**COMMUNITY ENHANCEMENT PROGRAMME 2020**

**fund for Community Centres and Community Buildings**

**Closing Date: 5PM Friday 11th September 2020**

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:





**GROUP /ORGANISATION NAME:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL APPLICATIONS ARE TO BE RETURNED TO:**

 **Cora Nolan, Kilkenny County Council**

**Community Section, Johns Green House, Johns Green, Kilkenny**

**Or**

**Community@kilkennycoco.ie**

**5PM Friday 11th September,2020**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

***Please read the CEP Application Guidelines before completing this form***

**Department of Rural and Community Development**

**Community Enhancement Programme**

The Department of Rural and Community Development (“the Department”) operates a grant programme through the Local Community Development Committees (LCDCs). This capital grant programme provides funding to enhance facilities in disadvantaged communities. Applications should relate to one or more key priority areas identified in the LCDC Local Economic and Community Plan (LECP) in order to be eligible for consideration.

## All questions on this form must be answered.

## SECTION 1 – YOUR ORGANISATION DETAILS AND CONTACTS:

|  |  |
| --- | --- |
| **Name of Group / Organisation / Government Department / State Agency** | ***Please write in block capitals or type this application form***  |
| Address:**Eircode:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact name: |  |
| Role in Group/Organisation  |  |
| Telephone number |  |
| E-mail  |  |
| Website |  |
| Alternative Contact name |  |
| Alternative Telephone number |  |
| Alternative E-mail |  |
| **Charitable Status Number** (if applicable): |  |
| Tax Clearance Access Number (if applicable): |  |
| **Tax Reference Number** (if applicable): |  |

**1. Please provide a brief description of your group/ committee structure:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2**. **Year your group was established \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. What is the purpose of your group / organisation; what does your group do in the community?** *Please see guidelines for types of projects that can be funded.*

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**4. Have you received funding under any capital grants schemes from 2017, 2018, 2019 and/or 2020 i.e. grants from Government Departments, Local Authority or LEADER?**

**YES** ☐ **NO** ☐

If **YES,** please give details below:

|  |  |  |
| --- | --- | --- |
| **Name of scheme** | **Funding organisation** | **Amount of funding** |
|  |  |  |
|  |  |  |
|  |  |  |

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

**YES** ☐ **NO** ☐

**6. Have you received Community Enhancement Funding in 2017, 2018, 2019?**

**YES** ☐ **NO** ☐ **YEAR’s RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **If yes, have you provided a funding report and photographs of the project funded?**

**YES** ☐ **NO** ☐

**7. Is your organisation affiliated or connected to any relevant local regional or national body?**

**YES** ☐ **NO** ☐

**If YES, please what is the name of the organisation(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION 2 –Details of what the funding will be used for**

## 1. Which Grant are you applying for? Only choose 1 per application

## ☐ Small scale capital grant up to a maximum of €3,000

## ☐ Medium scale capital grant up to a maximum of €20,000

**2. Please outline clearly what the funding be used for, include as many details as possible:** *Please read the guidelines to ensure your project is eligible under this fund. For medium scale grant please include drawings of the works to be undertaken.*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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**3. When will your project begin?** *Please give a date* **­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. When will your project be completed?** *Please give a date* **­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

**Not applicable** ☐ **YES** ☐ **NO** ☐

**5. Is this a completely new project or part of a phased development, or linked with other schemes**

 **operated by Government Departments or the Local Authority?**

**YES** ☐ **NO** ☐

 If **YES,** please provide the details below:

**6. Amount being applied for under the CEP:** **€\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Is this amount partial or total project cost? | ☐Partial | ☐Total |
| If partial, give estimated total project cost: | € |

***\* Important note:*** *Please include supporting documentation: a minimum of three estimates/quotes from different independent suppliers with this for medium scale projects and one quote for small scale projects*

**7. To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.**

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |
|  |  |
|  |  |

**8. Please state how your group proposes to publicly acknowledge the Department, LA or LCDC**

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**9.** The LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan (LECP) which you can access on your local authorities’ website.

 **If your application is for an amount greater than €3,000**, please complete the table below to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

If your application is for a small scale capital grant of €3,000 or less, then you may wish to complete the below table, but you are not required to do so.

|  |  |
| --- | --- |
| **Key priority area of LECP** | **No. of beneficiaries** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

**YES** ☐ **NO** ☐

*If* ***NO****, then perhaps you would consider joining the PPN. To register your group contact:*

 **Mags Whelan - Co-ordinator**

 **E-mail:** ppnkilkenny@kkcoco.ie

 **Website:** [www.kilkennyppn.ie](http://scanmail.trustwave.com/?c=6600&d=x6Lk2wZsDUrnKVUZQz7mPqRH02uADO65_OiBeCQ48g&s=380&u=http%3a%2f%2fwww%2ecarlowppn%2eie)

 **Tel:**  056 779 4710 **Mobile:**  087 173 1634

**SECTION 3 - 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 Enhancement Programme (see page 2 of this form).
* I confirm that I have read the Community Enhancement Programme 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:** |  |

* Successful applicants will receive a Letter of Offer. If your application is successful payment will be made by EFT (Electronic Bank Transfer). If your community group are not set up on our financial system a supplier set up form will need to be completed once the letter of offer has issued **and returned to Kilkenny County Council, Community Section, Johns Green House, Johns Green, Kilkenny for payment**
* Groups must keep a record of all expenditure to allow Kilkenny County Council to carry out an audit of their activities and send in a report with receipts and photographs to the address above by **Friday 13th November 2020**. Only photographs that have written permission can be included.

|  |
| --- |
| Data Protection |
| *Kilkenny County Council is operating this grant on behalf of Kilkenny LCDC and collects some personal data during the application and processing of this grant scheme, particularly, names, addresses and contact details (emails and telephone numbers). These details are necessary for the consideration and adjudication on the grants scheme.* *The grant applications are sometimes shared between relevant County Council Departments for the purpose of supporting the application and also to ensure that similar events are not double funded, and in relation to other festival/events funded by the Council. At all stages the personal data is handled in full accordance with the Data Protection Legislation.* *Your express consent is required, acknowledging that you understand that you may be submitting personal data. Please sign here by way of agreement.* Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |