

Wicklow County Council



Ballynagran Landfill Community Liaison Committee (BLCLC)

Environmental Community Projects and Works Scheme

Application Form and Guidelines 2016

Application Form

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Application Form
Ballynagran Community Projects and Works Grant Scheme 2016

1. Details of Club or Voluntary Organisation

Name of Club or Voluntary Organisation

Date Established _____

Contact Name and Address for correspondence

Home Tel: _____ Mobile _____

Email: _____

Name and address and telephone number of office holders

Chairperson	Secretary	Treasurer

Status of Club (please tick as appropriate)

- Registered Club
- Voluntary Organisation
- Other (give details)
- Limited Company
- Community Group
- Statutory Bodies
(Maximum 50% net funding)

Club/Organisation Details	
Number of Members	
Age Groups	
Membership Fee	
Number of staff employed	
Tax Reference or Charitable Status Number	
Description of Existing Facilities (with photographs, if available)	

2. Details of Project

2 (i) Project Title _____

New Project Refurbishment of existing facilities

2 (ii) Details of Proposed Development (Please attach additional pages if required)

2 (iii) Please outline how your proposed project will benefit the residents of the Ballynagran area.

2(iv) Planning Permission
Is planning permission required?

If yes, please quote Planning Ref. No.

What is the timescale for the proposed development?

2 (v) Any other comments you wish to make in support of your application.

3. (i) Financial Requirements (This section should include the full project costs and an outline of any proposed project phasing). Please see page 14 for help in completing this section)

Purchase of land of buildings	€
Construction/Adaptation costs	€
Machinery & equipment	€
Other (please specify)	€
Total Cost	€

3 (ii) Sources of Finance

(Supporting documentation in the form of audited accounts, income/expenditure reports, treasurers report, bank statement, letter of loan/borrowing approval, other grant notification may be requested at a later stage)

Own Resources	€
Fundraising	€
Borrowings	€
Grants (other than Wicklow Co Co)	€
Other	€
Total	€

3 (iii) Have you applied for grant aid from other sources in respect of this project?
 Yes No

If yes, please state source of funding and status of application.

3 (iv) Have you received grant-aid from other sources in respect of this project.

Yes No

If Yes, please state source of funding and amount received.

4. Signatories (This application must be signed by two members of your Club or Voluntary Organisation)

Name:	Name:
Office Held	Office Held
Address	Address
Telephone No:	Telephone No:
Statement: " <i>To the best of my knowledge the information provided on this form is true and accurate</i> " Signed:	Statement: " <i>To the best of my knowledge the information provided on this form is true and accurate</i> " Signed:
Date	Date:

You should include any documentation which you think is helpful to your application. This could include any feasibility studies, research or plans you have prepared.

Wicklow County Council is subject to the provisions of the Freedom of Information FOI Act. If you consider that any of the information supplied by you is either commercially sensitive or confidential in nature this should be highlighted and the reason for its sensitivity specified. In such cases the relevant materials will in response to FOI requests, be examined in the light of the exemptions provided for in the FOI Act.

**Completed Application Forms should be returned by
12:00 noon on Thursday 27th October 2016**

**Office of Community, Cultural and Social Development,
Wicklow County Council,
County Buildings,
Wicklow.
Tel: 0404/20208**

SCHEME BACKGROUND AND INFORMATION

The Environmental Community Projects and Works Grant Scheme 2016

established by Wicklow County Council (the Council) and Ballynagran Landfill Community Liaison Committee (BLCLC) provides financial assistance to community-based clubs and voluntary organisations for the development of environmental community projects and works in the locality as defined in Appendix 4. Statutory agencies may apply for a maximum of 50% net funding provided that they can display tangible benefit to the local community. The “defined area” is that area marked in blue on the map.

The **Scheme** is being funded through the proceeds of the levy on the Ballynagran Landfill Facility.

The levy is a contribution required under condition No 21 attaching to An Bord Pléanala planning permission reference PL 01/5285 and subsequent amendments.

The scheme provides capital assistance for qualifying projects. The overall amount of assistance available will vary from year to year depending on the tonnage of waste deposited annually in the landfill facility.

Funding for qualifying projects will be recommended by the BLCLC. The funding will be on an annual basis or other appropriate period as may be decided by the committee.

The Environmental Community Projects and Works Grant Scheme is available to new projects or refurbishment of existing facilities. Priority will be given to projects that will provide an overall improvement of the local area and will provide the maximum potential for the townland, village or local area to sustain and grow socially and economically.

