

# COMMUNITY ENHANCEMENT PROGRAMME 2019

**NOTE: Closing Date 30<sup>th</sup> May 2019**



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development



Coiste Forbartha Pobail  
Áitiúil Chiarraí  
Kerry Local Community  
Development Committee

**GROUP /ORGANISATION NAME:**

## **FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:

## **ALL APPLICATIONS ARE TO BE RETURNED TO:**

**Community Department,  
Kerry County Council,  
County Buildings,  
Rathass,  
Tralee,  
Co. Kerry**

Email completed applications and all supporting documentation to:

**[community@kerrycoco.ie](mailto:community@kerrycoco.ie)**

**NOTE: Closing Date 30<sup>th</sup> May 2019**

**PLEASE READ THE COMMUNITY ENHANCEMENT PROGRAMME APPLICATION GUIDELINES  
BEFORE COMPLETING THIS FORM**

## Department of Rural and Community Development Community Enhancement Programme

The Department of Rural and Community Development (“the Department”) operates a grant programme through the Local Community Development Committees (LCDCs). This capital grant programme provides funding to enhance facilities in disadvantaged communities. Applications should relate to one or more key priority areas identified in the LCDC Local Economic and Community Plan (LECP) in order to be eligible for consideration.

### TERMS AND CONDITIONS

- Under the Community Enhancement Programme (CEP), which is funded by the Department, grants will be provided towards capital projects to enhance facilities in disadvantaged areas. The scheme does not provide funding for the employment of staff.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
- 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.
- Applicant groups will be expected to have ownership or effective control of the land and/or buildings affected by the grant and have a constitution to ensure continuity of responsibility into the future.
- Where require, written consent from landowners/property owners will be required for any works undertaken.
- Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence; this includes but is not confined to planning permission.
- 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 planning permission and insurances where relevant.
- Applications must be on the 2019 form.
- Evidence of expenditure, receipts 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 year 2019. 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 by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date of **Thursday, 30th May 2019**. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- 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 Kerry County Council 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.kerrycoco.ie](http://www.kerrycoco.ie)

**PLEASE READ THE CEP APPLICATION GUIDELINES BEFORE COMPLETING THIS FORM**

# COMMUNITY ENHANCEMENT PROGRAMME 2019

PLEASE READ THE CEP APPLICATION GUIDELINES BEFORE COMPLETING THIS FORM

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

## SECTION 1 – YOUR ORGANISATION

<b>Name of Group / Organisation</b>	
<b>Address</b>	
<b>Eircode</b>	
<b>Contact name</b>	
<b>Contact Address</b>	
<b>Role in Group/Organisation</b>	
<b>Telephone number</b>	
<b>E-mail</b>	
<b>Website</b>	
<b>Second Contact name</b>	
<b>Second Telephone number</b>	
<b>Second E-mail</b>	

1. Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc.

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2. Has your Organisation / Group registered with the relevant local Public Participation Network (PPN)?

YES  NO

If **NO**, then perhaps you would consider joining the PPN at [www.kerryppn.ie](http://www.kerryppn.ie)

3. Year group/organisation established \_\_\_\_\_

4. What is the purpose of group / organisation

5. Have you received funding under any capital grants schemes from 2016 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

6. Do you receive funding from any other organisation?

YES  NO

If **YES** please give details below:

Funding organisation	Amount received	Date received

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

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

YES  NO

8. Have there been any changes to your Bank Account Details since previous funding was paid through the Local Authority?

YES  NO

Charitable Status Number (if applicable): \_\_\_\_\_

Tax Reference Number\*: \_\_\_\_\_

[\\*required information for payment](#)

Tax Clearance Access Number\*: \_\_\_\_\_

[\\*required information for payment](#)

9. 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):

10. How does your organisation link in with other organisations in your area?

## **SECTION 2 – Project Details**

11. How much funding are you applying for? Tick one of the below options.

- Small scale capital grant of €1,000 or less
- Capital grant in excess of €1,000

### **PURPOSE OF GRANT**

12. What will the funding be used for?

What is the purpose of the grant? (Outline details of the project).

When will your project begin? \_\_\_\_\_

When will your project be completed? \_\_\_\_\_

***Note: Projects must commence and be completed in 2019 with grant monies expended and drawn down by year end.***

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

Not Applicable  YES  NO

14. Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or the Local Authority?

YES  NO

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

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**FUNDING**

15. Amount being applied for under the CEP: €

16. Is this amount a partial or total project cost?  Partial\*  Total

*\*If partial, give the estimated total project cost: €*

**Important note:** Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

**REQUIRED FIELD:**

17. 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

**Payment of the grant will only occur following submission of satisfactory receipt(s) to the Community Section for the approved expenditure. Invoices will not be accepted as proof of payment. The name of the receipt must match name of the application form.**

Has your organisation availed of funding under the Communities Facilities Scheme or RAPID in 2017, or the 2018 Community Enhancement Programme, or the 2018 Men’s Shed fund?

YES

NO

If **YES**, please give details of the project which received funded in 2017 and/or 2018:

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Please state how your group proposes to publicly acknowledge the Department, LA or LCDC (e.g. local notes, parish notes, social media, website, display poster etc.)

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The LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan (LECP) which you can access on your local authorities’ website. **If your application is for an amount greater than €1,000**, please complete the below table to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

Key priority area of LECP	No. of beneficiaries



### **SECTION 3 - 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 Community Enhancement Programme (see page 2 of this form).
- I confirm that I have read the Community Enhancement Programme 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 the grant will facilitate a larger project which they would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant.

#### **Please submit the following documentation with your application:**

- Full breakdown of costs supported by quotes/estimates (capital costs only, operational costs are not eligible for funding)
- Evidence that relevant permissions and/or consents are in place
- Tax Clearance details of your group/organisation

<b>Name in block capitals (on behalf of group / organisation):</b>	
<b>Signature:</b>	
<b>Position held in group / organisation (block capitals):</b>	
<b>Date:</b>	
<b>Signature:</b>	
<b>Position held in group / organisation (block capitals):</b>	
<b>Date:</b>	