

COMMUNITIES FACILITIES SCHEME APPLICATION FORM 2017

NOTE: Closing Date 30th June 2017



An Roinn Tithíochta, Pleanála,
Pobail agus Rialtais Áitiúil
Department of Housing, Planning,
Community and Local Government



FOR OFFICE USE ONLY

Date Received:

Reference Number:

LCDC decision:

GROUP /ORGANISATION NAME:

**ALL APPLICATIONS ARE TO BE RETURNED TO THE ADDRESS BELOW OR EMAILED
TO community@dlrcoco.ie**

Dun Laoghaire-Rathdown LCDC,
LCDC Community Facilities Scheme Section,
Economic, Community and Cultural Development Department,
Dun Laoghaire-Rathdown County Council,
County Hall,
Marine Road,
Dun Laoghaire, Co. Dublin

By Closing Date 4pm on 30th June 2017 –Closing date will be strictly adhered to.

Please read the CFS Application Guidelines before completing this form.

Please read the Terms and Conditions on page 2.

Please sign DECLARATION on page 6.

For any queries please email: community@dlrcoco.ie or telephone (01) 2719503.

Department of Housing, Planning, Community and Local Government Communities Facilities Scheme

The Department of Housing, Planning, Community and Local Government (“the Department”) is operating a community’s facilities capital grant scheme through the Local Community Development Committees in order to support community participation and involvement. Under the scheme community and voluntary groups may apply for grants for capital projects which benefit the local community. Applications should relate to at least one key target group and thematic area from the Dun Laoghaire-Rathdown Local Economic and Community Plan in order to be eligible for consideration.

Target groups and thematic areas

- Youth
- Older people
- People with a disability
- Immigrants
- Refugees
- Travellers
- Ex-prisoners and families of prisoners/ex-prisoners
- Projects promoting cultural activity
- Projects promoting equality
- Community development projects
- Projects promoting integration
- Projects which are part of the Creative Ireland 2017-2022 initiative

TERMS AND CONDITIONS

- The Department under the Communities Facilities Scheme will support community activities promoted by community and voluntary groups subject to available resources. The scheme does not provide funding for the employment of staff.
- The project must benefit the local community and should relate to at least one key target group and Dun Laoghaire-Rathdown Local Economic and Community Plan thematic area.
- Applicants who are relevant group (please refer to guidelines) should be members of the PPN and if not they should indicate their intent to register as soon as possible. Applications can be found on www.dlrppn.ie
- 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.
- Invoices and photographs will be required upon completion of the project as well as possible site visits.
- Applications must be on the 2017 form.
- Evidence of expenditure, receipts /invoices must be provided to the LCDC or their representative if requested.
- 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 will be accepted by email to community@dlrcoco.ie or by post
- 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 **Friday 30th June 2017 at 4pm**. 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.

- As advised on page 1, please read the CFS Application Guidelines before completing this form.
All questions on this form must be answered. Please write your answers clearly in block letters.

SECTION 1 – CONTACT DETAILS

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

Have you received funding under any capital grants scheme within the last three years? **YES/NO** (delete as appropriate)

If **YES** please give details:-

Name of scheme	Funding organisation	Amount of funding

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

YES/NO (delete as appropriate)

If yes, please ensure that the details are correct or otherwise please give details below:

Please give your group's Bank details *on the Bank Account* for electronic payment to Group

Account Name	
Account Number	
Sort Code	
IBAN	
BIC/SWIFT CODE	

You must attach a copy of the top of Bank statement showing your group's name and A/C No.

SECTION 2 - GROUP/ ORGANISATION DETAILS

Purpose of group / organisation

Year established _____

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

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

YES/NO (delete as appropriate)

If **NO**, please register with the PPN.

Do you receive funding from any other organisation? This should include any other Department of Local Authority funding

YES/NO (delete as appropriate)

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 (delete as appropriate)

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): _____

Tax Reference Number (if applicable): _____

Tax Clearance Access Number (if applicable): _____

SECTION 3 - PURPOSE OF GRANT AND FUNDING

PURPOSE

Please select which key priority area(s) this grant application relates to:

		Approximate number of people who will benefit
<input type="checkbox"/>	Youth	
<input type="checkbox"/>	Older people	
<input type="checkbox"/>	People with a disability	
<input type="checkbox"/>	Immigrants	
<input type="checkbox"/>	Refugees	
<input type="checkbox"/>	Travellers	
<input type="checkbox"/>	Ex-prisoners and families of prisoners/ex-prisoners	
<input type="checkbox"/>	Projects promoting cultural activity	
<input type="checkbox"/>	Projects promoting equality	
<input type="checkbox"/>	Community development projects	
<input type="checkbox"/>	Projects promoting integration	
<input type="checkbox"/>	Projects which are part of the Creative Ireland initiative	
<input type="checkbox"/>	Other (give details)	

What is the purpose of the grant? (Outline details of the project).

Outline how the project will be complementary with DLR Local Economic and Community Plan 2016-2021. Identify the objective number and action/s from the LECP that your project will support. Please refer to application guidelines for further details on specific themes, objectives and actions. (insert link in guidelines)

Insert lines for text

FUNDING

Amount being applied for under the CFS: € _____

Is this amount partial or total project cost: Partial Total

If partial, give estimated total project cost: € _____

Where will you source any shortfall in funding? Please submit documentary evidence with your completed application of availability of the balance of funding for that particular element of the project.

Source	Amount

SECTION 4 - 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 Community Facilities Scheme (see page 2 of application form).

I confirm that I have read the CFS 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 with the grant the applicant group/organisation will now undertake a larger project which they otherwise would not be able 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:	