Community Environment Action Fund (Local Agenda 21) 2019 Application Form

*When completing this application form, please read the accompanying NOTES and ASSESSMENT CRITERIA (at the end of this form) to ensure that your project is suitable for grant funding, and that the necessary requirements are being met. It should be noted that this form and any subsequent correspondence may be subject to release under the Freedom of Information Acts and under the European Communities (Access to Information on the Environment) Regulations.

1. Applicant Details

Organisation Name (as per Tax Clearance Certificate or Tax Reference Number):

Project Co-ordinator:

Contact Number:

Address:

Email Address:

Project Start Date:

Estimated Project End Date
(must be completed by 31 August 2020)

2. Project Title

3. Project Purpose and Summary

(A fuller description may be provided separately with supporting documentation)

4. What environmental aspect is addressed by this project?

(e.g. Waste, Water Quality, Air Quality, Biodiversity, Climate Change, Sustainability etc.)

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Please indicate ("x") which of the following best fits your project:

A. Training, Education and similar Awareness-Raising Initiatives e.g. Workshop ☐

B. School/Community Gardens & Allotments ☐

C. Development of Community Areas including Wildlife and Biodiversity ☐

D. Repair, Reuse, Recycling ☐

E. Composting and Rainwater Harvesting ☐

F. Audits, Surveys and Action Planning ☐

G. Other ☐

If 'other' please provide details:

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5. How will this project develop a more sustainable local community

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6. Assessment Criteria

Please describe <u>briefly</u> how your proposed project meets the following criteria. These criteria will be used to assess proposed projects and to make decisions regarding funding. The full set of assessment criteria is described at the back of the form.

6.1 Partnership Arrangements including community partners involved with this project e.g. Tidy Towns groups, schools, local environmentals groups etc.

6.2 Awareness Raising Potential

6.3 Positive Impacts on Climate and/or Biodiversity (if any)

6.4 Value for Money

6.5 Widely Replicable

6.6 Feasibility of Project Targets

7. How your project will be funded?

Sources of Funding	Amount
Amount Sought from this Scheme	€
Applicant Contribution	€
Other Funding Sources (please list):	€
	€
	€
Total Funding:	€
If your project is workshop based, please outline the unit cost of each workshop including materials, preparation etc.	€

8. Have you applied for funding from one or more other Local Authorities for this Project.   Y☐   ☐

8.1. If you answered "yes" to the previous question, please list the other local authorities applied for in the following table:

Note: No more than 8 applications may be made to local authorities for any one project.

Local Authority Applied to:	Amount
	€
	€
	€
	€
	€
	€
	€
	€
Total Funding Sought for this Project from all Local Authorities	€

9. Have you applied for funding from other local authorities for any other project   Yes: ☐   No: ☐

9.1 If "yes" to the previous question, please list both the project name, and names of local authorities applied to, on the following table:

Any further details of other projects applied for through this scheme can be supplied on a separate page.

Local Authority Applied To:	Title Of Project	Amount
		€
		€
		€

Total Sought for other projects through this scheme:	€

10. Summary of Project Costs

Cost Item	Amount
	€
	€
	€
	€
	€
Total Costs	€

11. Applicant's Authorisation for Assessment, Audit and Data Retention

- All particulars as entered above, and any supplementary materials supplied in support of this application, are correct as of the date of this signature.
- I consent that my application form will be assessed based on the attached criteria and understand that it may or may not receive a funding allocation.
- I consent that my application form will be held by the relevant local authority in line with appropriate data retention policies and GDPR.
- To ensure appropriate governance, I acknowledge that my application may be subject to audit.

Signed:_____ _____   Date:_____

FOR LOCAL AUTHORITY USE ONLY:

Date Form Received:_____

Local Authority Stamp:

Overall Mark Awarded :_____

The following assessment criteria will be used to rank eligible proposals. Decisions on funding will be based on this ranking.

1. **Partnership arrangements**

   Does your proposed project involve working closely and in partnership with local authorities, local business, NGOs, and other local interests? How will you ensure a high level of interest and involvement with the project? Projects with strong partnership arrangements and local involvement will be given a higher rating.

2. **Awareness raising potential**

   Will your project raise environmental awareness in your local community? Is it educational, with a focus on national environmental concerns? Proposals are more likely to be given a higher rating where environmental awareness is brought to a wider audience.

3. **Climate Change and Biodiversity**

   Projects which have a meaningful climate or biodiversity focus will receive a higher rating but only where they promote good environmental practice and provide practical solutions to these issues.

4. **Value for money**

   How will the funding be spent and what outcomes will be achieved? Projects providing excellent value for money and efficient use of resources will be given a higher rating.

5. **Widely replicable**

   Does the project deal with issues common to other communities and will it involve solutions that can be applied elsewhere? Projects which demonstrate that they are replicable elsewhere will be given a higher rating.

6. **Feasibility of project targets**

   Are the project targets feasible and how will the project be managed to achieve those targets? Have similar projects been undertaken in the past and have they been successful? Proposals demonstrating good management to achieve feasible objectives will be given a higher rating.

7. **Structure and layout of proposal**

   Proposals should be well structured, clearly defining project aims and objectives. Proposals should also demonstrate how the local community will be involved. Project budgets should be well set out and arrangements for managing the project should be detailed. Clear, well-structured proposals will be given a higher rating.

This Scheme is jointly funded by local authorities and the Department of Communications, Climate Action and Environment. We take our role in Data Protection seriously. Therefore, the information you provide will not be shared with any third party. However, it should be noted that this form and any subsequent correspondence may be subject to release under the Freedom of Information Acts and under the European Communities (Access to Information on the Environment) Regulations.

Your application form will be retained on file (print and electronic) in compliance with the local authority's data retention policy and GDPR.

General Note to Applicants

A. Tax Clearance / Tax Reference Number: Applicants should be advised that approval of funding will be conditional on tax clearance / tax reference requirements being met. Applicants are required to list the number and name of all grant applications they have submitted to each local authority.

B. Approved projects receive two equal payments, one at the beginning of the project and the remainder once the completion report has been submitted. The funding partners may engage with the successful applicant throughout the implementation of the project.

C. In order to ensure that the fund prioritises locally identified environmental needs, it should be noted that no single project may apply to more than eight local authorities.

D. Projects are not eligible for funding if already received via another grant scheme e.g. Anti-Litter & Anti-Graffiti Grant Scheme etc.

E. Applicants must ensure that relevant projects are carried out in accordance with all Child Protection Policies and Procedures currently in place in each local authority. Applicants may be subject to Garda vetting procedures – your local authority will discuss this with you.

F. Commercial/business projects / for profit projects are not eligible for funding.

G. **Completed application forms should be returned to the relevant local authority by 5pm on 27 September 2019 at the latest. Submission of applications by email is preferred.**