



Comhairle Contae
Átha Cliath Theas
South Dublin County Council



Community Grants Application Form 2018



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 SouthDublinCountyCouncil
www.sdcc.ie

Community Grants

South Dublin County Council has been operating a Community Grants Scheme since its inception and many hundreds of community projects have been assisted to date through the various forms of grant aid available.

As the County has developed, so also have the various community needs. The Grants Scheme has also had to evolve to meet these needs. It is now one of many supports available to promote community development in the county.

The emphasis of the Community Grants Scheme is on the development of broadly based community activities. At all times, South Dublin County Council endeavours to encourage the development of as broad a range of local community activities and services as possible. This ensures that the limited financial resources available are used to the maximum benefit of the community at large. It also promotes sustainability of community facilities through its emphasis on Centre based activities.

South Dublin County Council supports this aim by providing a very comprehensive community development and support service through its Development Team. Considerable assistance is available to community groups/organisations from this source and from other Departments of South Dublin County Council.

Guidelines for funding under Community Grants

1. Applicants **must be located and/or have a significant operation within the administrative areas of South Dublin County Council.**
2. Applicants must be able to provide evidence that the project meets a local need and that there is community support for the project.
3. Applicants must be formally established and if requested, must produce Articles of Association/ Constitution.
4. Bank accounts must be in the name of the group.
5. Any expenditure incurred by the applicant prior to approval by South Dublin County Council will not be refunded. Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out.
6. All projects must demonstrate excellent value for money.
7. **A copy of your Audited Accounts or Bank Statements for previous 12 months must be submitted. The submission must meet data protection legislation, the Council will not retain this information.**
8. **Evidence of adequate insurance must be produced and South Dublin County Council must be indemnified where appropriate to the value of €6.5million.**
9. Community Grant Funding is not available to groups/organisations that receive core funding from other state agencies unless the applicant can prove the project seeking funding is not covered under the core funding.
10. As a requirement of the Revenue Commissioners, each group must complete the Registration Form for Voluntary Non-Profit Making Organisations. This form must be completed by the group and returned to the Revenue Commissioners. On receipt of a Tax Reference Number, a copy of same must be submitted to the Community Services Department.
11. If the proposed project impacts on the work of any Department of South Dublin County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
12. Any grant monies paid by South Dublin County Council must be publicly acknowledged in all associated promotional material pertaining to the project.
13. All Groups must be registered with the PPN (Public Participation Network).

Community Grants are assessed under the below key considerations:

- A. Impact on local community and local community involvement
- B. Availability/existence of other groups doing the same work/duplication of activities
- C. Proven track record and ability of the group to deliver the project
- D. Provision of clear and accurate project costings
- E. Projects/works demonstrating good value for money
- F. Existing funds available to the group/funds in hand and availability of other funding sources
- G. Projects/works demonstrating sustainability

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS: Friday 13th April 2018 at 4pm.

Application may be made as follows:

- on the attached form,
- by downloading a form from www.sdcc.ie
- by completing the online form which is available at www.sdcc.ie.

Organisations who apply for Community Grants will be registered on South Dublin County Council Community Groups Database and may receive information on further funding or events.

If you are agreeable to go on South Dublin County Council Data base, please tick this box

REF For Office Use

COMMUNITY GRANTS APPLICATION FORM

Please note the grant application should be **read & completed in conjunction with the Community Grants Scheme**. All questions must be completed. If the question is not applicable, please write NIL or N/A.

Please write or type in BLOCK CAPITALS and attach further documentation that will clarify or enhance your application.

Name of group:

Is your group constituted or a company?

Number on your Committee:

Number of members:

Location of activities:

Is the premises your own?

Website/Facebook:

Prefix

Mr.

Ms.

Mrs.

First Name

Second Name

Address:

Telephone:

Fax:

Mobile Phone:

Email Address:

Which category of grant in South Dublin County Council's Grant Scheme are you applying for?

Please describe in detail what you intend to use this Grant for:

Financial details of your project:

Estimated cost of your project:

Please provide a detailed breakdown of all costs associated with your project:

Amount of funding on hand:

Amount requested as a Community Grant:

Details of how this will be spent:

Details of your Bank/Building Society:

Name of Account:			
Name and Address of Bank:			
Account No:		Sort Code:	
BIC:		IBAN:	

**Have you received financial assistance from South Dublin County Council before?
If so, state the amount and what it was used for:**

Please state how any contribution from South Dublin County Council will be acknowledged:

DECLARATION

I declare that the information supplied in this application is accurate and complete. I understand that all information provided in respect of this Community Grant application will be held electronically and may be made available to other South Dublin County Council Departments as appropriate.

It should be noted that the Freedom of Information Act applies to all records held by South Dublin County Council.

Please tick the box to confirm that you have read and are in agreement with the declaration above:

Application submitted and completed:

By:	
Position:	
Signed:	
Date:	

The application must be signed by either the Chairperson, Secretary or Treasurer of the organisation making the application.

Please return completed forms to:

South Dublin County Council,
Community Services Department,
County Hall, Tallaght, Dublin 24.
Ph: 4149270
Fax: 4149306
communitygrants@sdblincoco.ie

COMMUNITY AND SPORTS REGISTRATION FORM

The Community Services Department provides a wide range of support to community and voluntary organisations throughout the County. Groups regularly benefit from contact with the Department through a team of Community Workers who are available to offer advice and guidance.

In order to keep you informed of its work, Chairpersons/Secretaries of groups are required to register on the Department's database. Please note that under Data Protection legislation, we do not release information contained on our database to the general public without the express permission of the group. Information may be used for internal purposes.

Please write or type in **BLOCK CAPITALS**

Name of organisation:

Address of organisation:

Year established:

Officer Details:

* Please indicate (by ticking box below) to whom correspondence should be sent.

Chairperson:

Secretary:

Treasurer:

Name:

Email:

Address:

Mobile No.:

Telephone:

Fax:

Membership Details:

Total Membership

No of Adult Members

No of Juvenile Members

Numbers residing in a) South Dublin County

b) Outside South Dublin County

Is your group a Company Limited by Guarantee?

Yes

No

If yes, give number

Does your group have a tax number?

Yes No If yes, give number

Does your group have charitable status?

Yes No If yes, give number

Do you have:

Regular Meetings
Yes No State Frequency:

Minutes/Records
Yes No

Written Constitution
Yes No

Date of last A.G.M.

When do you expect to hold your next A.G.M.

How many members attended your last A.G.M.

What is the quorum for your A.G.M.

How many members does your group have

Is your group affiliated to any other organisation (s)

Yes No If yes, please specify

Is your group insured ?

Yes No
If Yes, please state type and level of cover

DECLARATION

I declare that the information supplied is accurate and complete. I understand that all information provided will be held electronically and may be made available to other South Dublin County Council Departments as appropriate.

It should be noted that the Freedom of Information Act applies to all records held by South Dublin County Council.

Please tick the box to confirm that you have read and are in agreement with the declaration above:

Registration Form submitted and completed:

By (block capitals):
Position:
Signed:
Date:

The Registration Form must be signed by either the Chairperson, Secretary or Treasurer.

Please return completed forms to:

South Dublin County Council,
Community Services Department,
County Hall, Tallaght, Dublin 24.
Ph: 4149270
Fax: 4149306
communitygrants@sdblincoco.ie

Checklist:

Please note the following documents must be included with your application.

Have you included a copy of your insurance cert?

Have you included bank statements for the last 12 months or most recent Audited Accounts?

Have you joined the PPN (Public Participation Network)?

Public Participation Network Number:

Tax Registration Number: