**Community Water Development Fund**

**Grant Application Form 2021**

**This form should be completed in conjunction with the Guidelines for Applicants via the Online Platform at** www.lawaters.ie .

Each application will be assessed based on its merits as it is submitted. There is no obligation on the office of the Local Authority Waters Programme to request any outstanding or supporting information.

*Please ensure the application form is fully complete and all relevant information and attachments are uploaded before the closing date.*

|  |
| --- |
| **Closing Date Deadlines** |
| **Online Platform:** **www.lawaters.ie** | **Tuesday, 9th February 2021****at 12 Noon** |

1. (a) Contact information

|  |  |
| --- | --- |
| Name of Applicant/Community Organisation/Group |  |
| Details of Group Activities(Please attach a recent bank statement and Copy of Group Constitution **or** Minutes of your last meeting) |  |
| Contact Person for Correspondence(this is only person who will be contacted) |  |
| Role in Organisation/Group |  |
| Postal Address  |  |
| County  |  |
| Eircode |  |
| Phone Number |  |
| E-mail address |  |

1. (b) Please select group type that best suits your organisation:

|  |  |
| --- | --- |
| Development/Residents Association |  |
| Environmental/Biodiversity/Heritage/Tourism |  |
| Festival / Event Group |  |
| River Trust / Catchment Association |  |
| Social Enterprise/Company with no Share Capital |  |
| Tidy Towns |  |
| Other |  |

2. Please indicate the category of funding being applied for: *(x)*

|  |  |  |
| --- | --- | --- |
| Small Scale Projects | Up to €5,000 |  |
| Medium Scale Projects | €5,000 to €10,000 |  |
| Large Scale Projects | > €10,000 to a max of €25,000 |  |
| ***(Refer to 6.1 of Guidelines)*** |

3. What type of project is proposed?

|  |  |  |  |
| --- | --- | --- | --- |
|  | (x) |  | (x) |
| Habitat enhancement |  | Public amenity (including fencing and benches) |  |
| Instream works |  | Biodiversity signage  |  |
| Tree planting/landscaping |  | Feasibility study |  |
| Invasive species |  | Ecological survey |  |
| River/waterbody clean up |  | Ecological monitoring |  |
| Awareness / Education |  | Project planning |  |
| Event |  | Engineering consultant |  |
| Other (please specify) |  |  |

***Note: projects must have a water quality focus to be eligible. Projects with a direct water quality benefit will score a higher ranking.***

4. Project Title:

|  |
| --- |
|  |
| We will use the title to identify your project. Your title should be descriptive of what you are applying for and where. Please use no more than 25 words. |

5. Grid Reference(s) of exact project location found on google maps https://www.google.ie/maps (for coordinates, right click on project area and click on what’s here?)

|  |
| --- |
|  |

***Note:***Projects located in an At Risk waterbody, a Priority Area for Action (PAA) or Blue Dot catchment will receive a higher rating during assessment.

To find out if you are in one of these areas checkhttps://gis.epa.ie/EPAMaps/Water

To check if in an Area for Action:Click the Taking Action Tab

To check if At Risk and Blue Dot/High Status Objective: Click on the Status & Risk tab

*See page 5 of the Guidelines. Please ask your Community Water Officer if you are unsure, see page 11 of Guidelines for contact details.*

1. Outline the aims and objectives of your project. Please focus on:
2. Partnership with other groups (e.g. Community/landowner/public body engagement)
3. The potential impact of your project on the water catchment and benefits to the community.

(Please upload maps and pre-project photographs if appropriate). **Max 250 words**:

|  |
| --- |
|  |

1. Please outline the actions proposed in bullet points. **Max 200 words**:

|  |
| --- |
|  |

Upload a Method Statement outlining a step by step guide of how the work will be done if appropriate. (eg. for instream works, invasive species projects, riparian works, etc.

|  |  |
| --- | --- |
| 8. REGION of proposed project |  *(x)*  |
| **Eastern Midlands** Dublin, Kildare, Longford, Meath, Offaly, Wicklow, Westmeath |  |
| **South East** Carlow, Kilkenny, Laois, Waterford, Wexford, Tipperary |  |
| **South West** Cork, Clare, Kerry, Limerick |  |
| **West** Galway, Mayo, Roscommon |  |
| **Border**Cavan, Donegal, Leitrim, Louth, Monaghan, Sligo |  |

1. What is the proposed start and completion date for the project?

|  |  |
| --- | --- |
| Estimated Start Date |  |
| Estimated Completion Date |  |
| ***Note: Projects must be complete in full by 31st October 2021 in line with Covid-19 restrictions*** |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. (a) Have you previously sought funding for this project?

(b) If ‘Yes’ please indicate funding source applied to:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

(c) Was funding application successful:

(d) If successful please indicate amount received/to be received:

|  |
| --- |
|  |

(e) If unsuccessful, please indicate (if known) reasons given:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. (a) Are any permissions needed for project delivery? e.g. planning permission, exemptions from planning permission, landholder consent, Inland Fisheries Ireland; National Parks and Wildlife Services (protected areas), etc.

