**Community Water Development Fund**

**Grant Application Form 2018**

**To be submitted no later than 28th May 2018 at 17.00 hrs**

**This form should be completed in conjunction with the Guidelines for Applicants.**

**Available on** [www.watersandcommunities.ie](http://www.watersandcommunities.ie)

1. Contact information:

|  |  |
| --- | --- |
| Name of Applicant/Community Organisation/Group |  |
| Details of Group Activities(Please attach a recent bank statement and Copy of Group Constitution **or** Minutes of your last meeting) |  |
| Contact Person for Correspondence |  |
| Role in Organisation/Group |  |
| Address (please include Eircode) |  |
| Phone Number |  |
| E-mail |  |

1. What type of project is proposed? (Please tick what applies) (√)

|  |  |  |
| --- | --- | --- |
| Awareness / Education / Event | E.g. river booklet, biodiversity day, invasive species training, family fun day, citizen science, ‘adopt a waterbody’ project, surveys etc. |  |
| General amenity with water focus | E.g. river/coastal walk, angling/boat access water bird watching, river/beach clean etc. |  |
| Restoration/Conservation of River | E.g. plant/prune trees, improve fish passage/habitat, measures to manage/prevent pollution or floods, control of invasive species, etc.  |  |

|  |  |
| --- | --- |
| Other, please specify: |  |

1. Please indicate the category of funding being applied for: (Please tick) (√)

|  |  |  |
| --- | --- | --- |
| Small Scale Projects | Up to €5,000 |  |
| Medium Scale Projects | €5,000 to €10,000 |  |
| Large Scale Projects | > €10,000 to a max of €25,000 |  |
|  |

1. Project Aim:

|  |
| --- |
|  |

1. Location and name of relevant waterbody(ies)/sub catchment, available on [www.catchments.ie](http://www.catchments.ie) (Maps):

|  |
| --- |
|  |

1. Brief outline of Proposed Actions (include maps and pre-project photographs if appropriate):

|  |
| --- |
|  |

1. Estimated project duration and start date:

|  |
| --- |
|  |
| *Note: Projects must be completed during 2018* |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. (a) Have you previously sought funding for this project?

(b) If ‘Yes’ please indicate funding source applied to:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

(c) Was funding application successful:

(d) If successful please indicate amount received/to be received:

|  |
| --- |
|  |

(e) If unsuccessful, please indicate (if known) reasons given:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. (a) Are there any permissions needed for project delivery (e.g. planning permission, exemptions from planning permission) landholder consent, protected areas National Parks and Wildlife Services and Inland Fisheries Ireland) etc)?

(b) If yes, please provide details:

|  |
| --- |
|  |

1. Please outline the benefits of your project to the community and the potential impact on your water catchment:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. Is your Body registered with the Public Participation Network in your county (PPN)?

|  |
| --- |
| If registered please provide PPN Number: \_\_\_\_\_\_\_\_\_\_\_*Note: It is recommended that all organisations are registered with their PPN.* [*http://drcd.gov.ie/list-of-ppn-website/*](http://drcd.gov.ie/list-of-ppn-website/) *to register.* |
|  |

1. Project Costings:

***Attach three (3) quotations per cost item (incl VAT) where possible and complete Appendix 1 in respect of Voluntary Labour if applicable***

|  |  |
| --- | --- |
| **Cost Item Description and Voluntary Labour if applicable** | **Cost (incl VAT where appropriate)** |
|  | € |
|  | € |
|  | € |
|  | € |
|  | € |
|  | € |
|  | € |
| **TOTAL Project Cost (EURO)** | **€** |

*Note: Voluntary labour may be included as an eligible cost. However, no more than half of match funding should be voluntary labour in lieu of cash. See section 6.6 of Guidelines Document and complete Appendix 1 of this form.*

1. Outline your ability to finance the project:

|  |  |
| --- | --- |
| Total grant amount sought (refer to 6.1 of Guidance notes)  | €  |
| **ADD:** |  |
| Applicant body’s own funds | € |
| Other public grants (e.g. LEADER, IFI, Heritage Council etc)  | € |
| Bank or credit union loan | € |
| Voluntary labour, if applicable (complete Appendix 1) | € |
| TOTAL SOURCE OF FUNDS (This should equal the total Project Cost as detailed in No. 12 above) | € |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. Have you contacted your local Community Water Officer?

*See Appendix 1 of guidance document for contact details*

|  |
| --- |
| **I agree that I have read and understood the Community Water Development Fund Guidelines and Criteria and I declare that all the information given in this form is true and complete to the best of my knowledge. I understand that my personal data used in this form is necessary for processing this grant application.**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Note: This application form should be completed in conjunction with the Community Water Development Fund Guidance Note*

Application Checklist

Your application cannot be processed without the following (please tick): (√)

|  |  |
| --- | --- |
| Copy of groups recent bank statement  |  |
| Copy of groups Constitution or Minutes of most recent meeting |  |
| Evidence of match funding |  |
| Have you contacted your Community Water Officer? |  |

**Project specific information:** *Please enclose the following items as appropriate (please tick)*:(√)

|  |  |
| --- | --- |
| Copy of three (3) quotations in respect of each cost item (inclusive of VAT) |  |
| Voluntary Labour Schedule |  |
| Drawings/Plans/Specifications/Photographs |  |
| Planning Permission & Conditions  |  |
| Notice of Exemption from Planning |  |
| Other Statutory Permissions (eg. NPWS, IFI) |  |
| Appropriate No. (3 is best practice) of Quotations/Tenders based on Project Costs |  |
| Applicant’s Current Insurance Policy  |  |
| Copy of contractors insurance (if being contracted out) |  |
| VAT Exemption Letter from Revenue in respect of applicant (for projects > €10,000) |  |
| VAT Exemption Letter from Revenue in respect of contractor (for projects > €10,000) |  |
| Tax Clearance Certificate from Revenue from Applicant (for projects > €10,000) |  |
| Tax Clearance Certificate from Revenue from Contractor (for projects > €10,000) |  |
| Letter(s) of Support (optional) |  |

**APPENDIX 1: PROPOSED VOLUNTARY LABOUR SCHEDULE**

*This form should only be completed if you are claiming voluntary labour as part of the overall costing of your project*

Name of Applicant/Community Organisation/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of person contributing the labour | Nature of contribution | Estimated number of voluntary hours to be contributed | Value of voluntary labour (number of hours’ x by rate per hour\* | Justification for rate “charged” per hour for task |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*Maximum rate per hour is €14**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**