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**Climate Action Fund - Community Climate Action Programme**

**Strand 1 – Building Low Carbon Communities**

**Application Form**

**Small Grants – Kilkenny Communities**

Applications will be accepted from:

Wednesday 6th December 2023 to 12noon Wednesday 28th February 2024

Community and voluntary groups and organisations in County Kilkenny can use this form to apply for a small grant worth up to €20,000 from Kilkenny County Council under **Strand 1 of the Climate Action Fund - Community Climate Action Programme - Building Low Carbon Communities.**

The aim of this fund is to support and empower communities, in partnership with Kilkenny County Council, to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets.

Please ensure that you are fully familiar with the Briefing Note, Terms and conditions and Guidance document before you begin filling in this form.

We can only assess forms that have been fully completed. Incomplete forms will not be considered for funding.

**The Community Climate Action Programme is an initiative of the Department of Environment, Climate and Communications, and is administered by Kilkenny County Council.**

* Applications will only be accepted on this form.
* Please read the [Briefing Note, Terms and Conditions and Guidance Document](https://kilkennycoco.ie/eng/services/environment/climate-action/ccap-briefing-note-and-guidelines-strand-1.pdf) before completing this form.

**Strand 1 Building Low Carbon Communities**

This application form is being processed by Kilkenny County Council.

If you have any questions or need any assistance please, see Guidance Document [here](https://kilkennycoco.ie/eng/services/environment/climate-action/ccap-briefing-note-and-guidelines-strand-1.pdf), contact us on 056 7794128 or email breda.maher@kilkennycoco.ie



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There are seven sections to this form:

**Section 1:** Tell us about your group or organisation

**Section 2:** Project Details

**Section 3:** State Aid Questionnaire

**Section 4:** Authorisation and Statutory Consent

**Section 5:** Declaration by Applicants

**Section 6:** Supporting Documentation

**Section 7:** Data Privacy Statement and Consent

**Section 1 – Tell us about your group or organisation.**

|  |  |
| --- | --- |
| **Name of Group / Organisation** |  |
| **Address** |  |
| **Eircode** |  |
| **Contact number** |  |
| **E-mail** |  |
| **Year Established** |  |
| **Purpose of Group/Organisation (Tidy Towns, Sports Clubs, etc)** |  |
| **Is the group a not-for-profit organisation? (Yes/No)** |  |
| **Is the group registered with a collective (e.g. PPN, Tidy Towns) OR does the group have Articles of Association, hold an AGM and have minutes available? (Yes/No) and if Yes, please specify** |  |
| **Are you partnering with other group(s) on this project?****If Yes, please identify group(s) (Mens Sheds, The Wheel, Sports Club, etc)** |  |
| **Set out the governance arrangements for the organisation and attach supporting documentation such as terms of reference, constitution, AGM minutes etc, where appropriate.**  |  |
| **Is the group(s) located and operating in the Kilkenny County Council area? (Yes/No)** |  |
| **Website / Social Media Accounts (if applicable)** |  |

Successful applications for funding under this programme will **only be paid to the applicant group/organisation’s Bank Account**. Please ensure you have your Bank Account details to hand if your application is successful.

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| **Is the group registered for VAT? (Yes/No)** |  |
| **Charitable Status Number (if applicable)** |  |
| **PPN Registration Number (if applicable)** |  |
| **Tax Reference Number (if applicable)** |  |
| **Tax Clearance Access Number (if applicable)** |  |

**Group/Organisation Contact Details**

Please provide details of the person who will deal with queries relating to this application on behalf of your group or organisation.

Please tell us immediately if these contact details change throughout the duration of your application.

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| --- | --- |
| **Contact Name** |  |
| **Role/ Position held in group** |  |
| **Contact Address and Eircode** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Section 2 – Project Details**

**Select which programme theme(s) your project will address? Tick all that apply.**

[ ] Theme 1: Energy

[ ]  Theme 2: Travel

[ ]  Theme 3: Food and waste

[ ]  Theme 4: Shopping and recycling

[ ]  Theme 5: Local climate and environmental action

**Purpose of the Grant / Relevance of Project (Add as many lines as required.)**

When describing your project please ensure you answer the relevant questions:

1. Project Name (used to identify your project)
2. Outline how the funding will be used?
3. Describe how the project is relevant to the purpose of the grant; to shape and build low carbon and sustainable communities.
4. Identify how your project addresses the programme theme(s) chosen.

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**Please indicate the location of your project using an eircode or an exact location (X-Y co-ordinates) as appropriate:**

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| --- | --- |
| **Townland Name** |  |
| **Eircode** |  |
| **or** |
| **X ITM** |  | **Y ITM** |  |

**Please indicate when your project will begin and end.**

All projects must be completed within 18 months from the letter of offer of a grant.

