

Dublin Waste to Energy
Community Gain Projects Grant Scheme 2019
for the Irishtown, Ringsend and Sandymount Catchment Area

Application Form 2019

The closing date for applications to the Dublin Waste to Energy Community Gain Projects Grant Scheme 2019 is Friday the 29th March 2019 at 12 noon. Late applications will not be accepted.

Completed applications will be accepted electronically or by post. Please return to:

Natalie Boyce
Administrator
Dublin Waste to Energy
Community Gain Projects Grant Scheme
Dublin City Council,
Block 1, Floor 6,
Civic Offices,
Wood Quay,
Dublin 8.
D08 RF3F

E-mail: cglc@dublincity.ie

1. Contact Details

Name of Applicant:

Address of Applicant:

Contact Name for Correspondence:

Address for Correspondence:

Telephone No:

E-mail:

2. Applicant Details

2 (i) Date Established:

2 (ii) Names of Office Holders:

Chairperson:	
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Secretary:	
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Treasurer:	
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2 (iii) Status of Applicant: (Please tick as appropriate)

Registered Club	<input type="checkbox"/>	Voluntary Organisation	<input type="checkbox"/>
Limited Company	<input type="checkbox"/>	Community Group	<input type="checkbox"/>
School/College	<input type="checkbox"/>	Religious Institution	<input type="checkbox"/>
Other _____			

2 (iv) Applicant Sector: (Please tick as appropriate)

Sports & Recreation	<input type="checkbox"/>	Arts	<input type="checkbox"/>
Education & Training	<input type="checkbox"/>	Community	<input type="checkbox"/>
Residents Association	<input type="checkbox"/>	Environmental	<input type="checkbox"/>
Heritage	<input type="checkbox"/>	Business	<input type="checkbox"/>
Other (please detail) _____			

2 (v) Applicant Child Safeguarding and Child Protection Policies: (Please tick as appropriate)

Child Safeguarding Statement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Child Protection Policies	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Child Protection Guidelines	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Garda Vetting Procedures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

2 (vi) **Applicant Tax Reference, Charitable Status, Games and Sports Tax Exemption Number:** (Please enter details as appropriate)

Tax Reference Number:	
Tax Clearance Access Number:	
Charitable Status Number:	
Games and Sports Tax Exemption Number:	

2 (vii) **Applicant Membership Details:** (Please enter details as appropriate)

Number of Members:	
Member Age Groups:	
Membership Fee:	
Number of Staff Employed:	
Number of Volunteers:	

2 (viii) **Description of Existing Facilities/Services:**

3. Project Details

3 (i) Project Title:

3 (ii) Project Type: (Please tick as appropriate)

- Provision of Community/Recreational/Educational Facilities & Services
- Upgrade of Community/Recreational/Educational Facilities & Services
- Purchase of Equipment for Community/Recreational/Educational Facilities & Services
- Public Area Enhancement
- Community Education Project
- Community Arts Project
- Local Environmental Project
- Local Heritage Project

3 (iii) Details of Project:

3 (iv) Project Timescale:

Start Date:	
End Date:	

3 (v) Project Phases: (Please enter details as appropriate)

3 (vi) Benefits of Project to the Local Community:

4. Development Details

4 (i) Does the Project Involve? (Please tick as appropriate)

Construction of Community/Recreational/Educational Facilities	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Refurbishment of Community/Recreational/Educational Facilities	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If Yes, Please Complete Section 4 Development Details. If No, Please Proceed to Section 5 Financial Details.

4 (ii) Address of Land or Building:

4 (iii) Does the Organisation Own the Land or Building? Yes No

If Yes, Provide a Copy of the Certificate of Title.

4 (iv) Does the Organisation Lease the Land or Building? Yes No

If Yes, Provide Details & Attach a Copy of the Lease Agreement.

Date of Lease Agreement	
Duration of Lease Agreement:	

4 (v) Is the Construction/Refurbishment Work to be Carried out on Land and/or Buildings Owned by Dublin City Council? (Please tick as appropriate)

Yes No

If Yes, Provide a Letter of Permission from the Relevant Section of Dublin City Council.

4 (vi) Does the Construction/Refurbishment Work Require Planning Permission? (Please tick as appropriate)

Yes No

If Yes, Provide a Copy of the Planning Permission or Detail when a Planning Application will be Submitted.

5. Financial Details

This is a Reimbursement Scheme, therefore Applicants are Required to Self-Fund their Project and Submit Receipts for Expenditure Incurred Once the Project is Complete.

