



## APPLICATION FOR BURIAL GROUND MAINTENANCE PRIMING GRANT 2017

(1) Name of Group: \_\_\_\_\_

(2) Name and Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3) Contact Person for Group: \_\_\_\_\_

(4) Contact Telephone No: \_\_\_\_\_

Alternative contact number: \_\_\_\_\_

(5) Contact Email for Group: \_\_\_\_\_

(6) Details & Locations of Proposed Works:

	Location of Proposed Works	Outline of Proposed Works	Estimated Cost €	Start Date	End Date
1					
2					

**An additional typed A4 page may be submitted to outline the proposed works if required.**

(7) **Group Established (Year)** . A list of members of this Group must be attached together with positions held in Group. Minutes of the last meeting held by Group together with Minutes of your most recent A.G.M. and a copy of Group Constitution to be submitted with application form. **Form outlining detail of Groups Bank Account must also be submitted with the application form.**

(8) Has your Group received any other grants or monies from the Council or any other Organisation (if so, give specific details):

\_\_\_\_\_

\_\_\_\_\_

- (9) In the event of your grant application being approved, please give name, address and contact number of person who will submit **original receipts addressed to the Group, with the name of the Burial Ground clearly identified and marked as paid** for monies expended on the project:

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- (10) Is there a C.E./TÚS/SOLAS (FÁS) or any other scheme involved in this work (if so, attach details including what work they are carrying out and what work is being carried out on a voluntary basis. Please also identify the actual number of people working on the project through the scheme and the number of people working on a voluntary basis):

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### Declaration

This application has been completed by us and we declare that the information provided is true and correct.

We confirm that the Group is a bona fide voluntary group, representative of the area and that any improvements will be available to the public.

We confirm we are familiar with the eligibility criteria and conditions for applicants published under this grants scheme, in particular to adhere to the requirements of the Heritage Service, as set out in the booklet for 'The Care and Conservation of Graveyards'.

We will, in accordance with the requirements of the scheme, submit the required report(s), receipts and supporting documentation by **30<sup>th</sup> September** to draw down any grant which may be awarded by Clare County Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_ Position: \_\_\_\_\_

The completed application form and accompanying documentation should be returned to **Clare County Council, Rural Development Directorate, Áras Contae an Chláir, New Road, Ennis, Co. Clare by Wednesday, 31<sup>st</sup> May, 2017.**

**The following must be attached as part of the Application**

- Application Form with additional sheet if required
- Group Set Up Form, with Account Details (Credit A/C or Bank A/C)
- List of Group Members and positions held in Group
- Minutes of AGM/last meeting/Constitution
- Detail and/or map of location (for inspection purposes)
- Photographs 'before and after' are recommended
- Involvement of a third party or other financial contribution
- Proof of compliance (Planning, Insurance, Health & Safety, Historic Monument)

**Inspections will be carried out to assess the ongoing maintenance work**

## BURIAL GROUND PRIMING GRANT 2017 - OBJECTIVES, ELIGIBILITY AND CONDITIONS

- (1) The purpose of the grant scheme is to allow the Council to contribute financially to local voluntary groups such as Residents Associations, Tidy Village Groups, etc., who carry out burial ground maintenance/improvement works and incur expenses associated with this work.
- (2) A grant up to a maximum of €600 or 90% of the cost may be made available to successful applicants. The amount of a grant paid to an individual group will depend on take-up of the scheme in the County and overall expenditure incurred by each group.
- (3) Prior to any payments being made to successful applicants, bank account details must be provided as part of the Groups application form. Please note completion of this form does NOT imply payment will be made of a priming grant.
- (4) Before giving a grant for any project, the Council must be satisfied that the applicant is a bona fide group, representative of the area to which the application relates. The scheme will be administered on a county-wide basis.
- (5) The grant can be used for the purpose of purchasing trees, shrubs, shovels, hire of strimmer, petrol for lawnmower and other items, which are required to carry out the environmental maintenance works in the burial ground. Please note wages for carrying out of work are not acceptable as an expense as the purpose of the grant is to support voluntary work.

*Clare County Council wishes to discourage the use of weed-killers in burial grounds. Where weed-killer is used it should be done in conjunction with the recommendations of the DOEHLG "The Care and Conservation of Graveyards" booklet. **Expenditure on weed-killers will be excluded from re-imburement.***

- (6) All works in burial grounds carried out under the scheme must comply with Department of the Environment, Heritage and Local Government - Historic Monument Service requirements. These are detailed in a booklet called "The Care and Conservation of Graveyards" (available on request). Proposed works on national monuments/protected structures within burial grounds, or on burial ground walls must be notified to Department of the Environment, Heritage and Local Government - Historic Monument Service, **two months** before the proposed start date. Grants cannot be paid to groups who do not adhere to the requirements and non-compliance will be the responsibility of the group.
- (7) Original receipts addressed to the Group with the name of the Burial Ground clearly identified and marked as paid with stamp or headed paper of the shop where purchase was made together with supporting documentation, shall be submitted to the Council in order to enable consideration of grant approval and payment, where approved. Receipts must be dated between **1<sup>st</sup> October 2016 and 30<sup>th</sup> September 2017** and not previously submitted. Approved grant payments will be made at the latter end of the year. The grant will not meet 100% of the costs incurred by the Group. The Council must be satisfied that the expense was bona fide incurred on cemetery maintenance, and the responsibility for providing requisite supporting information rests with the groups.
- (8) Taking 'before and after' photographs is recommended to applicants, as they would provide a record of the progress that was made during the season. Inspections will be carried out to assess the ongoing maintenance work in cemeteries.
- (9) **THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS Wednesday, 31<sup>st</sup> May 2017.**



## Group Account Details

**Payment of grants are made directly to the Account of Group**

**Set Up       Amendment       Set Up as Sundry Group**

**It is necessary to complete this form on an annual basis**

**To be completed by Group**

Group	
Group ID (ccc)	
Group NAME	
c/o	
Address 1	
Address 2	
Address 3	
Contact Name	
Telephone Nos. (two)	
VAT REG. No and/or PPS No	
<b>Where applicable</b>	
FAX	
<b>E-MAIL of Group (This is the Email that will be notified)</b>	
Is this a Bank or Credit Union Account?	
THEIR Account Details:	
NAME	
ADDRESS	
Account No for group	
Sort Code	

**IBAN Number\*:**

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**BIC Number\*:**

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*\* SEPA (Standardise European Electronic Payments across Europe – effective 1<sup>st</sup> February 2014)*

**CUSTOMER SIGNATURE:**

**Position held within Group**

**Date**

**Office Use Only :**

**Requested by: \_\_\_\_\_ Section.      Date: \_\_\_\_\_**

<b>Entered by</b>		<b>Date</b>
<b>Checked by</b>		<b>Date</b>