

COMMUNITY AND SOCIAL DEVELOPMENT

COMMUNITY GRANTS SCHEME APPLICATION FORM 2014

Closing Date 31st January 2014



FOR OFFICE USE ONLY

Date Stamped :-

Reference Number:-

Administrative Area:-

City wide:-

Dublin City Council Officer:-

GROUP /ORGANISATION NAME:

ALL APPLICATIONS ARE TO BE RETURNED TO:

**Community and Social Development
Block 4, Floor 1e
Civic Offices, Wood Quay.
Dublin 8**

**By 5pm 31st January 2014
CLOSING DATE WILL BE STRICTLY ADHERED TO.**

Please note that additional information in support of your application can be made on page 7

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

SECTION 1 – CONTACT DETAILS YOUR GROUP/ ORGANISATION DETAILS

Name of Organisation	_____
Address	_____ _____
Postal District	_____
Contact Name	_____
Role in group / organisation	_____
Telephone No.	_____
E-mail	_____
Website	_____

Dublin City Council Community & Voluntary Grants Scheme 2014

Aims

Dublin City Council supports community participation and involvement through our community and voluntary grants scheme.

Key priorities

- Community Development
- Social inclusion
- Children and young people
- Digital Inclusion
- Integration
- Marginalised groups
- Local area issues

TERMS AND CONDITIONS

- Dublin City Council will support community activities promoted by community and voluntary groups. We will not support sporting groups/organisation or provide funding for the employment of staff.
- The information supplied must be accurate and complete. Please be aware that further information may be requested to supplement your application for a grant.
- Misinformation may lead to the disqualification of your application for a grant and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically and may be made available to other Dublin City Council Departments as appropriate. Dublin City Council will publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by Dublin City Council. (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 to support the proposed activity.
- If the proposed activity includes children or young people under 18, each organisation must have in place a child protection policy including a vetting procedure.
- Applications must be on the 2014 form.
- Groups/organisation applying must be located within the City limits.
- Each applicant group will be required to complete a report on the project being funded.
- Evidence of expenditure, receipts /invoices must be retained and provided to Dublin City Council as part of the reporting process.
- Dublin City Council'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 **5pm Friday 31st January 2014**. 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.
- Some grants awarded will require a written understanding between Dublin City Council and the proposed grantee

SECTION 2 - YOUR GROUP/ ORGANISATION DETAILS

What is the purpose of your group/ organisation? _____

Year established _____

Who is target group of your organisation

Please provide a brief organisation description of your organisation/group e.g. committee structure, board of management meeting schedule

Do you receive funding from any other organisation?

Name of Organisation: _____

Amount Received: _____ _____ _____

Date Received: _____ _____ _____

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

How does your organisation link in with other organisations in your area or at city level

Charitable Status Number (if applicable): _____

Is your Organisation affiliated to the Dublin Community Forum? Yes No
(Please tick which is appropriate)

SECTION 3 - PURPOSE OF GRANT

What is the purpose of the grant? _____

What are the targets _____

How have you identified the need for the purpose of the grant

How many people will benefit from the grant?

Where will this project take place? (Please indicate if project is at local area or city wide level)

Please describe in detail the Activity you intend to use this grant for:

Benefits of the Activity to the community and the city:

SECTION 4 - FUNDING

What is the overall total cost of this project/event? _____

Please provide a detailed breakdown of the costs of the project/event

Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How much is being applied for under the DCC Community Grants Scheme?

Where will you source any shortfall if any for the project/event?

Name of Organisation: (1) _____ (2) _____ (3) _____

Amount Received: _____

Date Received: _____

Please provide details of potential income from other sources i.e. charitable donations, fundraising:

Details: (1) _____ (2) _____ (3) _____

Amount: _____

Have you received funding under a Dublin City Council Community Grants scheme within the last three years?

Yes No

Have you received funding from any other Dublin City Council Department within the last three years?

Yes No

If Yes, **have you submitted your Bank Account Details** to Dublin City Council? Yes No

Please give details of your organisation's Name which appears on your Bank Account

SECTION 5
DECLARATION

I declare that the information given in this form is correct to the best of my knowledge. I confirm I have read and fully understand the Terms and Conditions of the Community & Voluntary Grants scheme. (see page 3 of application form) I confirm that this grant application is submitted on acceptance and compliance with the Terms and Conditions.

Signed (on behalf of the organisation): _____

BLOCK CAPITALS: _____

Position held in organisation: _____

Date: _____