5 (i) Overall Cost of the Project:

5 (ii) Amount Requested:

5 (iii) If Applicable, Please Provide Details Regarding Funding the Balance of the Projects Cost.

5 (iv) List Project Elements and Estimated Costs.

For Project Elements Estimated to Cost Less than €5,000.00, One Official Quotation is Required.
For Project Elements Estimated to Cost €5,000.00 or More, Three Official Quotations are Required.

Project Element	Number of Quotes Attached	Value of Preferred Quote €
Total Cost €		

6. Disclaimer

The Community Gain Liaison Committee, Dublin Waste to Energy Limited and Dublin City Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application.

The Community Gain Liaison Committee, Dublin Waste to Energy Limited and Dublin City Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

7. Freedom of Information

As Dublin City Council is facilitating the disbursement of the fund through its Financial Management System, information submitted may be subject to the provisions of the Freedom of Information FOI Acts 1997 – 2014. If you consider that any information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for sensitivity specified. In such cases, the relevant material will, in response to an FOI request, be examined in the light of the exemptions provided for in the Acts.

8. Personal Data Protection Notice

Dublin City Council and the Community Gain Liaison Committee, (“we”, “us”, “our”) are committed to our obligations under the General Data Protection Regulations (GDPR) and to protecting and respecting your privacy. Dublin City Council and the Community Gain Liaison Committee are the data controllers of the personal data you provide in your Dublin Waste to Energy Community Gain Projects Grant Scheme application form.

This Data Protection Notice relates to personal data collected and processed by us in respect of the administration of the Dublin Waste to Energy (DWtE) Community Gain Projects Grant Scheme. The purpose of this Data Protection Notice is to inform grant applicants of their privacy rights and sets out how we collect, use and process personal data relating to your interactions with us.

We request that you read the notice carefully and that you ensure that it is made available to any data subjects whose personal data you supply to us.

8 (i) Collection of Personal Data:

Personal data is any information about an individual from which that person can be identified. We collect and process personal data you provide to us in your grant application form. Categories of such personal data include names, addresses, contact information and other information that is relevant to the administration of the DWtE Community Gain Projects Grant Scheme.

If you do not furnish us with the personal data we will not be able to process your application for grant funding or respond to any questions or requests you submit to us via our e-mail address.

8 (ii) Purpose and Legal Basis for Processing Personal Data:

We will only collect, process and retain your personal data for the purposes and legal bases set out below.

- In order to perform our functions in accordance with Section 65 of the Local Government Act 2001 www.irishstatuebook.ie
- To comply with planning permission, reference 29S.EF2002 and Industrial Emissions Directive Licence, reference W0232-01, granted by An Bord Pleanála and the Environmental Protection Agency respectively, for the Dublin Waste to Energy Project.
- To comply with our legal, financial and regulatory obligations.
- To process DWtE Community Gain Projects Grant Scheme grant applications.
- To review projects seeking DWtE grant funding.
- To administer approved grant funding.
- To carry out grant inspection activities for grant drawdown.
- To support auditing activities related to the expenditure of the DWtE grant fund.
- To notify you with updates in relation to the DWtE Community Gain Projects Grant Scheme.

8 (iii) Data Retention:

We are committed to protecting the security of your personal data. We use a variety of security procedures and we have implemented strict internal guidelines to help protect your personal data from unauthorised access and use and ensure that your privacy is safeguarded.

We will store personal data only for as long as necessary for the purpose(s) for which it was obtained. The criteria used to determine our retention periods include:

- The length of time we have an ongoing relationship.
- Our legal, financial and regulatory obligations.
- The National Retention Policy for Local Authority Records.

8 (iv) Personal Data Privacy Rights:

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

- The right to access personal data 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 use 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;
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you would like to exercise any of these rights, please submit a request to the Data Protection Officer (DPO) outlining the specific details of the request. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. The DPO can be contacted at Dublin City Council, Civic Offices, Wood Quay, Dublin 8, D08 RF3F; by e-mail at dataprotection@dublincity.ie and by phone at 01 222 3775. Further information on DCC’s privacy statement can be found at www.dublincity.ie/privacy-statement

If you are not satisfied with the outcome of the response you received from Dublin City Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission (DPC) who may investigate the matter. The DPC can be contacted at Canal House, Station Road, Portarlinton, County Laois, R32 AP23; by e-mail at info@dataprotection.ie at info@dataprotection.ie and by phone at 1890 252 231.

