



## Municipal District of Ennis – Funding Application Form 2023

Closing Date for receipt of fully completed application forms is:

**4.00 pm Thursday 23<sup>rd</sup> March 2023.**

Please read the attached grant funding Terms & Conditions carefully before completing this form

PLEASE Ensure all responses are legible – Use BLOCK CAPITALS in handwritten replies.

**Sporting Organisations are NOT eligible for this funding.**

### 1. Grant Categories

Please tick (✓) which scheme you are applying for. Applicants may apply for ONE scheme only.

<b>Festivals &amp; Events 2023</b> (Ennis Municipal District)		<b>Community Projects 2023</b> (Ennis Municipal District)	
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### 2. Details about your Group

a) Name of your Group \_\_\_\_\_

b) Address of your Group \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Does your organisation have a Tax Registration or Charity Number:    Yes     No

Grants **cannot be paid** to groups who do not have a Tax Registration or Registered Charity number. You may apply for the grant, but it will not be paid without the above numbers.

d) Contact Details for all correspondence regarding this grant:

Contact Name \_\_\_\_\_

Group Name \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Eircode \_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

e) Please give a short description of what your group does and how it is funded (50 words max)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Details about your Groups Proposal

a) Name of Proposal (i.e., Festival/Event Name or Project name)

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b) Please give a brief description about your group's proposal (100 words max)

Please state what exactly you intend to do and who will benefit from the project.

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c) Please identify specific groups in the community (if any) who will benefit from your proposal (e.g., older people, young people, persons with a disability, the unemployed).

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d) Please indicate your Groups ability to carry out the proposal (50 words max)

(e.g., what structures are in place? Who will oversee it? Is there community support for it? Are other sources of funding available? Has your group carried out a similar project before etc.)

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e) Where will this be located/held? \_\_\_\_\_

f) What is the start date for this proposal/festival/event? \_\_\_\_\_

g) What is the finish date for this proposal/festival/event? \_\_\_\_\_

h) If your proposal includes working with young people under the age of 18, does your group have a Child Protection Policy in place? 

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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i) Does your project require any of the following?

(a) Planning permission or Event Licence 

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If yes, please state the reference no: \_\_\_\_\_

(b) Fire Safety Certificate 

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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(c) Is permission or consent required from National Monument Service, National Parks & Wildlife, or the National Museum? 

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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\* Where a group is applying for funding which involves construction works where planning permission or a Fire Safety Certificate is not needed, then the group must provide written documentation from the Planning Authority that indicates that the project is exempt.

j) Land Ownership (if applicable)

(a) Does your Group own the lands involved in the proposed project:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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• If **Yes**, please provide a copy of the Deeds with application.

• If **No**, have you an agreement in place to use the lands?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please provide written evidence of this permission with the application

(b) Please state who will manage the facility/service on completion:

\_\_\_\_\_

If this is different from your group, have you consulted them about this project/festival/event:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please provide written documentation of agreement from this organisation to manage the facility with application.

#### 4. Details about Costs of Proposal

There are limited resources available under these schemes in 2023 and most financial awards will be of a small scale. **All estimated costs must be supported with relevant quotations.**

a) Please give a breakdown of the Proposal costs in the space below.

1 \_\_\_\_\_ € \_\_\_\_\_

2 \_\_\_\_\_ € \_\_\_\_\_

3 \_\_\_\_\_ € \_\_\_\_\_

4 \_\_\_\_\_ € \_\_\_\_\_

5 \_\_\_\_\_ € \_\_\_\_\_

**Total Cost of the Proposal** € \_\_\_\_\_

b) Grant amount applied for: € \_\_\_\_\_

c) Please state how the balance of your proposal will be funded:

\_\_\_\_\_

d) Have you applied for other public funding for this event?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please give details:

\_\_\_\_\_

#### 5. Environmental Impact

Please outline steps you have/are taking to reduce the environmental impact/carbon footprint of your festival/project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Declaration

I declare that the information contained in this application is accurate.

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

On behalf of (Name of Group) \_\_\_\_\_

Position in Group \_\_\_\_\_

Date \_\_\_\_\_

**Closing date**

for receipt of Application Forms is:

**4.00pm, Thursday 23<sup>rd</sup> March 2023**

**Incomplete Forms will NOT be considered.**

**Successful applicants may be required to attend a promotional event during year.**

**IMPORTANT NOTE:**

ALL APPROVED FUNDING MUST BE CLAIMED NO LATER THAN

**FRIDAY 17<sup>th</sup> NOVEMBER 2023.**

PAYMENT IS NOT GUARANTEED FOR MONEY CLAIMED AFTER THIS DATE.