(b) If yes, please attach details of liaison with the above and any relevant documents. *(refer to 6.5 of Guidelines)*

(c) If permissions are required please complete the below:

|  |  |
| --- | --- |
| Type of permission |   |
| Date applied |  |
| Current status |  |
| Reference number (if applicable) |  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. Is your group registered with the Public Participation Network (PPN)

in your county?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Note: It is recommended that all applicants are registered with their PPN.* *http://drcd.gov.ie/list-of-ppn-website/* *to register.*1. Does your group participate in water/environmental events? (For example National Spring Clean (April) www.nationalspringclean.org/ ; National Biodiversity Week (May) www.biodiversityweek.ie/; National Heritage Week (August) www.heritageweek.ie .

|  |  |
| --- | --- |
| Yes | No |
|  |  |

If yes, please give detail:

|  |
| --- |
|  |

 |
|  |
| *This is* ***NOT*** *a grant application requirement but is encouraged.* |

1. Project Costings and ability to finance the project:

***Attach three (3) quotations per cost item (incl VAT) where possible***

Public sector requirements apply for procurement. www.procurement.ie .

|  |  |
| --- | --- |
| **Cost Item Description**  | **Cost -incl VAT where appropriate and upload quotation(s)** |
|  | € |
|  | € |
|  | € |
|  | € |
|  |  |
| **TOTAL Project Cost (EURO)** | **€** |

 *Note: No projects will be 100% funded. (Refer to 6.8 of Guidelines).*

1. (a) Outline your ability to finance the project with match funding:

|  |  |
| --- | --- |
| **Source of matching funds** |  |
| Voluntary labour \* | **€** |
| Cash contribution | **€** |
| Bank or credit union loan | **€** |
| Other public grants | **€** |
| Other source (please specify) | **€** |
| **Total amount of matching funds** | **€** |

*\*Voluntary labour may be included as match funding. However, no more than half of match funding should be voluntary labour.*

(b) Summary Table:

|  |  |
| --- | --- |
| Total Project Cost (No. 13 above) | **€** |
| Subtract Matching Funds (No. 14 (a) above) | **€** |
| Max Grant Amount Sought | **€** |

1. For projects requiring insurance please provide details of your groups insurance policy and attach a copy.

|  |
| --- |
|  |

1. Have you contacted your local Community Water Officer?

 *(You must consult with your CWO before submitting an application– see page 11 of the Guidelines for contact details)*

|  |  |
| --- | --- |
| Insert name of your local Community Water Officer |  |
| Confirm that you have contacted your CWO (please circle) | **Yes** | **No** |

Who is your local Community Water Officer?

*(See page 11 of Guidelines for contact details)*

|  |
| --- |
| **I agree that I have read and understood the Community Water Development Fund Guidelines and Criteria for 2021 and I declare that all the information given in this form is true and complete to the best of my knowledge. I understand that my personal data used in this form is necessary for processing this grant application.**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note:** This application form must be completed in conjunction with the Community Water Development Fund Guidance Notes 2021 available on www.lawaters.ie

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| **Closing Date Deadlines** |
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Application Checklist

Your application cannot be processed without the following (please tick): (x)

|  |  |
| --- | --- |
| Copy of groups recent bank statement  |  |
| Copy of groups Constitution or Minutes of most recent meeting |  |
| Evidence of match funding |  |
| Have you contacted your Community Water Officer? |  |

**Project specific information:** Please enclose the following items as appropriate *(please tick)*:

 (x)

|  |  |
| --- | --- |
| Copy of three (3) quotations in respect of each cost item where possible (inclusive of VAT) |  |
| Voluntary Labour Schedule |  |
| Drawings/Plans/Specifications/Photographs |  |
| Planning Permission & Conditions  |  |
| Notice of Exemption from Planning |  |
| Other Statutory Permissions (eg. NPWS, IFI) |  |
| Appropriate No. (3 is best practice) of Quotations/Tenders based on Project Costs |  |
| Applicant’s Current Insurance Policy (where necessary) |  |
| Copy of contractor's insurance (if being contracted out) |  |
| VAT Exemption Letter from Revenue in respect of applicant (for projects > €10,000) |  |
| VAT Exemption Letter from Revenue in respect of contractor (for projects > €10,000) |  |
| Tax Clearance Certificate from Revenue from Applicant (for projects > €10,000) |  |
| Tax Clearance Certificate from Revenue in respect of Contractor (for projects > €10,000) |  |
| Letter(s) of Support (optional) |  |

**APPENDIX 1: PROPOSED VOLUNTARY LABOUR SCHEDULE**

*This form should only be completed if you are claiming voluntary labour as part of the overall costing of your project*

Name of Applicant/Community Organisation/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of person contributing the labour | Nature of contribution | Estimated number of voluntary hours to be contributed | Value of voluntary labour (number of hours’ x by rate per hour\* | Justification for rate “charged” per hour for task |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*Maximum rate per hour is €14**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**