Funding will be allocated to eligible projects that:-

- Ensure co-ordination and teamwork
- Avoid unnecessary overlap
- Benefit as many people in the locality as possible.
- Focus in environmental themes if possible.

Administration of the Scheme

The Community, Cultural and Social Development Section of Wicklow County Council will administer the Environmental Community Projects and Works Grant Scheme.

Projects Eligible for Funding

The type and amount of funding to be allocated will be recommended by Wicklow County Council and Ballynagran Landfill Community Liaison Committee(BLCLC) on an annual basis or other appropriate period as may be determined at the absolute discretion of the council and the committee.

Eligibility

In general applications will be considered from “not for profit “organisations or associations which:

- Are registered and in good standing with their national representative bodies (if any)
- Have a constitution or rules acceptable to the Council and the BLCLC
- Hold annual general meetings
- Are open to new members, without discrimination, from the area which the club or association serves
- Have audited financial accounts and other records available to the Council and the BLCLC, if required.
- May not be part of a formal structure as described above but who can demonstrate that they are representative of their local community.
- Statutory bodies with projects that display tangible benefit to the local community.

Examples of facilities that may qualify for grant aid: -

- Parks
- Amenity areas
- Walking areas
- Community halls and resource centres
- Community arts projects
- Playgrounds
- Recreational facilities
- Local heritage projects
- Environmental Community Projects

Projects which show a combination of a range of guaranteed funding mechanisms such as

- Wicklow County Council Funding
- Sports Capital Funding
- Leader (Wicklow Community Partnership) Funding
- Other Agencies/Government Department will be particularly encouraged.

Ineligibility

Assistance will not be available to fund maintenance or day to day running expenses.

Mobile assets, which include things like sports equipment or machinery, will not be considered for financial assistance unless otherwise agreed by the Council and BLCLC at their absolute discretion.

TYPES AND LEVEL OF ASSISTANCE

Environmental Community Projects

The overall amount of funding available in any year will be dependent on the tonnage of waste deposited at the Ballynagran Landfill Facility and will be announced annually in January or early February or as soon as possible after this.

Any money not granted or availed of in a particular year will be carried forward to the next year's fund at the discretion of the Council and the Ballynagran Landfill Community Liaison Committee(BLCLC)

Assistance under this fund is available to new projects or refurbishment of existing facilities.

Capital expenditure subject to a maximum grant of €50,000 per project is available. In any event, the amount to be contributed towards any proposed project by a successful applicant organisation/group will be at the absolute discretion of the Council and the BLCLC.

In determining this amount, the Council and the BLCLC will take into consideration,

- How close the project is to the Landfill
- How effective the project will be in lessening the impact of the Landfill on the local community

Grant Breakdown-

Up to 80% of the net cost ¹ will be available for the cost of capital projects within the townlands listed on Appendix 4. (This is reduced to 50% net for statutory bodies and also subject to the application displaying tangible benefit to the local community).

Max grant payable to any Group will be €50,000

i.e Max of 80% of net cost or €50,000 whichever is the lower.

¹ Net cost = total cost of project less any other sources of funding.

A minimum cash contribution of **5%** will be required as part of groups own portion of funding.

In considering whether funding in excess of the maximum amount of €50,000 will be approved, consideration will be given to the overall level of funding available in the relevant year and the number and nature of other applications on hand. It will always be the aim of the scheme to grant aid the maximum possible number of eligible projects in any year.

Criteria for Assistance

- Assistance will be provided for substantial new projects (generally having a minimum cost of €10,000) for refurbishment of existing facilities. Projects with a lesser cost may be considered if they demonstrate that they will have a positive effect on the physical appearance of the defined environment area.
- Where new projects are to replace an existing facility the application must include a detailed explanation as to why the existing facility is not suitable or why it cannot be refurbished or extended.
- Financial assistance cannot be provided for expenditure already incurred. Grant approval from Wicklow County Council must be received before you start your project.
- Funds will be allocated on the basis of need where there is a genuine lack of facilities of the type proposed, where the project is considered to be viable and sustainable in the long-term and where there is adequate public access and community support.
- Capital assistance must normally be claimed and drawn down within 12 months from the date of approval.
- Applicants for funding needed over a number of years will be accepted, as the Ballynagran Landfill Community Liaison Committee (BLCLC) and the Council will encourage the realistic phasing of projects to match available sources of income. However, the granting of funding to a phased project in any one year does not commit the BLCLC and the Council to provide funding in the following or later years.
- Funding will not be approved for any project which requires Planning Permission, until planning permission has been obtained.
- Beneficiaries in some instances may be required to provide the BLCLC and the Council with a realistic business plan dealing with the future

running and maintenance costs of the project, and the sources of the ongoing funding to meet such costs.