Return by Post to:	Return by email to:
Julie Kenny Ennis Municipal District, Buttermarket, Drumbiggle, Ennis, Co. Clare	You may also submit a <b>scanned</b> version of the application by email ( <u>no greater than 3MB and PDF only</u> ) <b><u>The application must be signed by an appropriate officer in your Group.</u></b> The email address to send forms to is: <a href="mailto:ennismunicipaldistrict@clarecoco.ie">ennismunicipaldistrict@clarecoco.ie</a>
<p><u>Contact details for any queries, additional forms, or other information:</u></p> <p>Telephone: (065) 6866101 Email: <a href="mailto:ennismunicipaldistrict@clarecoco.ie">ennismunicipaldistrict@clarecoco.ie</a> Additional Application forms may also be downloaded from <a href="http://www.clarecoco.ie">http://www.clarecoco.ie</a></p>	

**Checklist for Applicants** (Please return this page with your application):

The following items should be included with your application:

Item to be submitted	Comment	Included
Form - Fully Completed & <b>Signed</b>	<b>Incomplete or Unsigned</b> forms will not be considered	
Copies of relevant quotations		
Child Protection Policy	If your proposal involves children or young people under the age of 18	
Consents under heritage legislation	Only if required for proposal	
Ordnance Survey Maps indicating location of proposal	Only required if proposal involves site works	
Evidence of land ownership or permission to use land	Only if relevant for proposal	
Details of Planning Permission and/or proof of exemption	Only if relevant for proposal	
Any other relevant information		

<b>Office Use Only: Application Checklist</b>		
1.	Application Form fully completed & signed.	
2.	Evidence of Public Liability Insurance -minimum indemnity €6.5m and indemnity to Clare County Council.	
3.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant).	
4.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland	
5.	Evidence of Land Ownership/Permission to use land (If relevant)	
6.	Copy of relevant quotations of all costs	
7.	Details of any planning permission sought and/or agreed or proof of exemption (if relevant)	
8.	Evidence of capacity of group to deliver the project on time	
9.	Any relevant further information on the activities of your Group in support of application (annual report, leaflets)	
10.	Evidence of additional funding required for proposal, for example current bank statement	
11.	Tax reference number or charity number – Required if group is successful.	
12.	Child Protection Policy if you are organising an event or programme that involves children (advice is available from the Council if necessary).	

## Ennis Municipal District

### Festival & Events Funding 2023 and Community Projects Funding 2023

#### Terms & Conditions

<p>1. For proposals to qualify under these schemes:</p> <ul style="list-style-type: none"><li>a) The facility/service to be provided must be available for the use and enjoyment of the general public at all reasonable times, either free of charge or subject to moderate charges to cover any management and maintenance costs.</li><li>b) If applicable, satisfactory arrangements for future management and maintenance of the facility must be made by the Group.</li></ul>
<p>2. All works should be compliant with Public Regulations e.g., Planning Law, Fire Safety Requirements, Health &amp; Safety Requirements and Universal Accessibility.</p>
<p>3. Written consent from landowner/property owner will be required for any works undertaken.</p>
<p>4. Proposals involving landscaping/public space works/works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.</p>
<p>5. All projects <u>must</u> provide evidence of adequate and comprehensive <b>Public Liability insurance</b> for their project.</p> <ul style="list-style-type: none"><li>a) Successful applicants will be required to submit evidence of their Public Liability insurance as soon as possible after being notified of their success.</li><li>b) The <u>minimum</u> insurance requirements for Public Liability Insurance are as follows:<ul style="list-style-type: none"><li>i. Clare County Council/Ennis Municipal District must be specifically indemnified on the policy for the entirety of the project.</li><li>ii. The minimum acceptable level of indemnity is €6,500,000.</li></ul></li><li>c) Clare County Council/Ennis Municipal District accepts no responsibility and concedes no liability in respect of any accident, injury, or damage to property or person however arising regarding any incident, occurrence or claim which may take place.</li><li>d) All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm, or flooding.</li></ul>
<p>6. Clare County Council &amp; Ennis Municipal District wishes to ensure that there is a balanced distribution of grants between community groups with a high level of capacity and groups with a lower level of capacity. In this context and due to constraints on the level of resources available under these schemes, Ennis Municipal District may limit the number of financial awards under grant categories that can be accessed by a single group. The norm will be only <u>one application per group</u>.</p>
<p>7. The Council may receive more applications than it can fund. This means that we may have to prioritise applications according to objectives.</p>
<p>8. <b><u>All applicants are required to have a tax reference or a charity number.</u></b> This information is not required as part of the application process, but it is an essential requirement before successful applicants can be paid.</p> <p>In the case of a Group which has been granted the status of a charitable organisation by the Revenue Commissioners, the “CHY” number issued to that body is required.</p> <p>The Council <b><u>cannot</u></b> make any payments without this reference number.</p>

