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**APPLICATION FORM**

**The Big Hello! National Community Weekend 4th – 6th May 2019**

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| **Applicant Details** |
| **Name of Community Group / Organisation:** |  |
| **Address of Community Group / Organisation:** |  |
| **Name and Contact Details of the Person Dealing with the Application**  |
| **Name & Address:** |  |
| **Telephone & Email:** |  |
| **Tell us about your group:** |
|  |
| **Tell us about your event:** |
|  |
| **What will you use the funding for? *Please submit evidence of costs/quotes if possible*** |
| **Description of costs** | **Amount** |
|  |  |
|  |  |
|  |  |
| **Total** | **€** |
| **How Much Funding is your Community Group/Organisation requesting?** | **€** |
| **Is your organisation registered for VAT?** |  **Yes** |
|  | **Organisation Tax Number:** |

**Incomplete application forms will NOT be considered**

**Disclaimer – please read carefully**

* 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. Limerick City & County Council reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by Limerick City & County Council.
* The application must be signed two representatives 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 where relevant.
* Evidence of expenditure, receipts /invoices must be retained and provided to Limerick City & County Council/Limerick LCDC if requested.
* Limerick LCDC contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
* Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery **not later than 4pm** on the closing date of **Thursday 4th, April 2019.**

**Declaration of Applicant(s)**

We have read and understood the information and criteria applicable to the Fund and agree to comply in full therewith. I/we certify that all information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate. **More than 1 group member must sign the application.**

**Signed &**

**Dated:**

**Name: (in block capitals):**

**Signed &**

**Dated:**

**Name: (in block capitals):**

**On behalf of: (organisation's name):**

Completed Applications should be returned to the Social Directorate, Urban & Rural Community Development Section, Limerick City & County Council**,** Corporate Headquarters, Merchants Quay, Limerick V94 EH90 or by email to limericklcdc@limerick.ie. Closing date for receipt of applications is **4pm,** **Thursday 4th, April 2019.**

**Applications received after this date will not be considered.**