**Department of Rural & Community Development**

***2nd round of COVID-19 Emergency Fund***

**NOTE: Closing Date Friday 12th February 2021**

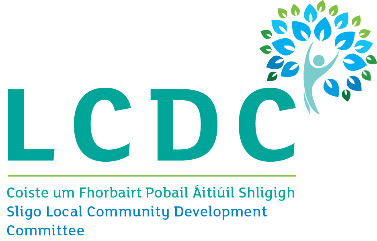
**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation





GROUP /ORGANISATION NAME:

**ALL APPLICATIONS ARE TO BE RETURNED *VIA EMAIL ONLY* TO:**

[**lcdc@sligococo.ie**](mailto:lcdc@sligococo.ie)

Please complete by typing into boxes provided (i.e avoid handwritten applications)

**By 4.00pm Friday 12th February 2021**

**NB Applicants in respect of Category 2 must have pre-submission discussions with LCDC Support Staff (see page 5)**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

Please read the Application Guidelines for the ‘2nd round of the COVID-19 Emergency Fund’ before completing this form

**Department of Rural and Community Development**

**2nd round of COVID-19 Emergency Fund**

The Department of Rural and Community Development (“the Department”) funds the COVID-19 Emergency Fund. It is administered by Local Community Development Committees (LCDCs) in each Local Authority area.

2nd round of COVID-19 Emergency Fund

The Department put in place the first round of the COVID-19 Emergency fund in April 2020 to provide grants to community groups involved in the Community Call response.

The Department is now launching the 2nd round of the COVID-19 Emergency fund with funding of €1.7m. It will provide grants to groups to assist them:

1. to **adapt their services and operations to fit the new COVID-19 reality[[1]](#footnote-1)**. Examples of measures supported could be adapting premises to allow for social distancing; offering on-line activities; providing social supports and friendly calls by phone etc.
2. to **become more involved in the Government's 'Keep Well' campaign**. The grants are aimed at assisting participation in the campaign, in particular with the three themes: **staying connected, switching off and being creative, and minding your mood**.
3. The grants may also be provided for continued support costs for groups involved **in the community call**

It is intended that 30% of the funding allocated to each Local Authority area will be ring-fenced for grants of €1,000 or less.

##### TERMS AND CONDITIONS

* Under the 2nd round of the COVID-19 Emergency Fund grants will be provided to community groups as outlined above.
* The information supplied by the applicant group /organisation must be accurate and complete.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by the Department and Local Authorities.
* The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
* It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
* Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative if requested.
* Grant monies must be expended and drawn down from the LCDC by end of August 2021. Photographic evidence may be required to facilitate draw down of grants.
* The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
* Generally no third party or intermediary applications will be considered.
* Late applications will not be considered. **Applications via email only**
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
* In order to process your application it may be necessary for Sligo LCDC to collect personal data from you. Such information will be processed in line with the Local Authority’s privacy statement which is available to view on [www.sligococo.ie](http://www.sligococo.ie)

## All sections on this form must be answered. Please write your answers clearly in block letters.

## SECTION 1 – YOUR ORGANISATION

|  |  |
| --- | --- |
| Name of Group / Organisation |  |
| Address Eircode |  |
| Contact name |  |
| Role in Group/Organisation |  |
| Mobile Telephone number *(Mandatory for Text Alerts)* |  |
| E-mail *(Mandatory for all communications)* |  |

|  |  |
| --- | --- |
| **Please provide a brief organisational description of your group / organisation e.g committee structure, meeting schedule** | |
| Name of Chairperson |  |
| Name of Secretary |  |
| Name of Treasurer |  |
| Total number of Committee Members |  |
| How often are meetings held |  |
| Date of Last AGM |  |
|  |  |
| Date of most recent meeting at which committee discussed and agreed this application. If you were not scheduled to have a full meeting in this period, we will accept a special meeting being held as long as the Chair is present |  |
| ***NB*** *Please attach a copy of the minutes of this meeting that detail agreement for this**project to be the* ***ONE*** *officially submitted on behalf of your organisation* | |

To be eligible for funding, you must be registered with the Public Participation Network (PPN)

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| **PPN Registration Number** |  |

Year Group established.

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What is the purpose of your group/organisation:

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Successful applications for funding under this programme will **only be paid to the applicant organisation’s Bank Account.** Please include the organisations Bank Account details below.

**NB Please attach a copy of your most recent bank statement in respect of this account spanning a period of not less than 3 months immediately prior to the month of application**

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| --- | --- |
| Bank Account Details: | |
| Name & address of Bank: | |
| IBAN No: | BIC No: |
| Tax Registration No: |  |

Have you received funding under any capital grants schemes from 2018 to current date- i.e. grants from Government Departments, Local Authority or LEADER?

**YES** ☐ **NO**

If **YES** please give details below:

|  |  |  |
| --- | --- | --- |
| **Name of scheme** | **Funding organisation** | **Amount of funding** |
|  |  |  |
|  |  |  |

If any of the above funding was paid through the Local Authority, have you submitted your Bank Account Details previously?

**YES** ☐ **NO** ☐

Do you receive funding from any other organisation?

**YES** ☐ **NO** ☐

If **YES** please give details below:

|  |  |  |
| --- | --- | --- |
| **Funding organisation** | **Amount received** | **Date received** |
|  |  |  |
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If the answer to the above is ***No,*** then please tell us how your group/organisation pays its routine running costs?

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Is your organisation affiliated or connected to any relevant local regional or national body?

**YES** ☐ **NO** ☐

If **YES** please give details below:

Name of organisation(s):

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| --- |
|  |

How does your organisation link in with other organisations in your area and in particular how will it do so in respect of this application ?

