**COMMUNITY ENHANCEMENT PROGRAMME 2019**

**Applications under the Men’s and Women’s Sheds**

**NOTE: Closing Date Friday 16th August 2019**



**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:



**[Insert logo of relevant local authority here]**



Shed Name:

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

**Limerick LCDC, Community Enhancement Programme, Urban and Rural Community Development, Social Development Directorate, Limerick City & County Council, Merchant’s Quay,**

**Limerick V94 EH90**

**By Email To:** **cep@limerick.ie**

**By Friday 16th August 2019**

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

**By [closing date to be chosen by the LCDC]**

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

**Department of Rural and Community Development**

**Community Enhancement Programme – Ring-fenced fund for Men’s and Women’s Sheds**

Following discussion with the Irish Men’s Shed Association, the Department of Rural and Community Development (“the Department”) has decided to allocate €0.5m to fund capital equipment or minor capital works in Men’s Sheds. The fund is also open to Women’s Sheds.

This is a ring-fenced fund under the existing **Community Enhancement Programme**. The application process is being administered by Local Community Development Committees (LCDCs).

Applications for this funding can be made on this application form. All Men’s Sheds in Ireland that are affiliated with the Irish Men’s Shed Association are eligible to apply. Women’s Sheds are also eligible to apply.

It envisaged that this funding would, in general, be allocated in a relatively equal manner across Sheds that submit valid applications. To provide guidance on what this equates to, the total of €0.5m is approximately €1,300 per existing Men’s Shed. This should be used for guidance only, as not all Men’s Sheds might apply, or some might apply for an amount less than the €1,300, or some might apply for funding for an unsuitable project, or some Women’s Sheds may apply.

##### TERMS AND CONDITIONS

* Under this part of the Community Enhancement Programme, grants will be provided to Sheds towards small scale capital costs. The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.).
* The information supplied by the applicant Shed 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. The Department 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 the Department and Local Authorities.
* Applications must be on the 2019 form. The application must be signed by the Chairperson, Secretary or Treasurer of the Shed.
* 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 the LCDC or their representative when requested.
* Grant monies must be expended and drawn down from the LCDC by end of year 2019. Photographic evidence may be required to facilitate draw down of grants.
* The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant. Any projects that consist of grant funding towards Signage/Information boards/Interpretative panels must include the following logos, in the noted order, on the signage etc… that has been funded – Government of Ireland Logo, LCDC Logo and Limerick City and County Council Logo. The Department must also be acknowledged by incorporating the following strapline *“This project has been funded by the Department of Rural and Community Development and the Irish Government under the Community Enhancement Programme”*. Where groups/organisations use other publicity documentation for e.g. press releases, website, social media platforms, newsletters etc., the Department should be acknowledged, by using the strapline as noted above, in relation to the project undertaken and should include the logos where possible. Please contact us should there be any queries in relation to the use of the logos and/or acknowledgement of the Department.
* 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 **Friday, 16th August 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.
* Emailed applications must be received to this address: cep@limerick.ie by the closing date of **Friday 16th August 2019.**
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
* In order to process your application it may be necessary for Limerick City and County Council to collect personal data from you. Such information will be processed in line with the Local Authority’s privacy statement which is available to view on <https://www.limerick.ie/council/services/your-council/privacy-statement-limerick-city-and-county-council>

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

## SECTION 1 – YOUR ORGANISATION

|  |  |
| --- | --- |
| **Name of Shed** |  |
| Address**Eircode** |  |
| Contact name |  |
| Role in Group  |  |
| Telephone number |  |
| E-mail  |  |
| Website |  |
| Alternative Contact name |  |
| Alternative Telephone number |  |
| Alternative E-mail |  |

**Successful applications for funding under this programme will only be paid to the applicant organisation’s Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.**

Charitable Status Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Reference Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Clearance Access Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2**

If your group is a Men’s Shed, please complete Section 2a below.

If your group is a Women’s Shed, please complete Section 2b below.

**Section 2a: Questions for Men’s Sheds:**

Is your Men’s Shed affiliated with Irish Men's Sheds Association?