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| **When will your project begin:** **(Month/Year)** |  |
| **When will it be completed:****(Month/Year)** |  |

**Achievability (add as many lines as required)**

1. What outputs will your project achieve?
2. How will the project be managed to:
	1. Achieve these outputs
	2. Measure these outputs
3. Please provide details on how you will manage the project timeline.
	1. Outline the project timeline
	2. Identify on the timeline any key steps and milestones

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**Project Costs: Please provide the financial details requested below.**

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| **Total project cost**  | € |
| **Amount of funding requested**  | € |

**Are your project costs inclusive or exclusive of VAT?**

VAT is considered eligible for grant payment in cases where it cannot be reclaimed. For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT, then their costings should be listed exclusive of VAT.

[ ] Project costings above include VAT

[ ]  Project costings above do not include VAT

**Please show the project costs below** **(****add as many lines as required)**

List your chosen/preferred supplier below but you must attach all quotes to your application. KCC must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

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| **Item** (Please specify the expenditure item - type of materials, equipment, goods, etc.)  | **Supplier** | **Cost in €**  |
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**Do you require Prefunding?**

Prefunding can be sought by a community, where required, and up to a maximum of 25%. Prefunding requests will be reviewed and provided on a case by case basis subject to approval from DECC. A declaration will be required from applicants if requesting prefunding, confirming that they need it and identifying the reasoning why. There is no guarantee that prefunding will be granted.

[ ] Group/organisation is applying for Prefunding?

[ ]  Group/organisation is NOT applying for Prefunding?

**Value for Money (add as many lines as required)**

1. How does your project represent good value for money and efficient use of resources?
2. Outline how the project costs adequately reflect the work being undertaken.
3. Are you using Green Procurement?

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**Project Management (add as many lines as required)**

1. What project management arrangements will be in place?
2. How will the project be managed to achieve and measure your project outputs?
3. Set out details of partnerships (if any) that you will enter into to assist with your project?
4. Please provide details on how you will manage all other aspects of the project, e.g planning permission, licensing/permits, health and safety etc

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**Section 3 – State Aid Questionnaire**

**The Community Climate Action Programme is funded by State resources and as such the following three questions must be answered to determine whether or not funding for your organisation’s proposal could constitute State Aid.**

State Aid refers to public assistance given to an undertaking on a discretionary basis which has the potential to distort competition and trade.

**Does the funding confer an advantage on one or more undertaking over others?**

 [ ]  Yes [ ]  No

Explanatory Note:

An “advantage” can take many forms: not just a grant, loan or tax break, but also use of a state asset for free or at less than market price. Essentially, it is something an undertaking could not get in the normal course of business.

An “undertaking” is any organisation engaged in economic activity. - This is about activity rather than legal form, so non-profit organisations, charities and public bodies can all be undertakings, depending on the activities they are involved in. - An undertaking can also include operators and ‘middlemen’ if they benefit from the funding

“Economic activity” means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity.

Support to an organisation engaged in a non-economic activity isn’t State Aid, e.g. support to individuals through the social security system is not state aid.

**Does this funding distort or have the potential to distort competition?**

 [ ]  Yes [ ]  No

Explanatory Note:

If the assistance strengthens the recipient relative to its competitors then the answer is likely to be “yes”.

The “potential to distort competition” does not have to be substantial or significant: may include relatively small amounts of financial support to firms with modest market share.

**Does the awarding of this funding have the potential to affect Trade between EU member states?**

 [ ]  Yes [ ]  No

Explanatory Note:

The interpretation of this is broad: it is enough that a product or service is tradable between Member States, even if the recipient does not itself export to other EU Markets.

**If the answer to all three of the above questions is “yes” then granting of funding through the Community Climate Action Programme would constitute State Aid. In that case, please complete the De Minimis State Aid Declaration available to download** [**here**](https://kilkennycoco.ie/eng/services/environment/climate-action/de-minimis-form-dec-23.pdf) **to accompany your application.**

**If the answer to any of the above questions is “no” this project does not constitute State Aid. Please move on Section 4.**

**Section 4 - Authorisation and Statutory Consent**

Where a project will be delivered from a site/building(s)/floor space that are not in the ownership of the Group/Organization, a minimum five years lease must be in place from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years.

**Do you have all required planning and regulatory permissions and consents and have you secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for your project?**

 [ ]  Yes [ ]  No

**Section 5 – Declaration**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the [Briefing Note, Terms and Conditions and Guidance document](https://kilkennycoco.ie/eng/services/environment/climate-action/ccap-briefing-note-and-guidelines-strand-1.pdf).
* I confirm that this grant application is submitted in acceptance of and compliance with the Briefing Note, Terms and Conditions and Guidance for this Programme.
* I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate more work which the group would otherwise be unable to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).
* I confirm that paid invoices / receipts will be retained for inspection by KCC.
* I acknowledge that any false or misleading statement or the withholding of essential information from KCC will result in cancellation of any grant approved under this scheme and could later give rise to the grant being recovered.