GENERAL CONDITIONS – Appendix 1

Payment of the Grant :

- Any group receiving assistance under the scheme will have to agree to repay the Council if within a five year period -
 - They dispose of the facility for which the grant was paid
 - They cease the activity for which the grant was paid.

- The following document(s) will need to be signed depending on the size of the grant. It will guarantee that the grant will be repaid in the above circumstances
 - A **Signed form of acceptance** if the total grant is less than €20,000.
 - A **Legal Agreement** if the total grant is between €20,000 and €50,000

- The Council and the Ballynagran Landfill Community Liaison Committee (BLCLC) reserves the right to examine the Minutes of any Annual or Extraordinary General Meeting or the audited Financial Accounts of any beneficiary funded under this Scheme.

- Applications for funding must be submitted on the formal application form. All relevant and necessary information and supporting documentation must be included in accordance with the “**Instructions to Applicants- Appendix 2.** Incomplete applications without the required documentation will not be considered and will be returned in full to the applicants.

- You must produce evidence that the funding is necessary for your project. You must also show that you have already obtained enough additional funding yourselves together with efforts you have made to secure the money from other sources. The level of grant payable may be determined having regard to the amount of other funds generated or raised by the applicant organisation.

- Payments will be made retrospectively, in full or in part, on the basis of original invoices of expenditure guaranteed as paid in such a manner as is required by the Council and the BLCLC as outlined in the “**Payment Stage Requirements**” document contained in **Appendix 3.**

- All or any portion of a grant which has been unpaid may be withheld by Council where specified conditions are not being complied with or where

there is an unapproved material change in the proposals for which the application was made.

- Grant allocations may be reviewed /cancelled at any time by the Council and the BLCLC if progress on the development or refurbishment of the facility is not satisfactory.
- In any event grant allocations will be cancelled if not taken up within the periods specified in this scheme unless otherwise agreed by the Council and BLCLC at its absolute discretion.

Tax

- Beneficiaries are responsible for ensuring compliance with all requirements relating to the income tax and other relevant statutory codes. The payment of a grant will be subject to the beneficiary providing up to date details of their contractors current C2 or eTax Clearance Confirmation

Insurance

- The beneficiary shall agree to be responsible for any loss, damage or injury to persons or property arising out of the provision or use of the facility and shall indemnify Wicklow County Council against all claims howsoever arising.
- The beneficiary shall ensure that appropriate Employers Liability Insurance, Public Liability Insurance is in place. The Council shall be fully indemnified.
- All grant-aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding. All compensation paid under such insurance shall be used to restore the property so damaged or lost and any shortfall shall be made good by the beneficiary. The interest of the Council shall be noted on all policies and the Council shall be notified of any claims made.

Legal requirements

- Facilities aided under this Scheme must comply fully with all statutory and/or licensing requirements. In particular they shall comply with the provisions of the Local Government (Planning and Development) Acts, the Building Regulations, Fire Service Acts, Health and Safety Regulations and any other relevant legislation. Wicklow County Council and the Ballynagran Landfill Community Liaison Committee(BLCLC) accept no responsibility for any works grant-aided under the Scheme.

- The beneficiary must produce appropriate satisfactory evidence of clear and valid title to the lands or buildings to be funded under the Scheme. Where title is leasehold the interest must be generally for a minimum of 10 years from date of application and such matters will be taken into consideration by the Council and the BLCLC in deciding the amount of grant (if any) to be paid.
- However, the Council and the BLCLC recognises that it may not always be feasible for a group to obtain a ten-year lease agreement. In such cases a degree of flexibility will be allowed for a reduced lease period, which shall be for an absolute minimum of 5 years from date of application and at the absolute discretion of the Council and the BLCLC.

This flexibility will be granted on a case-by-case basis having regard to the benefits of a project to an area and the level of grant aid being approved. Where the proposal is to provide facilities on lands owned by the Council, (e.g. a playground or park) a letter from the relevant section of the Council will suffice.

- Grant-aided facilities shall not be disposed of in any way without the consent of the Council.
- The Council and the BLCLC may, from time to time, amend the conditions of this Scheme, as it deems appropriate and in any event shall review the operation and conditions of the scheme at least every 2 years.

Publicity

- Anyone receiving grants under the scheme must let it be publicly known in a manner to be agreed with the Council and the BLCLC. This will include the erection of a sign stating who has provided the funding, as decided by the Council in appropriate cases.
- Any publication or publicity (i.e. newspaper, radio, TV) should acknowledge the grant aid of the Wicklow County Council/ BLCLC Environmental Community Projects and Works Grant Scheme 2016.