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| Charitable Status Number (if applicable): |  |
| Tax Reference Number |  |
| Tax Clearance Access Number (if applicable): |  |

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**SECTION 2 – PROJECT CATEGORY**

***General Information***

## There are 2 categories of grant provided for under the Covid19 Emergency Fund

1. Small Grants of up to €1,000 **When applying under this category, the total budgeted cost of the proposed works involved must not exceed €1,500. This must be backed up by written quotations. At least 1 written quotations are required to be eligible for this category**
2. ‘Larger’ grant in excess of €1001. **At least 2 written quotations are required to be eligible for this category**

**NB: Applicants for the larger grant must also discuss their proposals with LCDC support staff prior to submitting application. To arrange same, please contact Jude Mannion on** [jmannion@sligococo.ie](mailto:jmannion@sligococo.ie). **These discussions must take place at least 2 full working days prior to submitting the application**

***Additional Special Notes***

## *When considering applications under Category 2, priority will be given to multi purpose or multi function community centre and buildings that are not vested with, or for the use of one organisation only. It is also acknowledged that there are a number of national funding streams currently in operation to meet the needs of specific sectors, such as sports, the arts and childcare, to which those groups should apply.*

## What Category of funding are you applying for? – CHOOSE 1 ONLY

## ☐ CATEGORY 1: small scale capital grant of up to €1,000 (*for projects with a total estimated cost not exceeding €1,500). At least 1 Written Quotation*

## ☐ CATEGORY 2: larger capital grant in excess of €1,001 *at least 2 Written Quotations required. + NB prior discussions with LCDC support staff*

***(Category 2 Applicants only).* Please list dates and times of meeting/phone discussions / email exchange with LCDC support staff and names of those involved on behalf of your group**

## PURPOSE OF GRANT *(Please ‘tick’ 1 of the following)*

1. To adapt services and operations to fit the new COVID-19 reality[[2]](#footnote-2). Examples of measures supported could be adapting premises to allow for social distancing; offering on-line activities; providing social supports and friendly calls by phone etc.

☐

1. Involvement in the Government's *'Keep Well'* campaign. The grants are aimed at assisting participation in the campaign, in particular with the three themes staying connected, switching off and being creative, and minding your mood. For more information, please refer to

[www.gov.ie/healthyireland](http://www.gov.ie/healthyireland)

1. Continued support costs for groups involved in the *community call* ☐

What will the funding be used for? *(Please elaborate on the above choice)*

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What specific works are to be undertaken as part of this project?

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**CATEGORY 2 APPLICATIONS ONLY** Dates of discussions (meetings/emails/phone conversations) that you had with LCDC staff prior to submitting this application. **These must have taken place at least 2 full working days prior to submitting the application**

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When will your project begin?

When will your project be completed?

**SECTION 3 – CONSENT & FUNDING**

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

**Not applicable** ☐ **YES** ☐ **NO** ☐

Is this a completely new project or part of a phased development, or linked with other schemes operated by Government Departments or the Local Authority?

**YES**  ☐ **NO** ☐

If **YES** please provide the details below:

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**FUNDING**

**NB** Grants will only be **paid on completion** of the project and on submission of a claim form

Accordingly, applicants must have sufficient working capital to cover the cost of the project

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| --- | --- | --- |
| Amount being applied for : |  | |
|  |  | |
| Is this amount partial or total project cost: | ☐Partial | ☐Total |
| If partial, give estimated total project cost (***NB Category 1 Applications, Total project cost cannot exceed €1,500*** |  | |

*Important note: For all projects, please include supporting documentation i.e. estimates/quotes from at least 1 independent suppliers with this form in respect of Category 1 and at least 2 in respect of Category 2.*

*NB Quotations must be specific to the project under application and addressed to the applicant.*

To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |

Has your organisation availed of funding under the Communities Enhancement Programme in 2018, 2019, 2020? Or the 1st Round of the COVID-19 Emergency Fund 2020

**YES** ☐ **NO** ☐

If  **YES**, please give details of the projects which received funded in 2018 and/or 2019 and/or 2020

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If YES Please confirm you have completed the project and submitted the necessary Progress report

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Please state how your group proposes to publicly acknowledge the Department, LA or LCDC

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**SECTION 4 – DECLARATION**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the Terms and Conditions of the COVID-19 Emergency Grant Scheme (see page 2 of this form).
* I confirm that I have read the Application Guidelines prior to completing this form.
* I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
* I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that with the grant the applicant group/organisation will now undertake a larger project which they otherwise would not be able to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).

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| **Name in block capitals (on behalf of group / organisation):** |  |
| **Signature:** |  |
| **Position held in group / organisation (block capitals):** |  |
| **Date:** |  |

**CHECKLIST FOR APPLICANTS**

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| --- | --- | --- |
| **1** | **Have you attached the minutes of the committee meeting where this application was discussed and the project agreed?** |  |
|  |  |  |
| **2** | **Has the Chairperson signed these minutes?** |  |
|  |  |  |
| **3** | **Have you attached at least 3 months bank statements?** |  |
|  |  |  |
| **4** | **Have you included the required number of quotations, addressed to you as the applicant and specific to the project for which the grant is sought?** |  |
|  |  |  |
| **5** | **Do you have your Sligo PPN membership number?** |  |

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| --- | --- | --- |
| **6** | **Have you held discussions (at least 2 working days prior to submission )with LCDC support staff if applying for a grant under Category 2** |  |

IF THE ANSWER TO ANYONE OF THE ABOVE SIX QUESTIONS IS **‘NO’**, THEN YOUR APPLICATION WILL BE RETURNED TO YOU AS **INVALID** AND SO WILL NOT BE CONSIDERED FOR FUNDING

1. This is consistent with an action assigned to our Department under the Resilience and Recovery 2020-2021: Plan for Living with COVID-19. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)