9. Declaration and Signature of Applicant

This Application and Form must be Completed and Signed by Two Authorised Officers of the Applicant Organisation.

1. We certify that the information provided is accurate and complete.
2. We understand that the provision of inaccurate or misleading information in this declaration may lead to the organisation being excluded from financial assistance.
3. We have read and agree to the Dublin Waste to Energy Community Gain Projects Grants Scheme General Conditions and Criteria.
4. We have read and understood the Personal Data Protection Notice.
5. We have complied with our own data protection obligations in respect of the personal data we submit as part of Dublin Waste to Energy Community Gain Projects Grant Scheme.
6. We are entitled to disclose such personal data.
7. We will ensure that a copy of the Personal Data Protection Notice is made available to any persons whose personal data we submit.

Name:	Name:
Office Held:	Office Held:
Signed:	Signed:
Date:	Date:

10. Application Documentation.

Incomplete Applications Not Supported by the Required Documentation Will Not be Considered.

The Community Gain Liaison Committee Reserves the Right to Seek the Submission of Additional Supporting Documentation.

- **All Applicants:**
 - Fully completed and signed Application Form.
 - Copies of co-operation agreements with other clubs/organisations, if applicable.
 - Copies of most recent Financial Records for the organisation.
 - Copy of Tax Certificate/Charitable Status Certificate/Sports Exemption Certificate, as appropriate.
 - Copies of any project research, development or business plans that have been undertaken, if applicable.
 - Copy of Certificate of Title/Lease Agreement, as appropriate.
 - Copy of letter of permission/support from Dublin City Council for works on council property, as appropriate.
 - Copy of relevant planning permission, as appropriate.
 - Copies of other funding approvals for the proposed project, if applicable.
 - Copies of official quotation(s) for proposed project.
- **Clubs/Voluntary Organisations:**
 - Copy of Constitution/Rules
 - Details of Structure
 - Minutes of last AGM
- **Schools/Colleges**
 - Copy of Constitution/Rules
 - Details of Board of Management
 - Minutes of last Board of Management AGM
- **Limited Companies:**
 - Copy of Memorandum and Articles of Association
 - Copy of Certificate of Incorporation
 - Minutes of last AGM

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General Conditions and Criteria

1. Background to the Dublin Waste to Energy Community Gain Projects Grant Scheme.

Dublin City Council submitted a Community Gain Proposal as part of the planning and waste licence applications for the Dublin Waste to Energy facility. An Bord Pleanála Planning Decision 29S.EF2022 and EPA Licence Register No. W0232-01 refers. The relevant conditions are reproduced below:

Condition No. 2

“A community liaison committee shall be established to liaise between Dublin City Council and the local community. The membership of this committee shall reflect the membership of the community gain administration board proposed by Dublin City Council in its submission at the Oral Hearing. The committee shall comprise 10 members having an independent chairperson, 3 local community representatives, 3 elected members of Dublin City Council, 2 officials of Dublin City Council and 1 representative from the operators of the waste to energy facility. The Community Liaison Committee shall have responsibility for the administration of the community gain fund account to be set up in accordance with condition No.3 of the planning permission and for decisions on projects to be supported by the fund in addition to acting as a liaison committee with the local community in relation to ongoing monitoring of the operation of the facility”.

Condition No. 3

“A Community Gain Fund shall be established to support facilities and services which would be of benefit to the community in the general catchment area. This fund shall include a once-off capital contribution equivalent to 3% of the capital cost of the facility and an annual contribution per tonne of waste accepted for thermal treatment at the plant. The annual contribution shall be €1 per tonne in the first year following commissioning of the plant and thereafter shall be updated in accordance with the consumer price index. Details of the management and operation of the fund which shall be lodged in a special community fund account shall be agreed between DCC and the Community Liaison Committee referred to in Condition No.2 of Planning Permission.”

Licence Condition 2.3.2.8 (c)

“Establish a Community Gain Liaison committee and facilitate regular meetings of that Committee at a frequency to be agreed with the Committee. The Agenda for each meeting shall be prepared in advance.”

1.1 The Dublin Waste to Energy Community Gain Fund

The Dublin Waste to Energy Community Gain Fund provides financial assistance to community based clubs, groups, voluntary organisations, educational groups, individuals or businesses for the development of educational, environmental, community and recreational projects in the Irishtown, Ringsend and Sandymount areas, as defined on the map in Appendix A.

