



**Kilkenny County Council
Community and Cultural Facilities Capital
Scheme 2011**

Application Form

Section 1: Information about your organisation or group

Name of applicant organisation or group

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Main contact name and Position in the group (This must be somebody we can talk to about the application)

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Address for correspondence:

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Daytime Phone:.....Mobile No:.....Email:.....

Please give a brief description of your organisation's main function/activity

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Legal Status of group or organisation (i.e. Company Limited by Guarantee, Charity, Co-op)

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Tax reference or charity number

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Section 2: Information about your project

Project title:

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Project location: The map provided should be
of the scale 1:2500

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In whose ownership is the land where the project will be situated? (Please indicate if
permission has been sought and or granted)

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Has planning permission been sought?

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If yes, can you please supply the planning reference number?

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If no, please state why

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(Please see note in guidelines)

Project description: Please tell us what your project is about and what the main aim is. Make sure you have
read the criteria for the grant scheme for 2011. You must complete this section, you may include further
information or drawing on additional sheets (maximum 3 sheets)

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Section 2: Information about your project (continued)

Timetable for the project from beginning to end: List here the proposed tasks or activities and say when they will happen. If you have already done some work or research, please list this but we cannot fund work already carried out (please include any research or consultation with the community previously undertaken)

Task	Timeframe

Details about the management of your project: Please provide the management structure of your organisation or group and who will be specifically responsible for the overall management of the project – including contact details and any special qualifications they may have.

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Section 3: Information about the benefits of your proposed project and how it will be looked after in the future

Social Inclusion and accessibility are main criteria for funding. Can you outline how you will meet this criteria by describing who will benefit from this project and how these groups were consulted. Please include a Social Inclusion Statement (Please see guidelines for social inclusion)

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How will you ensure that the project will be operated in a proper manner?

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Once completed please describe how the project will be maintained.

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Describe any special aspects of your project that you would like to tell us about

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Section 4: Information about the funding of your project (continued)

How much funding will your group contribute?

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What amount are you seeking from Kilkenny County Council?

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What are your sources for the balance of funding required to complete the project? Please include evidence of funding at hand.

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Give details of any previous funding you may have received from Kilkenny Local Authorities I.e. Section 66, Amenity Grants, and Graveyard Grant

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Give details of any previous funding you may have received from other agencies or will be applying for. Example: Sports Capital Grant, Dormant Accounts, Leader funding , etc.

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Section 5: Declaration

I,, confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If the application is successful the grant will be used for the purposes specified and will comply with the terms and conditions attached to the grant. I accept that Kilkenny County Council decision in respect of this application is final.

Name:.....
.....

Signed:.....
.....

Position:.....Date:.....
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General Advice before filling out this form. Please:

Read the funding [Guidelines](#), [Terms and Conditions](#) carefully to ensure that your organisation and proposal meet the programme aims.

Use block capitals or type and keep a copy of the completed form for your own records.

Note: The form can also be obtained in electronic format on request.

Applications must be made on this form and must be signed by a person with authority to represent the applicant organisation.

Please return, marked CCFCS Grant

Community, Culture and Housing

Kilkenny County Council

John's Green House

Johns Green, Kilkenny

E-mail: Community@Kilkennycoco.ie

Reference No: (for office use only): KCC/CCFCS: □ □ □ □ □

Checklist of supporting documentation to be supplied with completed application form

1. Full description of the project including work schedule
2. Scale Map 1:2500 with the location of the project (if relevant)
3. Any planning permission granted or being sought reference number
4. Relevant additional information such as reports needs analysis, consultations, research
as to the value of the project and who will benefit from the project.
5. Social Inclusion Statement
6. Details of how the project will be managed and maintained
7. Drawings or other details as appropriate. If photographs are enclosed they should be
dated and either mounted or colour photocopied on an A4 sheet.
8. Detailed breakdown of costs including estimates
9. Proof of matching funding- i.e. bank statement
10. Details of how the project will be co- funded