**9. Successful applicants for any grant will be required to complete a Supplier Set-Up form to allow payment of the grant.**

The Supplier Set-Up form requests a Tax Reference Number. It is not possible to pay grants to groups that do not have this number. You may apply for a grant but if approved you will not be able to draw down the grant payment if your group does not have a tax reference number.

10. Ennis Municipal District must be satisfied about arrangements for the future maintenance of the projects we fund. Applicant Groups will be expected to have ownership or effective control of the land and/or buildings affected and have a constitution to ensure continuity of responsibility into the future. In some cases, the Council may, as a condition of grant assistance, require the Applicant Group to enter into a covenant or agreement to ensure the future maintenance and management of the amenity for the purpose for which the project has been funded.

11. The support from Ennis Municipal District must be acknowledged in any publicity material produced for the successful Project. This will involve including the Ennis Municipal District logo on any printed/promotional material associated with the project and erection of a plaque/sign if requested.

12. Groups are requested to participate in their local St. Patrick's Day Parade to showcase community endeavour.

13. Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place (advice is available from the Council if necessary).

14. Where a contractor is appointed, the successful applicant will be required to obtain all necessary consents and comply with legislation and codes of practice particularly those related to Health & Safety which apply to such work and/or approved schemes.

15. Works must not commence prior to formal approval in writing from Ennis Municipal District, otherwise grants will not be paid.

**Subvention of a group's routine operating costs is excluded under this Scheme**

16. Projects must be completed by 31<sup>st</sup> October 2023 and all approved funding claimed as soon as possible after completion of the project/event, but by 17<sup>th</sup> November 2023 at the latest.

17. Payment of the grant will be subject to receipt of the following:

- a) A short final report on the project showing how the grant was utilised and how it benefited the local economy.
- b) Projects must be completed by 31<sup>st</sup> October 2023, and all approved funding claimed by 17<sup>th</sup> November 2023 at the latest.
- c) Provision of original Receipts supporting the expenditure incurred.
- d) Receipts or invoices that have previously been used as evidence of expenditure for another grant/project must not be used to support this claim.
- e) Written & signed statement from the Chairperson and Treasurer that the grant has been used for the purpose for which it is claimed

## Privacy Notice for Municipal District of Ennis – Funding Application Form 2023

Please refer to Clare County Council's Privacy Statement which can be accessed through the following link: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

### 1. The identity and the contact details of the controller

- Clare County Council, New Road, Ennis, Co. Clare. Tel: 065 6821616,
- Email: [info@clarecoco.ie](mailto:info@clarecoco.ie), Website: [www.clarecoco.ie](http://www.clarecoco.ie)
- [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

### 2. The contact details of the data protection officer

- Data Protection Office: Telephone: 065 6846405, Email: [DPA@clarecoco.ie](mailto:DPA@clarecoco.ie)

### 3. The purposes and legal basis for the processing

The contact details that you provide will be processed by Clare County Council for the purpose of administrating Municipal District of Ennis Funding.

#### The recipients or categories of recipients of the personal data

The contact details you provide will be used by Clare Co. Council for the purpose of administrating Municipal District of Ennis Funding.

### 4. The retention periods or the criteria used to determine that period:

The Application Form will be held for 5 years and archived thereafter in accordance with the National Retention Policy for Local Authority Records pertaining to community events.

The National Records Retention Policy for Local Authority Records can be accessed at the following link:

<https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

### 5. Details on rights of access to and rectification/deletion of personal data. Rights to object to or restrict processing and the right to data portability.

Please refer to Clare Co. Council's Privacy Statement which can be accessed through the following link: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

### 6. The right to lodge a complaint with the supervisory authority.

Please refer to Clare Co. Council's Privacy Statement which can be accessed through the following link: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)