

# TAX CLEARANCE CERTIFICATE FOR GRANT APPLICATIONS

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As you know the 2020 grants round is now open.

To receive funding from the Local Authority **YOU MUST** have a **TAX CLEARANCE CERT** and be able to state this number on funding application forms.

Certs for Voluntary Non-profit organisations can be found at <https://www.revenue.ie/en/starting-a-business/tax-clearance/how-to-apply-for-a-tax-clearance-certificate/applications-for-unregistered-voluntary-bodies.aspx>

The process is quite simple - just two pages of basic information.

As a brief overview of how to complete the form here are a few points we hope will help:

**Section A1** simply asks for group name and contact information

**Section A2** : Reason for seeking tax registration – here most groups will simply tick option **4. Application for Tax Clearance Certificate**

**Section A3**: This should be a named position in the group – preferably the Chairperson

## **Section A4**

Q13 – this is just the main aim and activities of the group, ie a tidy towns group whose aim is to enhance the local area through

upkeep, preservation and protection of local biodiversity

Q14 – Here you simply state how you might gain sources of income, ie fundraising activities, subscriptions from members, grant aid

Q15 – This is about the group operation rather than individual projects that may employ someone so simply state ‘no individual benefit’

Q16 – All that is needed here is ‘Any funds will be directed to ongoing group activity’

Q17 - Sligo PPN are currently working with The Wheel to source clarification around this on your behalf. The advice at present is to **ONLY** select yes here at this stage if you are an existing recognised charity or sports club - therefore most member groups will leave this blank

If you do have any problems feel free to give the PPN office a call 071 91 14425

**A 1****Name and Address**

1. Name of group \*

2. Address of group \*  
(incl. Eircode)**A 2****Reason for seeking tax registration**Indicate the reason why the group is seeking tax registration at this stage - tick  relevant box

3. If previously registered state tax reference number used \*

4. Application for tax clearance certificate \*

5. Application for Section 980 certificate \*

7. Other, specify \*

8 Date of Commencement \*

**A 3****Responsible Person**

9. Name of Responsible person of group \*

10. Address of Responsible person \*  
(incl. Eircode)

11. Phone Number \*

12. Email Address \*

**A 4****Group Details**

13. What is (are) the objective(s) of the group? \*

14. How is the group funded? \*

15. If any individual will benefit from the activities or finances of the group / organisation give details \*

16. How are any surplus funds to be utilised?

17. Will the group / organisation apply for Charity / Sports exemption? \*

Yes (tick  box)18. If you want your tax affairs to be dealt with in Irish, tick  the box**A 5****Declaration**

I declare that the particulars supplied by me in this application are true in every respect.

Signed \*

Name \*

(in BLOCK CAPITALS)

Capacity \*

Date \*