

<b>Comhairle Contae na Gaillimhe Scéimeanna Tacaíochta Pobail 2017</b>	<b>Galway County Council Community Support Schemes 2017</b>
<i>Tá an foirm seo le fáil i gcló mór chomh maith</i>	<i>This form is also available in large print</i>
<i>Tá leagan Gaeilge den fhoirm seo ar fáil ach í a iarraidh  Tá míle fáilte an fhoirm seo a líonadh i nGaeilge</i>	

Before completing this form please read the attached grant guidelines carefully  
Closing Date for receipt of Application Forms is:  
**4.00 pm Thursday 23<sup>rd</sup> February 2017**

Please tick (✓) which scheme you are applying for.  
**Successful Groups will only be allocated funding under ONE Scheme.**

<b>Support Scheme For Community Based Economic Development 2017</b>		
1	Support for Community Enterprise or Economic Development Projects	
2	Community Services to assist people gain employment.	
3	Support of Events that generate Economic Development	
4	Support of Tourism activities/events/facilities by community organisations	
5	Initiatives and projects that support the 2018 designation Galway, West of Ireland has as a European Region of Gastronomy	

<b>Support Scheme For Community Based Activities, Amenities and Services 2017</b>		
1	Improving accessibility, fire safety or energy efficiency of Community Facilities	
2	Support for Community Tidy Town Initiatives and Community Amenity Projects	
3	Social Inclusion Activities, Services or Equipment	
4	Initiatives or activities to <u>increase participation</u> in Sport or Physical Activities	
5	Support for Arts and Cultural Activities of Community and Voluntary Organisations	
6	Support for Arts and Cultural Activities of Professional Arts Organisations	
7	Support for Heritage Activities of Schools, Heritage, Cultural Heritage and Community Organisations	
8	Support for initiatives of activities of Schools, Community and Voluntary Organisations promoting or increasing the use of the Irish Language	

<b>1. Details about your Group</b>	
Name of your Group	
Address of your Group	
Please give a short description of what your group does and how they are funded (50 words max)	

Is your group a member of the Public Participation Network? Yes/No	
Priority will be given to Groups who are members of the Public Participation Network (PPN). For further details contact the Community, Enterprise and Economic Development Unit of Galway County Council on 091-509521 or email; <a href="mailto:ppn@galwaycoco.ie">ppn@galwaycoco.ie</a>	
Tax Reference No:	
Contact details for obtaining a tax reference number are 091-547700 or <a href="http://www.galwayroscommon@revenue.ie">www.galwayroscommon@revenue.ie</a> . It is not possible to pay grants to groups that do not have a tax reference number. You may apply for a grant but if approved you will not be able to draw down the grant payment if you group does not have a tax reference number	
Charity No:	
Name & Postal Address for correspondence (please note that all correspondence in regard to these schemes will be sent to this address)	
Postcode:	
Phone No:	
Email:	
Mobile:	

## 2. Details about your Groups Proposal

Please give a brief description about your groups proposal (100 words max) State what exactly you intend to do and who will benefit from the project. Identify any specific groups in the community who will benefit (i.e. older people, young people, persons with a disability, the unemployed). If relevant, how it will promote interest, education, knowledge, pride, appreciation and enjoyment of the heritage of County Galway. Specify the broader impact on your community.

Please indicate your Groups ability to carry out the proposal (50 words max) (For example what structures are in place? Who will oversee it? Is there community support for it? Is there match funding in place? Has your group carried out a similar project in the past etc.)

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Where will this proposal be delivered?	
What is the start date for this proposal?	
What is the finish date for this proposal?	
If your proposal includes working with young people under the age of 18, does your group have a Child Protection Policy in place?	

If you are applying for an enterprise or economic development related grant, what level of employment will be created if this project is implemented? (where relevant)	
What is the number of new Jobs that will be created?	
What is the number of Jobs that will be sustained?	

If you are applying for a sport and recreation grant, what level of increased participation do you intend to achieve through your initiative or activity?	
What is the target number of increased participants in Sport/Recreation	

Does your project require any of the following?		
(a) Planning permission:	Yes	
	No	
	Making an application	
If yes please state the planning reference no:		

(b) Fire Safety Certificate	Yes	
	No	
	Making an application	

(c) Is permission or consent required from National Monument Service, National Parks & Wildlife or the National Museum?	Yes	
	No	

Where a group is applying for funding which involves construction works where planning permission or a Fire Safety Certificate is not needed then the group must provide written documentation from Planning Authority that indicates that the project is exempt.

