: (01) 204 7966

Please ensure you read through the following application in detail as any incomplete applications will be returned.