

COMMUNITY AND ENTERPRISE DEPARTMENT
COMMUNITY GRANTS SCHEME APPLICATION FORM 2011

Closing Date 30th January 2012



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

FOR OFFICE USE ONLY

Date Received:-

Reference Number:-

Administrative Area:-

City wide:-

Dublin City Council Officer:-

Cat:-

ALL APPLICATIONS ARE TO BE RETURNED TO:

**The Office of the Director of Community and Enterprise
Block 4, Floor 1e
Civic Offices, Wood Quay.
Dublin 8**

**By 5pm 30th January 2012.
CLOSING DATE WILL BE STRICTLY ADHERED TO.**

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

SECTION 1 – GROUP/ ORGANISATION DETAILS

Name of Organisation _____

Address _____

Postal District _____

Contact Name _____

Telephone No. _____

E-mail _____

Charitable Status Number (if applicable): _____

Is your Organisation affiliated to the Dublin Community Forum?
(Please tick which is appropriate)

Yes

No

SECTION 2 - PURPOSE OF GRANT

Note: Under the Community grants scheme Dublin City Council will support community activities promoted by voluntary groups. We will not support sports activities or provide funding for the employment of staff. For further advice and information please discuss your proposal with your local community development staff member.

What is the purpose of the Grant?

Who is going to participate in this project and how many participants will be involved?

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

Start Date of project/event _____ End Date of project/event _____

Description of the Activity:

Benefits of the Activity:

SECTION 3 - FUNDING

How much will this project/event 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: _____

Do you receive funding from any other organisation?

Name of Organisation: _____

Amount Received: _____

Date Received: _____

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

Yes No

If Yes

Amount received: _____

Year/s: _____

Project/event description: _____

SECTION 4 – TERMS AND CONDITIONS

TERMS AND CONDITIONS

- **The information supplied must be accurate and complete. Please be aware that further information may be requested to supplement your application for a Community Grant.**
- **Misinformation may lead to the disqualification of your application for a Community Grant and/or the repayment of any grant made.**
- **All information provided in respect of the application for a Community Grant will be held electronically and may be made available to other Dublin City Council Departments as appropriate.**
- **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**
- **Organisations may be asked to furnish reports including evidence of expenditure on the activity if grant aided.**

SECTION 5 DECLARATION

DECLARATION

I declare that the information given in this form is correct to the best of my knowledge. I have read and fully understand the Terms and Conditions as laid out in Section 4 of this application. 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: _____