**YES** [ ]  **NO** [ ]

Year the Men’s Shed was established \_\_\_\_\_\_\_\_

**Section 2b: Questions for Women’s Sheds**

This funding is ring-fenced for Sheds. Therefore, it is expected that your Women’s Shed would not be affiliated with any other parent organisation. Is your Shed affiliated with any other parent organisation?

**YES** [ ]  **NO** [ ]

If yes, please provide detail how your organisation is also considered to be a Women’s Shed group.

Year the Women’s Shed was established \_\_\_\_\_\_\_\_

Please provide a description of your Women’s shed, including information on the number of members, the organisational structure of your Shed, whether there is any criteria for membership, the main focus of the activities of your Shed, etc.

**Please outline the organisation structure of your Shed group (Chairperson, Secretary etc…)**

**Number of members of the group:**

**SECTION 3 – Project Details**

What will the funding be used for?

**­­­­­­­­­­­­­­­­­­­­­­­­­­­**

**­­­­­­­­­­­­­­­­­­­­­­­­­­­**

When will the purchase be made? ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all relevant permissions in place to commence the project, should this application be successful in securing grant funding (e.g. planning, lease agreement or written consent from landowner/property owner if your project involves the development of a property)?\*

**Not applicable** [ ]  **YES** [ ]  **NO** [ ]

|  |  |
| --- | --- |
| Amount being applied for: | € |
| Is this amount the partial or total cost: | [ ] Partial | [ ] Total |
| If partial, please give the estimated total cost: | € |

**Important note:** Please include supporting documentation. If your total project cost is less than €5,000 and is not related to building/landscaping/construction works, then please include estimates/quotes from a minimum of three different independent suppliers with this form.

For all other cases, please contact the Urban and Rural Community Development, Limerick City and County Council, Merchant’s Quay, Limerick, tel. 061 557037.

**Your application will be deemed ineligible and will not progress to evaluation stage should the required quotations not be included.**

Has your organisation availed of funding under the Communities Facilities Scheme or RAPID in 2017, or the 2018 CEP, or the 2018 Men’s Shed Fund, other funding from Limerick City and County Council? \*

**YES** [ ]  **NO** [ ]

If **YES**, please give details of the project which received funded in 2017 and/or 2018:

**If your shed received monies under the Men’s Shed or Community Enhancement Programme in 2018 please indicate what impact this is having on your group and on your community area.**

If any of the above funding was paid through the Local Authority, have you submitted your Bank Account Details previously?

**YES** [ ]

If **YES** and where the Applicant group/organisation is a sub group of a larger group/organisation (e.g. Community Centre, Tidy Towns Committee, Community Development Group, Family Resource Centre etc…,) please identify the name on the Account that has been submitted previously and provide Agresso Supplier I.D.(if known):

 **NO** [ ]

If **NO** and where the Applicant group/organisation is a sub group of a larger group/organisation (e.g. Community Centre, Tidy Towns Committee, Community Development Group, Family Resource Centre etc…,) please confirm whether the Applicant group/organisation has a Bank Account or Credit Union Account in its own name?

Please state how your Shed proposes to acknowledge the Department, LA or LCDC.

Note: Should your group/organisation be successful in securing grant funding, you will be required to submit evidence of how this has been fulfilled

**Note:** Depending on the amount being applied for, this could be as simple as including an acknowledgement on equipment labels, or on notices/signs, or in any newsletters that are being produced locally. ­­­­

**SECTION 4 – DECLARATION**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the Terms and Conditions of this Programme (see page 2 & 3 of this form).
* I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
* I confirm that the Shed does not have the funding to undertake the work/project without this grant aid or alternatively that with the grant the Shed will now undertake a larger project which they otherwise would not be able to afford.
* I confirm that the applicant Shed is tax compliant (if tax registered).

|  |  |
| --- | --- |
| **Name in block capitals (on behalf of Shed):**  |  |
| **Signature:** |  |
| **Position held (block capitals):** |  |
| **Date:** |  |