



Clare County Council
Community Playground Support Scheme
Application Form

Name of Group: _____

Address of Group: _____

Year Established: _____

**Name of Main Contact
Person for this application:** _____

Telephone Number: _____

Email Address: _____

Total Grant Sought: _____

Location of Playground: _____

**Company Registration
Number (if applicable):** _____

OR

**Details of Committee
Structure:** Chairperson: _____
Secretary: _____
Treasurer: _____

Checklist

Please ensure that the following documentation is included as part of your application.

- **Evidence of Committee Structure (AGM, last meeting, constitution)**
- **Copy of current public liability insurance policy**
- **Evidence of an up to date safety inspection**
- **Group Set Up Form, with Account Details (Credit Union A/C or Bank A/C)**

Declaration of Applicant

This application has been completed by us and we declare that the information provided in this application, and all information given in any documentation submitted in support of the application is truthful 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, terms and conditions for applicants published under this grants scheme.

We will, in accordance with the requirements of the scheme, submit the required report(s), receipts and supporting documentation, as soon as possible or no later than, Friday, 1st September, to draw down any grant which may be awarded by Clare County Council.

We confirm that the operation and maintenance costs which are the subject of this application and claim have been incurred on _____ (*insert name of playground*) playground.

Two group members must sign this form.

(1) Signed: _____ Date: _____

Name (print): _____

(2) Signed: _____ Date: _____

Name (print): _____

Organisation's name: _____

Playground name: _____

NOTE: If the maximum grant is being claimed, invoices and receipts higher than the maximum grant of €1,400 must be submitted.

The completed application form and accompanying documentation should be marked "Community Playground Support Scheme" and returned to **Clare County Council, Rural Development Directorate, Áras Contae an Chláir, New Road, Ennis, Co. Clare by Friday, 10th March 2017.**



Clare County Council

Community Playground Support Scheme

Objective, Eligibility, Terms and Conditions

Objective

Clare County Council's Community Playground Support Scheme will benefit existing community run playgrounds located in County Clare. The purpose of the Scheme is for the Council to contribute financially to local bona fide voluntary groups who incur costs associated with the operation and maintenance of community owned and operated playground facilities.

Eligibility

Grants will be available for costs associated with the operation and maintenance of community owned and operated playground facilities.

Eligible costs include the costs of public liability insurance, annual certified safety inspections and reports, audit fees and general playground maintenance costs.

The Scheme covers the year period for 2017.

Terms and Conditions

Company Details

The company registration number of the applicant must be submitted or in the case of a Playground Committee details of the committee structure. This information must be supplied with the application form. The company must be a bona fide voluntary group, representative of the area to which the application relates.

Grant Amount

A maximum grant of €1,400 per playground is available under the Scheme towards costs incurred in 2017. This grant amount may vary depending on take-up of the scheme in the County and overall expenditure incurred by each group.

The Grant must be applied for within the current year and the receipts with the supporting documentation can be submitted as soon as are available and will not be processed after the September deadline of the current year.

If the maximum grant is being claimed, invoices and receipts higher than the maximum grant of €1,400 must be submitted.

The Council must be satisfied that the expense was bona fide incurred on costs associated with the operation, enhancement and/or maintenance, and the responsibility for providing requisite supporting information rests with the groups.

Clare County Council reserves the right to require that the group is legally incorporated and that arrangements are in place for clawback of the Grant or part thereof, if necessary.

Insurance

A copy of a current public liability insurance policy must be provided with the application form. The policy must also insure against theft or fire damage to equipment and facilities the subject of this grant support.

Payment of the Grant

Approved grant payments will be made prior to December of the current year.

Group Setup Form

Prior to any payment being made to successful applicants, 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 grant.

The Account can be a Bank Account or a Credit Union Account (not a Post Office Account). The Account Number, Sort Code, IBAN Number and BIC must be completed.

Electronic Fund Transfer

The payment will issue by Electronic Fund Transfer (EFT), therefore it is imperative that the account details are correct. An email notification will issue to the Group's email 1 – 2 days prior to payment, therefore, any changes to Accounts or Company structure or email details must be notified as soon as possible.

Receipts & Statement

Original receipts, or invoices, marked paid, addressed to the group and in respect of the playground, can be submitted once the work is complete and no later than, Friday, 1st September 2017. They must relate to the current year. Please submit receipts at the one time.

A signed statement must be provided from the Group that the grant was used as per the application.

If the maximum grant is being claimed, invoices and receipts higher than the maximum grant of €1,400 must be submitted.

Safety Inspection

Evidence of an up to date certified safety inspection being carried out on all equipment must be provided to Clare County Council with the application form.

Third Party involvement or financial contribution

If there is a CE/TÚS/SOLAS (FÁS) or any other scheme involved in this work, please 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.

If your Group has received any other grants or monies this year from the Council or any other Organisation towards this specific project. Please give specific details.

The Group must present proof that any third parties engaged by them in the course of the project are tax compliant.

Next Steps and Deadlines

Applications for the Community Playground Support Scheme should be made on the approved application form which can be downloaded from www.clarecoco.ie.

The completed application form and accompanying documentation should be marked "Community Playground Support Scheme" and returned to **Clare County Council, Rural Development Directorate, Áras Contae an Chláir, New Road, Ennis, Co. Clare by Friday, 10th March 2017.**

On receipt of Applications an acknowledgement will issue setting out the next stage.

The closing date for receipts and supporting documentation is as soon as the work is complete and no later than Friday, 1st September 2017.