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| --- | --- |
| **Name in block capitals (on behalf of group / organisation):**  |  |
| **Signature:** |  |
| **Position held in group / organisation (block capitals):** |  |
| **Date:** |  |
| **Has the group applied or received funding for any element of work mentioned in this application with another party? (Yes/No)****If Yes, please specify full details of this.** |  |

**Section 6 – Supporting Documentation**

**Please advise, if any supporting documentation relevant to your project is available by the group /organisation and provide website link or submit document(s) with your application (where available):**

**Examples:** **Website Link/Attachments (where applicable):**

[ ] Energy Audit

[ ]  Environmental Study

[ ]  Community Survey

[ ]  Conservation Plan

[ ]  Energy Master Plan

[ ] Biodiversity Action plan

[ ] Other:

**Please list any relevant projects that the community/group has already undertaken, if any.**

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| --- | --- |
| Project | Year |
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Select below what documents you will be submitting and please ensure your group name is in the title of each file:

 ☐ Quotations for project costs \*

 ☐ Energy Audit

 ☐ Environmental Study

[ ]  Photographs of the location(s) where project is proposed\*

[ ]  Partner Supporting Letter on Headed Paper (where applicable)

[ ]  Permissions Letter where proposed works location not owned by community

[ ]  Prefunding request declaration (where requested)

 ☐ Other

\*Required Docs

**Note, KCC will promote successful projects and may use supplied photographs in promotion.**

**Section 7 –** **Data Privacy Statement and Consent.**

**Environment Department**

**Who we are and why do we require your information?**

Kilkenny County Council is the democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Flood Prevention, Water Services, Economic Development & Tourism, Planning & Conservation, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Amenity, Sport & Recreation, Fire Services, Energy, Older People & Age Friendly, Children & Younger People, Financial Management & Customer Services development.

In performing its functions, Kilkenny County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

The purpose of this Privacy Notice for the Environment Department is to outline in clear and concise terms the personal data that we may collect about individuals, why it is required and how long the information is retained. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

**Why do we have a privacy statement?**

Kilkenny County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the Finance Department of Kilkenny County Council that we will ensure the security of the data you provide to us.

Kilkenny County Council collects and processes a significant amount of personal data in various multiple formats on a daily basis. Kilkenny County Council’s commitment to you is that the personal data you may be required to supply to us is;

• Obtained lawfully, fairly and in a transparent manner

• Obtained for only specified, explicit and legitimate purposes

• Adequate, relevant and limited to what is necessary for purpose for which it was obtained

• Recorded, stored accurately and securely and where necessary kept up to date

• Kept only for as long as is necessary for the purposes for which it was obtained.

• Kept in a form which permits identification of the data subject

• Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

**Data protection Policy**

Kilkenny County Council has a detailed Data Protection Policy which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us. <https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/Data-Protection.html>

**What personal data do we need?**

The types of personal data you may be asked to supply can be categorised as follows,

Personal: Name, Address, Phone number, Email address, Photographs/Recordings

Community Group/Organisation: Name, Address, Phone Number, Email Address, Social Media Website, Charitable Number, PPN reference number, Tax reference and clearance number

**Sharing Information**

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. Where this is required the Council shall have regard to the security and integrity of the data and will minimise the data shared.

Third parties that we may share this information with may include some of the following:

Department of Environment, Climate and Communications, Kilkenny County Council, Kilkenny County Council Social Media Platforms, South East Energy Agency

**Legal and Regulatory Obligations**

The legal basis for processing personal data by Kilkenny Climate Action Team is mostly contained in the following legislation: Article 6(1)(a) of the GDPR and other relevant legislation

Section 37 (B)(9) of the National Oil Reserves Agency Act 2007, which is the legislation underpinning the funding of the Community Climate Action Programme by the Climate Action Fund (CAF).

Where the Environment Department relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the Environment Department will

obtain the data subject’s explicit consent to such processing unless this is not required by

law or the personal data is required to protect the health of the data subject in an emergency.

**Records Retention Policy**

Kilkenny County Council practices in relation to the retention of personal data are guided by the Local Government Management Agency’s (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of these documents are available here <https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/National-Retention-Policy.pdf>

**Contact Details**

In order to communicate with you, contact details will be requested of you. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate.

**Details of Personal Circumstances**

If you wish to apply for a particular service from the local authority you will be asked for a varying amount of personal details specific to you and your family, in order to support your application. Kilkenny County Council will set out the information we require in a series of separate and distinct application forms relevant to each service.

**Your Data Protection Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Kilkenny County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights, you should contact Kilkenny County Council (Data Controller), Contact Details are as follows:

**Phone Number:**  +353 56 7794277

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

**Website:** www.Kilkennycoco.ie

**Postal Address:** Kilkenny County council, County Hall, John Street, Kilkenny R95 A39T

**Right to Complain to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Meath County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner’s website is www.dataprotection.ie or you can contact their office at:

**Lo Call Number:** 1890 252 231

**E-mail:**  Info@dataprotection.ie

**Postal Address:** Data Protection Commissioner, Canal House, Station Road

Portarlington, Co. Laois. R32 AP23

**Review:**

This policy will be reviewed regularly in light of any legislative or other relevant indicator

I consent on behalf of the group/organisation applying to this Programme to the use of the information supplied as described.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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