1.2 The Dublin Waste to Energy Community Gain Projects Grant Scheme

The Dublin Waste to Energy Community Gain Projects Grant Scheme (the Scheme) is an agreed mechanism to assess and fund proposals from local community groups, voluntary organisations, environmental, arts and educational groups, sports clubs, individuals and businesses for the development of environmental, community, educational and recreational projects. The Scheme is being funded by Dublin Waste to Energy Ltd. and the disbursement of funds is facilitated by Dublin City Council. Applications will be invited to submit proposals to the Scheme for assessment by the Community Gain Liaison Committee (CGLC). The amount to be contributed, if any, towards any proposed project will be at the absolute discretion of the CGLC. The CGLC shall endeavour to disburse funding in an equitable and transparent manner. The overall amount of grants available in any year will be dependent on the balance in the fund at the beginning of each year. Funding not availed of in any year will be carried forward to the following year's fund, at the discretion of the CGLC.

1.3 The Community Gain Liaison Committee

The Community Gain Liaison Committee (CGLC) is a joint Community, Developer, Local Authority forum created in compliance with planning condition No. 2. The CGLC's remit in the administration of this Scheme is to assess and recommend the disbursement of funds to qualifying projects.

1.4 Local Area to Benefit from the Dublin Waste to Energy Community Gain Fund.

The local area to benefit from qualifying projects shall comprise the areas of Irishtown, Ringsend and Sandymount, as defined on the map in Appendix A. Priority will be given to projects that enhance their local area and in so doing provide the maximum opportunity to advance community, educational, recreational and environmental initiatives. Projects outside the area delineated may be considered by the CGLC at their absolute discretion taking into account the significance of such projects to local communities and the overall level of funding available in the relevant year together with the number and nature of other applications on hand. A projects proximity and direct benefit to populations living within the area outlined on the map in Appendix A shall always be a material consideration in the disbursement of funding under the Scheme.

2. Eligibility Criteria for Dublin Waste to Energy Community Gain Grant Funding.

2.1 Eligibility Criteria for Applicants.

The applicant must:

- Be compliant with all statutory obligations and regulations.
- Have audited financial records.
- Be formally established, hold annual general meetings and have a constitution or rules or memorandum and articles of association, as appropriate.
- Be registered with their national representative bodies, as appropriate.
- Be accessible to all members of the community without discrimination.
- Be able to demonstrate that they are representative of their local community.

2.2 Eligibility Criteria for Proposed Projects.

The Project Must:

- Demonstrate that it will have a positive effect on the available community facilities, services or physical appearance of the local area.
- Demonstrate that there is a genuine lack of facilities and/or services of the type proposed.
- Be socially inclusive and accessible without discrimination to all members of the local community.
- Be viable and sustainable in the long-term.
- Be supported by the local community.
- Be possibly based on a co-operative proposal from several groups so as to create a more sustainable use of resources by sharing facilities.
- Be formulated within the context of existing plans and strategies of Dublin City Council and other agencies.

Examples of Projects Eligible for Grant Funding Include:

- Provision/upgrade of community/recreational/educational facilities and services.
- Purchase of equipment for community/recreational/educational facilities and services.
- Public area enhancement works.
- Community arts projects.
- Educational projects.
- Local heritage projects.
- Local environmental projects.

Regarding Eligibility Please Note:

- Funding may be allocated to eligible projects in co-ordination with other funding streams.
- Financial assistance will not be provided retrospectively and expenditure incurred before an offer of support is made will be deemed ineligible.
- Financial assistance will not be provided for operational or maintenance costs, day to day running expenses or upgrading of housing or apartments.
- Any project which requires planning permission and for which planning permission has not been obtained will be deemed ineligible and funding will not be paid. However, projects may be approved in principle pending receipt of permission.

3. General Conditions for Applicants to the Dublin Waste to Energy Community Projects Grant Scheme.

- Applications for funding must be submitted on the official grant application form.
- Co-operative proposals should clearly identify the lead applicant and should include co-operation agreement(s).
- Late applications and incomplete applications not supported by the required documentation will not be considered.
- The CGLC reserves the right to seek the submission of additional supporting documentation.
- Applications will be appraised and funding allocated by the CGLC and the decision of the CGLC is final.
- Evidence of financial need and efforts to source additional funding must be outlined.
- Where applicable, the applicant must produce 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. In cases where a 10 year lease is not feasible, the CGLC, at their absolute discretion, may consider a reduced lease period, which shall be for an absolute minimum of 5 years.
- Where the proposal is to provide facilities on lands owned by Dublin City Council a letter of permission and/or support from the relevant section of the Council is required.
- 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 cannot be refurbished or extended.

