**COMMUNITY AND SOCIAL DEVELOPMENT/COMMUNITY GRANTS SCHEME**

**INFORMAL ADULT EDUCATION APPLICATION FORM 2020**

**NOTE: Closing Date 8TH November 2019**

**FOR OFFICE USE ONLY**

Reference Number:-

Administrative Area:-

Dublin City Council Officer:-

Informal Adult Education:-



Date Received:

GROUP /ORGANISATION NAME:

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

**Community and Social Development**

**Block 1, Floor 3**

**Civic Offices, Wood Quay.**

**Dublin 8**

[**Tel:2222148**](Tel:2222148) **email:community@dublincity.ie**

**By 5pm 8TH NOVEMBER 2019**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

Please note that additional information in support of your application can be included.

Please read the Terms and Conditions on page 2/3. Please sign DECLARATION on page 8.

**Dublin City Council Community Grants Scheme**

Dublin City Council operates a community grants scheme in order to support community participation and involvement. Under the scheme community and voluntary groups may apply for grants for activities which benefit the local community. Applications must relate to at least one key priority area in order to be eligible for consideration.

**Key Priority Areas**

* Community Development
* Social inclusion
* Integration
* Local area issues

***TERMS AND CONDITIONS***

* Dublin City Council under the Community Grants Scheme will support community activities promoted by community and voluntary groups subject to available resources.
* Activity must benefit the local community and relate to at least one key priority.
* Dublin City Council under the Community Grants Scheme will assess applications taking into consideration it’s available financial resources and reserves the right to award grants on this basis.
* 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.
* 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 reserve the right to publish a list of all grants awarded including the name of the group/organisation receiving funding, the general location of the group and the general purpose of the grant.
* Information provided in respect of the application for a grant will only be used for the purpose of administering the Community Grants Scheme 2020.
* Dublin City Council in evaluating applications under the Community Grants Scheme may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.
* The Freedom of Information Act 2014 applies to all records held by Dublin City Council. Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision on whether or not to release the information is made. In the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.
* 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. A specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the Community Grant Scheme 2020 is required.
* Where relevant, applicants must provide evidence of a Child Safeguarding Statement and meet all the requirements of the Children First Act 2015 which includes Garda vetting for all officers and those associated with the project.
* Only completed, signed applications submitted by 5pm on Friday 8TH November 2019 on the official Community Grants Scheme 2020 application form will be considered.
* Successful applicants must submit a progress report on the project funded if requested by Dublin City Council.
* Evidence of expenditure, receipts /invoices must be retained and provided to Dublin City Council if requested.
* Dublin City Councils 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 8TH November 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.
* Some grants awarded may be conditional on a further agreement between Dublin City Council and the proposed grantee on the application of the grant.
* Applicants are required to have a bank account in the official name of the Group as no payments can be made to Third party or personal accounts. Bank, Post Office or Credit Union accounts are acceptable.
* PRIVACY (General Data Protection Regulation G.D.P.R.).  
  The purpose for processing your data is to process your application for the Dublin City Community Grant Scheme 2020. The information you provide will be assessed by the staff of Dublin City Council.

Your information will be retained for five years. If you do not furnish the personal data requested, Dublin City Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

* the right to access the personal data that we hold about you, together with other information about our processing of that personal data
* the right to require us to rectify any inaccuracies in your personal data
* the right to require us to erase your personal data
* the right to request that we no longer process your personal data for particular purposes
* the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy we take steps to verify your identity before granting access to personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

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

**SECTION 1 – CONTACT DETAILS**

|  |  |
| --- | --- |
| Name of Group / Organisation |  |
| **Address** |  |
| **Postal District EIR CODE** |  |
| **Chairperson / Contact Person** |  |
| **Treasurer** |  |
| **Role in Group Organisation** |  |
| **Telephone Number** |  |
| E-mail |  |
| Website |  |

**Please delete YES or NO as appropriate to the following questions.**

**Have you received funding under Dublin City Council Informal Adult Education Grants 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 please give details:-**

|  |  |
| --- | --- |
| **Dublin City Council Department.** |  |
| **Funding Stream / Scheme** |  |

**PLEASE NOTE THAT APPLICANTS ARE REQUIRED TO HAVE A BANK ACCOUNT IN THE OFFICIAL NAME OF THE GROUP AS NO PAYMENTS CAN BE MADE TO A THIRD PARTY OR PERSONAL ACCOUNT.**

**SECTION 2 - GROUP/ ORGANISATION DETAILS**

**Purpose of group /organisation?**

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**Year established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please provide a brief organisational description of your group / organisation**

**e.g. committee structure, meeting schedule etc.**

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**Has your Organisation / Group registered with the Dublin City Public Participation Network (PPN)?**

**YES / NO**

**Do you receive funding from any other organisation? YES / NO**

**If YES please give details below.**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Amount Received:** |  |
| **Date Received:** |  |

**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):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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**Charitable Status Number (if applicable):**

**SECTION 3 - DETAILS OF GRANT**

**Please circle the target group below that the Adult Education classes are aimed at?**

**Please give approximate numbers.**

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Young Adults Older Persons People with disabilities People of working age

**Outline type of classes proposed and provide details of the activity.**

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**How many classes are you applying for and what is the cost per session?**

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## **Where will this activity take place?**

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**Start Date of activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **End Date of activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 4 – FUNDING**

|  |  |
| --- | --- |
| **What is the overall total cost of this activity?** | **€** |

**Please provide a detailed breakdown of the costs of the activity**

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Where will you source any shortfall of funding?**

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION 5**

***DECLARATION***

**Position held in organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Grants Scheme, Sub Category Informal Adult Education (See page 2 of application form).**

**I confirm that this grant application is submitted in acceptance and compliance with the Terms and Conditions.**

**NAME IN BLOCK CAPITALS: SIGNATURE**

|  |  |
| --- | --- |
|  |  |
| **Position held in group / organisation:** |  |
| **Date:** |  |