Instructions to Applicants – Appendix 2

Please read carefully before completing the application form

All questions on the application form must be fully answered or completed in a clear and concise manner. If using an answer 'Not Applicable' or N/A you must clearly state the reason or opinion that this is based on.

Closing date for completed applications is **12 noon Thursday 27th October, 2016**. Please note that this closing date will not be extended. Late applications will be rejected and returned to the applicant(s)

Instructions for completing Section 3 of the Form

Items 3(i) - 3(iv) of the application form relate to the proposed project costs and how it is to be funded.

Item 3(i)

Should include details of the estimated costs of the project or project phase for which assistance is being sought under the Wicklow County Council/ Ballynagran Landfill Community Liaison Committee (BLCLC) Environmental Community Projects and Works Grant Scheme 2016

Please note that estimates for Mobile assets, i.e. sports equipment, machinery etc should not be included. Details should also include the details of the full project cost including any previous, current or future phases of the project.

Applications should include details of secured or committed monies already secured from any source other than applied for under the Wicklow County Council and BLCLC Environmental Community Projects and Works Grant Scheme 2016.

You may be required to produce supporting documentation in the form of audited accounts, income and expenditure reports, treasurer's reports, bank statements, letters of loan, borrowing approval or other grant notification to be submitted at a later stage.

Item 3 (iv) should include details of other grant applications or payments in line with the range of other funding sources as outlined previously no matter what stage that application is at.

Your attention is drawn to the accompanying documentation on the scheme and you should familiarise yourself with the contents. Failure to fully complete the application form will lead to your application being rejected and returned to you. This may/will result in delays in processing / assessing your application and in some instances may lead to non-acceptance of your application.

PAYMENT STAGE REQUIREMENTS – APPENDIX 3

Once an application for grant aid has been approved and a letter of offer issued, the following information must be provided before grant payment can be processed.

Expenditure

- ✓ Covering letter stating amount claimed.
- ✓ Original invoices in respect of eligible expenditure as outlined in your Letter of Offer.
- ✓ Original receipts in respect of those invoices above
- ✓ Copies of cleared cheques written in payment for these invoices or copies of the actual cheques written in payment, as well as bank statements clearing the cheques in question

Tax

- ✓ Applicants eTax Clearance Confirmation
- ✓ In the case of groups who have attained charitable status, their CHY No. will suffice in respect of Corporation Tax; but PAYE tax clearance will be required if the group has any employees
- ✓ eTax Clearance Confirmation/C2 details will be required in respect of all contractors, sub-contractors, consultants and all suppliers of goods/services.

Status of Group

- ✓ Copy of Certificate of Incorporation and Memorandum and Articles of Association (where the Applicants being grant aided is a Company) and where the applicant is an unincorporated body or group a copy of its constitution or rules.

Planning permission:

- ✓ Certificates confirming compliance with Planning Permission and confirmation that new structures and refurbishment or extension to existing structures comply with Building Regulations and Fire Safety Regulations are also required.

