

**Comhairle Contae an Chláir
Clare County Council**

**Ceantar Bardasach na hInse
Municipal District of Ennis**

Municipal District of Ennis – Funding Application Form 2020

Before completing this form please read the attached grant funding guidelines carefully

Closing Date for receipt fully completed Application Forms is:

4.00 pm Friday 30th March, 2020.

Sporting Organisations are NOT eligible for this Support Funding.

PRINT REPLIES PLEASE

Please tick (✓) which scheme you are applying for.

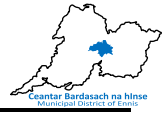
Successful Groups will only be allocated funding under ONE category.

Grant Categories

| | | |
|----|--|--|
| i | Support Funding for Festivals & Events 2020 (Ennis Municipal District) | |
| ii | Support Funding for Community Projects 2020 (Ennis Municipal District) | |

1. Details about your Group

| | |
|---|--|
| Name of your Group | |
| Address of your Group | |
| Please give a short description of what your group does and how they are funded (50 words max) | |
| Is your group a member of the Public Participation Network? Yes/No | |
| Tax Reference No: | |
| It is not possible to pay grants to groups that do not have a tax reference number. You may apply for a grant but if approved you will not be able to draw down the grant payment if you group does not have a tax reference number | |
| Charity No: | |
| Name & Postal Address for correspondence (please note that all correspondence in regard to these schemes will be sent to this address) | |
| Postcode: | |
| Phone No: | |
| Email: | |
| Mobile: | |



2. Details about your Groups Proposal

Please give a brief description about your groups proposal (100 words max) State what exactly you intend to do and who will benefit from the project. Identify any specific groups in the community who will benefit (i.e. older people, young people, persons with a disability, the unemployed).

| |
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| |
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Please indicate your Groups ability to carry out the proposal (50 words max) (For example what structures are in place? Who will oversee it? Is there community support for it? Is there match funding in place? Has your group carried out a similar project in the past etc.)

| |
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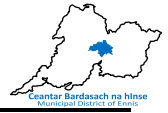
| | |
|---|--|
| Where will this proposal be delivered? | |
| What is the start date for this proposal? | |
| What is the finish date for this proposal? | |
| If your proposal includes working with young people under the age of 18, does your group have a Child Protection Policy in place? | |

| | | |
|---|-----------------------|--|
| Does your project require any of the following? | | |
| (a) Planning permission or Event Licence | Yes | |
| | No | |
| | Making an application | |
| If yes please state the reference no: | | |

| | | |
|-----------------------------|-----------------------|--|
| (b) Fire Safety Certificate | Yes | |
| | No | |
| | Making an application | |

| | | |
|---|-----|--|
| (c) Is permission or consent required from National Monument Service, National Parks & Wildlife or the National Museum? | Yes | |
| | No | |

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.



Land Ownership (if applicable)

| | | |
|---|-----|--|
| Does your Group own the lands involved in the proposed project: | Yes | |
| | No | |
| If Yes, please provide a copy of the Deeds with application. | | |
| If No, have you agreement to use the lands? Please provide written evidence of this permission with the application | Yes | |
| | No | |

| | |
|--|-----|
| Please state who will manage the facility / service on completion | |
| If this is different from your group, have you consulted them about this | Yes |
| | No |

Please provide written documentation of agreement from this organisation to manage the facility with application

3. Details about Proposals Costs

Please note that there are limited resources available under these schemes in 2020 and the majority of financial awards will be of a small scale. **All estimated costs must be supported with relevant quotations.** Please give a breakdown of the Proposal costs in the table below

| Description of each cost involved | Cost |
|---|------|
| | € |
| | € |
| | € |
| | € |
| | € |
| Total Cost of the Proposal | € |
| Grant amount applied for: (Please note the different requirements for matching within the schemes) | € |
| Please state how the proposal will be <u>match funded</u> and supply evidence | |
| Have you applied for other public funding for this event? | Yes |
| | No |
| If Yes, Please give details: | |

4. Environmental Impact

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

5. Declaration

| | |
|--|--|
| On behalf of (Name of Group) | |
| Signed: (I declare that the information contained in this application is accurate) | |
| Position in Group | |
| Date | |



| | |
|---|--|
| Return to: Ennis Municipal District, Buttermarket, Drumbiggle, Ennis, Co. Clare | Tel. (065) 6821616 ennismunicipaldistrict@clarecoco.ie www.clarecoco.ie |
|---|--|

You may also submit a scanned version of the application by email (no greater than 3MB and PDF only) but it must be signed by an appropriate officer in your Group. The email address is ennismunicipaldistrict@clarecoco.ie

Application forms may also be downloaded from <http://www.clarecoco.ie>
Closing date for receipt of Application Forms is **4.00pm, Monday 30th March, 2020.**

Incomplete Forms will NOT be considered

**ALL APPROVED FUNDING MUST BE CLAIMED NO LATER THAN
FRIDAY 20th NOVEMBER 2020.
PAYMENT IS NOT GUARANTEED FOR MONEY CLAIMED AFTER THIS DATE.**

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

Conditions Relating to Ennis Municipal District Funding Schemes 2020

- For proposals to qualify under the scheme, the facilities / 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. Satisfactory arrangements for future management and maintenance of the facility must be made by the Group.
- All works should be compliant with Public regulations i.e. Planning Law, Fire Safety Requirements, Health & Safety Requirements and Universal Accessibility.
- Written consent from landowners / property owners will be required for any works undertaken.
- Proposals involving landscaping / public space works / works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.
- All projects must have evidence of adequate and comprehensive Public Liability insurance. 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. Groups awarded financial support will have to provide specific indemnity for Clare County Council/Ennis Municipal District on their Insurance policy in respect of their project. All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding.
- Clare County Council & 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 one application per group.
- The Council may receive more applications than it can fund. This means that we may have to prioritise applications according to objectives.
- All applicants are required to furnish their tax reference number. 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.
- 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.
- The support from Ennis Municipal District must be acknowledged in any publicity material produced in regard to the 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.
- Groups are requested to participate in their local St. Patrick’s Day Parade to showcase community endeavour.

- **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).**
- **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.**
- **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**
- **Projects must be completed by 31st October, 2020, and all approved funding claimed by 20th November, 2020.**
- **Payment of the grant will be subject to receipt of the following:**
- **A final report on the project including detail on how the grant was utilized, and how it benefited the local economy**
- **Original Receipts supporting the expenditure incurred.**
- **Written & signed statement from the Chairperson and Treasurer that the grant has been used for the purpose for which it is claimed.**

| Application Checklist | | |
|------------------------------|---|--|
| 1. | Application Form fully completed & signed. | |
| 2. | Evidence of Public Liability Insurance, if requested, for any one claim and Clare County Council indemnified. | |
| 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/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 your application (annual report, leaflets) | |
| 10. | Evidence of matching funding required for proposal for example current bank statement | |
| 11. | Tax reference number or charity number | |
| 12. | Child Protection Policy if you are organising an event or programme that involves children (advice is available from the Council if necessary). | |

Privacy Notice for Municipal District of Ennis – Funding Application Form 2020

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/)

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, Website: 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

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 administering Municipal District of Ennis Funding.

4. 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 administering Municipal District of Ennis Funding.

5. 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>

6. 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/)

7. 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/)