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**Kilkenny County Council**

**Community and Cultural/Inter-Cultural Facilities Capital Scheme 2018-2021**

**Application Form 2021**

Closing Date for receipt of applications: 12 noon Friday 16th April, 2021

**Community Department**

**Kilkenny County Council**

**John’s Green House**

**Johns Green, Kilkenny**

**Tel: 7794931**

**E-mail:** **community@kilkennycoco.ie**

**Section 1: Information about your organisation or group**

**Name of applicant organisation or group**

**……………………………………………………………………………………………….………………………………………………………………………………………………..**

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

**…………………………………………………………………………………………**

**Address for correspondence**:

**………………………………………………………………………………………………………………………………………………………………………………………………**

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), or other arrangements for the operations of your group

**…………………………………………………………………………………………………………………………………………………………………………………...................**

**Tax reference or charity number…………………………………**

**Who are the specific project stakeholders/community groups in the project? Please outline the consultation process** **undertaken**:**.....................................................................**

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**Please provide details of any projects or activities that your group has delivered previously**

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**Section 2: Information about your project**

**Project title:**

**………………………………………………………………………………………………………………………………………………………………………………………………**

**Project location:**

The map provided should be of the scale 1:2500

**..........................................................................................................................................................................................................................................................................................**

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

**....................................................................................................................................**

**………………………………………………………………………………………**

**Has planning permission been sought?**

**……………………………………………………........................................................**

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

**....................................................................................................................................**

If no, please state why

**………………………………………………………………………………………**

**Project description**: Please tell us what your project is about and what the main aim is. If larger projects please outline what element you are seeking Kilkenny County Council assistance for. Make sure you have read the criteria for the grant scheme for 2018-2021. You must complete this section, you may include further information or drawings or additional sheets.

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**Please Outline the need for the project** (Was a needs analysis or community survey undertaken)

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**How will the project add value to existing facilities .……………………………………………………………………………………………………………………………………………………………………………….........................................**

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**What measures will be provided in the project to protect the environment or achieve energy reductions or encourage the variety of plant and animal life**. (See page 9/10 of theGuidance**) ..............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................**

**.....................................................................................................................................................**

**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. Please include any research or consultation with the community previously undertaken

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| --- | --- |
| **Task** | **Timeframe** |
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**Management of the Project.**

**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. In addition, please include a Social Inclusion Statement (please see guidelines for social inclusion on Page 10 of the Terms/Conditions & Guidelines).

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

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**Please describe how the project will be maintained when completed.**

**……………………………………………………………………………………………….……………………………………………………………………………………………….……………………………………………………………………………………………….………………………………………………………………………………………………**

**Outline how the proposed project** supports and promote projects and programmes which adhere to the principles of sustainable development and climate action**.(See page 8 of the Guidance)………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Describe any other 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**

**Please give details of your predicted expenditure**.

Make sure the amounts you request are based on accurate estimates and represent value for money. **Please supply 3 estimates / quotations for each aspect of work for which funding is being sought,** as outlined in the criteria

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| --- | --- | --- | --- | --- |
| **No** | **Item** | **Cost €** | **Proposed source of funding** | **Estimate Included** |
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**Total overall predicted expenditure of project: €**

**Amount being sought from Kilkenny County Council: €**

**How much funding will your group(s) contribute? What are its sources?**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..............................................................**

**Will voluntary labour be counted in the cost**s Yes □ No □ If so how many hours/personnel involved, total value **…………………………………………………………………………………………………………………………………………………………………………..........................................**

**What amount are you seeking from Kilkenny County Council**? **………………………………………………………………………………………………………………………………………………………………………………………………**

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

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**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, CKLP funding, etc.

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**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 Terms, Conditions & Guidelines carefully to ensure that your organisation and proposal meet the programme aimsRead the checklist attached.  |
| * 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 CCICFCS Grant to**

**Community Department,**

**Kilkenny County Council**

**John’s Green House**

**Johns Green, Kilkenny**

**E-mail:** **community@kilkennycoco.ie**

**Checklist of requirements and supporting documentation to be supplied with completed application form**

1. A meeting with Community staff
2. A completed application form with a

 full description of the project including work schedule

1. Scale Map 1:2500 with the location of the project (if relevant)

1. Proof of ownership of land/lease arrangements

1. (a) Has planning permission been granted or is it being sought?

Planning Reference number \_\_\_\_\_\_\_\_

(b) Is screening for Appropriate Assessment and/or a Natura Impact

 Statement required ?

1. Relevant additional information ( such as needs analysis, community consultations,

 research reports as to the value of the project and who will benefit from the project )

1. Social Inclusion Statement
2. Details of how the project will be managed and maintained
3. Drawings or other details as appropriate

(If photographs are enclosed they should be dated and

 either mounted or colour photocopied on an A4 sheet)

1. Detailed breakdown of costs including 3 estimates- proof of tender process
2. Proof of matching funding- i.e. bank statement
3. Details of how the project will be co-funded
4. Details of Stakeholders consultation and collaboration
5. Has the project received funding previously from the Community & Cultural

Facilities Grant Scheme /Recreation Grant Scheme.

**Please note:**

**If all the items above are not supplied with the application it may affect how it is evaluated- be sure to include all supporting information with your application.**