4. General Conditions for Successful Applicants to Dublin Waste to Energy Community Gain Projects Grant Scheme.

- Successful applicants receiving assistance under this Scheme will be required to sign a Grant Acceptance Form.
- Receipt of grant funding applies to this application under the Dublin Waste to Energy Community Gain Projects Grant Scheme 2018/2019 only and does not guarantee funding for further or future projects in this or other years of the Dublin Waste to Energy Community Gain Projects Grant Scheme.
- Successful applicants receiving cumulative amounts of €20,000 or more must sign a Legal Agreement. Cumulative in this context refers to the combined value of all applications to the Scheme by an entity per calendar year, including proposals made in co-operation with another entity. The Dublin Waste to Energy Community Gain fund does not provide for legal expenses incurred by the beneficiary in effecting the legal agreement.
- Successful applicants may be required to provide the CGLC 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.
- Grant-aided assets shall not be alienated, assigned, sold or otherwise disposed of without the consent of the CGLC, Dublin City Council and Dublin Waste to Energy Limited.
- The CGLC may request progress reports on the project funded.
- The successful applicant will be required to participate fully with any review or audit carried out either by or on behalf of the CGLC in relation to funding provided under the Dublin Waste to Energy Community Gain Projects Grant Scheme.
- Grant allocations may be reviewed or revoked at any time by the CGLC if progress on the development/refurbishment of the facility or provision of the service is not satisfactory.

5. Compliance with Statutory Requirements and Insurance.

- A successful applicant shall ensure that they are compliant with all statutory requirements and local authority bye laws, including all requirements relating to Income Tax, Local Government (Planning and Development) Acts, the Building Regulations, Health & Safety obligations, Child Safeguarding, Child Protection policies, guidelines, Garda vetting procedures, and other relevant statutory codes and/or licensing requirements, as applicable to the funded project.
- Successful applicants must produce evidence of adequate employers' liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in them under the Dublin Waste to Energy Community Gain Projects Grant Scheme.
- Successful applicants must indemnify the Community Gain Liaison Committee, Dublin Waste to Energy Limited and Dublin City Council against all claims arising from the activities of the grant aided project now or in the future.
- All grant-aided assets must be kept insured at all times against loss or damage by fire, storm or flooding. Compensation paid under such insurance must be used to restore the property and any shortfall paid by the successful applicant. The interest of Dublin City Council must be noted on all policies and the Council shall be notified of any claims made. If flood cover is not attainable this should be brought to the attention of the CGLC when applying for a grant.

6. Drawdown and Recognition of Dublin Waste to Energy Community Gain Grant Funding.

- Successful applicants will be issued with a grant award letter detailing the specific documentation required for the drawdown of the approved grant funding.
- Grant funding will not be released to the beneficiary until all the required documentation has been submitted and validated.
- Approved grants must be drawn down by the drawdown expiry date otherwise they will be deemed expired and will be revoked. If it becomes apparent to the successful applicant that the drawdown date will not be met a request seeking an extension to the drawdown expiry date must be submitted to the CGLC for their consideration. At the absolute discretion of the CGLC, the drawdown expiry date may be extended up to a maximum of 6 months.
- Bank account details must be in the name of the successful applicant organisation.
- All or any portion of a grant which has been unpaid may be withheld by the CGLC 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.
- Dublin City Council on behalf of the CGLC may seek a refund of a grant paid, in whole or in part, if the grant is not used for the purpose applied for and approved by the CGLC.
- Receipt of assistance under the Dublin Waste to Energy Community Gain Projects Grant Scheme must be detailed in the successful applicant's financial statements, where such statements are produced, including the amount and purpose of the grant.
- Receipt of assistance under this Scheme must be recognised in a manner to be agreed with the CGLC. This may include public acknowledgement of the funding in associated material pertaining to the project now and in the future. It may also include photographs for the CGLC and the Dublin Waste to Energy Limited websites and newsletters and the erection of signage in appropriate cases.
- The CGLC and Dublin Waste to Energy Limited will publish a list of all grants awarded on its website.

Appendix A: Map

(Note: Scheme catchment area coloured yellow)