Other Documentation

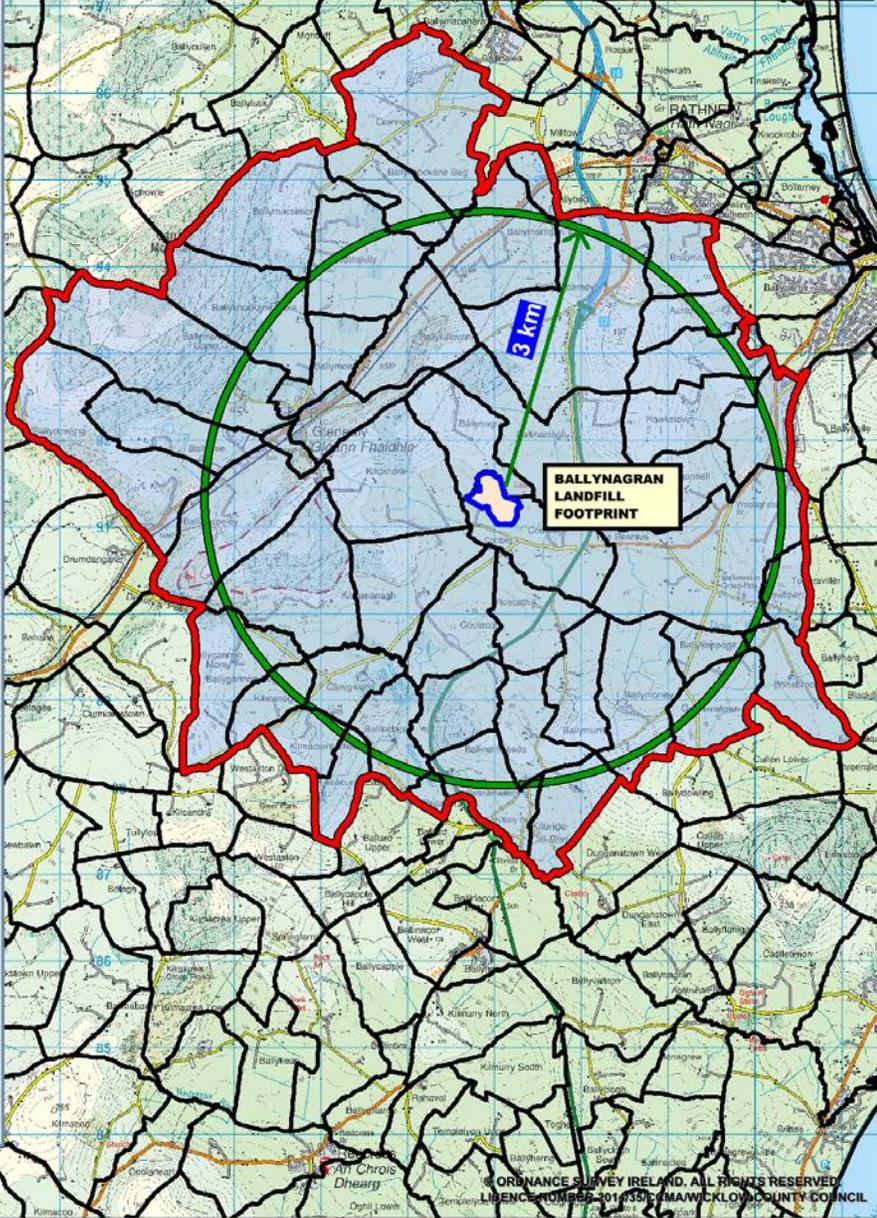
- ✓ Depending on the size of the grant, Completed forms of Acceptance and Legal Agreements or Deed of Charge must be submitted to the satisfaction of the Council and its Law Agent.
- ✓ Supporting documentation may be requested in the form of audited accounts, income/expenditure reports, treasurer's report, bank statement, letter of loan/borrowing approval, other grant notification and any other supporting documentation, as appropriate.
- ✓ Any other documentation as requested.

Note: Applicants may only pay out a maximum of €300 in cash in total and must provide invoices and receipts for all amounts. Any invoice or payment over €300 must be paid for by cheque or electronic transfer.

**APPENDIX 4: BALLYNAGRAN ENVIRONMENTAL
COMMUNITY PROJECTS AND WORKS SCHEME**
WICKLOW COUNTY COUNCIL



- Townland**
- COOLNAKILLY
 - ROSCATH
 - BALLYMANUS LOWER
 - CRONROE
 - BALLYNABARNY
 - KILMACURRA WEST
 - BALLYKNOCKAN BEG
 - HAWKSTOWN LOWER
 - BALLYMOAT
 - BALLYFREE WEST
 - BALLYFREE EAST
 - BALLYGONNELL
 - MILLTOWN SOUTH
 - BALLINACOOLEY
 - COOLACORK
 - BALLINTESKIN
 - BROOMHALL
 - NEWTOWN (ED Wicklow Rural)
 - BALLYKEPPOGE
 - KILMACURRA EAST
 - HAWKSTOWN UPPER
 - CARRIGMORE
 - BALLYMANUS UPPER
 - BALLYKILLAVANE
 - BALLYMURRIN LOWER
 - BALLINAMESDA UPPER
 - BALLYMACSIMON
 - BALLINACLOGH
 - BONABROCKA
 - GORMANSTOWN
 - BALLYMURRIN UPPER
 - BALLINAMESDA LOWER
 - BALLYDOWLING
 - KILNAMANAGH MORE
 - KILCANDRA (ED Glenealy)
 - ASHTOWN (Newcastle By)
 - BALLINCLARE
 - BALLYGANNON BEG
 - KILMANOGE
 - BALLYMERRIGAN
 - KILNAMANAGH BEG
 - BALLYMONEY (ED Dunganstown East)
 - COOLBEG
 - BREAGURA
 - BALLYNERRIN UPPER
 - BALLYNAGRAN (ED Glenealy)
 - KILBRIDE (ED Dunganstown East)
 - BALLYKNOCKAN MORE



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