

**Dún Laoghaire-Rathdown County Council**

**Universal Grant Scheme**

**2018**

ROUND 2

# **Winter Event/Festival Grant**

**CRM No:** \_\_\_\_\_

**Date Received:**

Internal Use only

## Section 1 – Organisation Applicant Details

To be completed by ALL Organisations Applying for support

### Organisation Details:

Name of Organisation: \_\_\_\_\_

Address of Organisation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Details of Organisation:

Main Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of main contact person: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Organisation Website: \_\_\_\_\_

### Social Media:

Facebook Address: \_\_\_\_\_

Twitter Address: \_\_\_\_\_

Other Social media: \_\_\_\_\_

Electoral Ward: \_\_\_\_\_

### Type of Organisation:

Business' Association

Community Group

Tidy Towns Group

Residents' Association

Other (please specify) \_\_\_\_\_

Number of households: \_\_\_\_\_

### 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: \_\_\_\_\_

Age Breakdown of Members:

Please specify the number of members in each category:

0 – 9 years \_\_\_\_\_  
10 – 14 years \_\_\_\_\_  
15 – 18 years \_\_\_\_\_  
19 – 21 years \_\_\_\_\_  
22 – 54 years \_\_\_\_\_  
55 + years \_\_\_\_\_

Committee / Volunteers / Organiser Details:

Number of paid staff:	Number of voluntary staff:
Part time: _____	Part time: _____
Full time: _____	Full time: _____

Membership fees - Cost per member: \_\_\_\_\_

Financial Status:

Incorporated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unincorporated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Trust	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (please specify)	_____			
Tax / Vat Registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tax / Vat Registered number	_____			
Charity Registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Registered Charity Number	_____			

## Section 2 – Qualifying Criteria for Grant Application

The purpose of this grant is to provide financial assistance to Towns and Villages engaged in the holding of Winter Events or Festivals during the 2018 festive season in their locality. It also covers funding for festive lights, decorations and trees.

### **Criteria:**

- Funding will be provided up to a **maximum of 75% of the total project cost**
- Awarded funding will be **paid in 2 instalments** – 50% of the funding on production of quotes in advance of any spend by an applicant and 50% on production of receipts for monies spent.
- Only **recognised groups representing Towns or Villages** – business groups, tidy towns groups, chambers of commerce, etc. – will be eligible for funding.
- All activities must be taking place in the Council's administrative area.
- Funding must be drawn down in full by January 2019
- Consideration will be given to the applicants' scope, i.e. geographic area served and the number of people that will benefit.
- Effectiveness/results of the applicants' programme are also considered, as well as the availability of other funding resources
- Extent of likely benefit or impact on Dún Laoghaire-Rathdown County is also considered.
- All events must be free of charge and open to the public.
- Must stimulate economic activities in the Town or Village.
- A pre and post event evaluation must be submitted.
- **Successful applicants will be required to acknowledge the financial assistance of Dún Laoghaire-Rathdown County Council, including the display of the Council's logo on all promotional material, whether electronic or hard copy. Reference must be made to Dún Laoghaire-Rathdown County Council's support in any publicity relating to the activity/event.**

## SECTION 3 – GRANT APPLICATION

### **ORGANISATION**

Please provide a brief summary of the aims/objectives of your organisation  
(Max 500 words):

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**PURPOSE OF GRANT**

Grant application is for funding towards:

- Purchase of Festive Lighting and/or Trees and/or Decorations
- A Winter Event/Festival or
- Both of the above

Please give details below:

**a) Purchase of Lighting/Trees/Decorations**

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**b) Event**

Title of Event: \_\_\_\_\_

Proposed Date(s) of Event: \_\_\_\_\_

Provide a brief description below about the event (please attach extra sheet if necessary)

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## FUNDING

Please confirm previous total funding granted (under any grant type) by Dún Laoghaire-Rathdown County Council:

Year Funding Received:	Name of Grant(s)	Amount Awarded
Funding Received 2015		€
Funding Received 2016		€
Funding Received 2017		€

### Event Budget & 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	Amount	Source of Funding
DLR Co Co Grant application	€	2018 Winter 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:

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

Check list for Winter Event/Festival 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
- Provide any additional supporting documentation you feel necessary
- Signed the Declaration on page 8



**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](http://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](mailto:grantschemes@dlrcoco.ie)

The closing date for submissions is **Friday the 20<sup>th</sup> April 2018**

**No late applications will be accepted**

Please return applications to: [grantschemes@dlrcoco.ie](mailto:grantschemes@dlrcoco.ie)

Or by post to:

2018 Grant Schemes  
Corporate, Communications & Governance  
Dept  
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](mailto:grantschemes@dlrcoco.ie) Phone: (01) 204 7966

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

**Only one Grant per application form please**

Multiple applications will be accepted but may not all be awarded. Please submit a separate application for each grant you wish to be considered for.