Land Ownership (if applicable)
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Does your Group own the lands involved in the proposed project:	Yes	
	No	

If Yes, please provide a copy of the Deeds with application.		
If No, have you agreement to use the lands? Please provide written evidence of this permission with the application	Yes	
	No	

Please state who will manage the facility / service on completion		
If this is different from your group, have you consulted them about this	Yes	
	No	
Please provide written documentation of agreement from this organisation to manage the facility with application		

<b>3. Details about Proposals Costs</b>		
Please note that there are limited resources available under these schemes in 2017 and the majority of financial awards will be of a small scale. Please contact the Community, Enterprise and Economic Development Unit of Galway County Council for indications of the level of financial awards available under the different elements of these two schemes. <b>All estimated costs <u>must</u> be supported with relevant <u>quotations</u>.</b> Please give a breakdown of the Proposal costs in the table below		
<b>Description of each cost involved</b>	<b>Cost</b>	
	€	
	€	
	€	
	€	
	€	
<b>Total Cost of the Proposal</b>	€	
<b>Grant amount applied for:</b> (Please note the different requirements for matching within the schemes)	€	
Please state how the proposal will be <u>match funded</u> and supply evidence		
Have you applied for other public funding for this event?	Yes	
	No	
If Yes, Please give details:		

<b>4. Declaration</b>	
On behalf of (Name of Group)	
Signed: (I declare that the information contained in this application is accurate)	
Position in Group	
Date	

**Return to:**

Community Support Schemes  
Community, Enterprise & Economic Development Unit  
Galway County Council, County Hall  
Prospect Hill, Galway

Tel. (091) 509521

[communitysupportscheme@galwaycoco.ie](mailto:communitysupportscheme@galwaycoco.ie)

[www.gaillimh.ie](http://www.gaillimh.ie)

[www.galway.ie](http://www.galway.ie)

You may also submit a scanned version of the application by email (no greater than 3MB and PDF only) but it must be signed by an appropriate officer in your Group. The email address is [communitysupportscheme@galwaycoco.ie](mailto:communitysupportscheme@galwaycoco.ie)

Application forms may also be downloaded from

<http://www.galway.ie/en/Services/CommunityEnterpriseEconomicDevelopment/FinancialSupports/>

Closing date for receipt of Application Forms is **4.00pm Thursday, 23<sup>rd</sup> February, 2017**

**Incomplete Forms will NOT be considered**

**Conditions Relating to Community Support Schemes 2017**

1. For proposals to qualify under the scheme, the facilities / service to be provided must be available for the use and enjoyment of the general public at all reasonable times, either free of charge or subject to moderate charges to cover any management and maintenance costs, Satisfactory arrangements for future management and maintenance of the facility must be made by the Group.
2. All works should be compliant with Public regulations i.e. Planning Law, Fire Safety Requirements, Health & Safety Requirements and Universal Accessibility. Written evidence should be supplied unless otherwise exempted.
3. Written consent from landowners / property owners will be required for any works undertaken.
4. Confirmation of necessary consents required under heritage legislation such as National Monuments and National Parks and Wildlife or the National Museum of Ireland.
5. Proposals involving landscaping / public space works / works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.
6. All projects must have evidence that adequate and comprehensive Public Liability insurance. Galway County Council accepts no responsibility and concedes no liability in respect of any accident, injury, or damage to property or person however arising regarding any incident, occurrence or claim which may take place. For outdoor events groups should have Public Liability Insurance for a minimum of €12.7 million. **Groups awarded financial support will have to provide specific indemnity for Galway County Council on their Insurance policy.** All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding.
7. Due to constraints on the level of resources available under these schemes, Galway County Council is limiting the number of financial awards that can be accessed by a single group. Therefore only **one** application per group will be considered.
8. In the case of capital works, groups will have to provide a certificate of completion and confirmation of the value for money achieved from an appropriate qualified person, (engineer or architect). The costs of this, if any, will have to be borne by the group.

9. Each year the Council receives more applications than we can fund. This means that we have to prioritise the application according to our objectives. These objectives include promoting social inclusion, community development, job creation, projects relating to the Galway, West of Ireland's European Region of Gastronomy 2018 designation, Food, Culture, quality standards and health and safety of the built environment.
10. All applicants are required to furnish their tax reference number. In the case of a Group which has been granted the status of a charitable organisation by the Revenue Commissioners, the "CHY" number issued to that body is required. Contact details for obtaining a tax reference number are 091-547700 or [www.galwayroscommon@revenue.ie](mailto:www.galwayroscommon@revenue.ie)
11. Galway County Council must be satisfied about arrangements for the future maintenance of the projects we fund. Applicant Groups will be expected to have ownership or effective control of the land and/or buildings affected and have a constitution to ensure continuity of responsibility into the future. In some cases, the Council may, as a condition of grant assistance, require the Applicant Group to enter into a covenant or agreement to ensure the future maintenance and management of the amenity for the purpose for which the project has been funded.
12. The support from Galway County Council must be acknowledged in any publicity material produced in regard to the Project. This will involve including the Galway County Council Logo on any printed/promotional material associated with the project.
13. Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place (advice is available from the CEED Unit if necessary) .

<b>Application Checklist</b>	
1.	Application Form fully completed & signed
2.	Evidence of Public Liability Insurance for any one claim and Galway County Council indemnified
3.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal(if relevant)
4.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland
5.	Evidence of Land Ownership/Permission to use land (If relevant)
6.	Copy of relevant quotations of all costs specified on section 3 of application
7.	Details of any planning permission sought and/or agreed/proof of exemption(if relevant)
8.	Evidence of capacity of group to deliver the project on time
9.	Any relevant further information on the activities of your Group in support of your application (annual report, leaflets)
10.	Evidence of matching funding required for proposal for example current bank statement
11.	Tax reference number or CHY number
12.	Child Protection Policy if you are organising an event or programme that involves children (advice is available from the CEED Unit if necessary).