

**SUBSIDY TOWARDS THE
OPERATIONAL COSTS OF A
GROUP WATER SCHEME**

**APPLICATION FOR
ANNUAL SUBSIDY PAYMENT SUBSIDY A
& B**

WS 1 Ann.

NOTE: This claim and all required documentation must be submitted by 30 June following the year to which the claim relates or within 6 months from end of the previous financial year in order to ensure continued payments of subsidy and/or Advance Subsidy payments.

The same Application Form should be used to apply for Subsidy A and B. The additional information required for Subsidy B need not be supplied where a group water scheme is only applying for Subsidy A.

EXPLANATORY NOTES:

Please read the Explanatory Memorandum for the subsidy scheme before you complete this form. Parts 1- 5 must be completed in all cases.

Part 6 should only be completed in the absence of Audited Accounts by a person acceptable to the local authority having regard to the nature and amount of the expenditure involved.

PART 1: GROUP SCHEME DETAILS (TO BE COMPLETED IN ALL CASES)

Local Authority Name: _____

Year to which application relates: _____

GWS Name: _____

STATUS of Group *(Please tick relevant)*

Registered Co-op Limited Company Other (please specify) _____

Co-op or Company Registered Number: _____

Co-op or Company Registered Office: _____

Group Scheme Secretary or Manager:

Name: _____

Position: _____ *(Secretary or Manager)*

Address: _____

Phone: _____

Mobile: _____

E-Mail: _____

Date of last Annual General Meeting: _____ (enclose a copy of the AGM Notice)

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BANK ACCOUNT DETAILS - SUBSIDY A PAYMENT

Bank: _____ Branch: _____

Address: _____

Name on Account: _____

Sort Code: _____ Account No.: _____

BANK ACCOUNT DETAILS - SUBSIDY B PAYMENT

(Separate dedicated account required for Subsidy B payments)

Bank: _____ Branch: _____

Address: _____

Name on Account: _____

Sort Code: _____ Account No.: _____

Direct Debit arrangements in place Yes No

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GROUP SCHEME DETAILS (CONNECTIONS AND VOLUME SUPPLIED)

NUMBER OF CONNECTIONS TO THE SCHEME (for the year to which the claim relates):

(List of consumers and types of connections must be enclosed with application form)

	Number
A. House-only	_____
B. House and Land/Business connections (i.e. combined connections)	_____
C. Land/Business only connections	_____
D. Other connections (e.g. schools, etc)	_____

DETAILS OF WATER SUPPLIED BY THE GROUP FOR YEAR ENDED 31 December 20__ .

Total Supplied: _____ (000 gals/ cubic metres)
Domestic Use: _____ (000 gals/ cubic metres)
Non-Domestic use: _____ (000 gals/ cubic metres)
Estimated unaccounted for Water: _____ (000 gals/ cubic metres)

Based on (Please tick):

- Metered Usage Reading
- Estimated Usage

PART 2 SUMMARY DETAILS OF SUBSIDY CLAIM:

APPROVED AND SIGNED AUDITED ACCOUNTS MUST BE ENCLOSED. THE ITEMS SPECIFIED BELOW (1–7) MUST APPEAR AS SEPARATE ENTRIES IN THE INCOME AND EXPENDITURE ACCOUNT.

Strand A: Subsidy towards the general operational and management costs of Group Water Schemes

Costs incurred on :

- | | |
|--|---------|
| 1. monitoring of water quality | € _____ |
| 2. charges levied by Supervisory Authorities
in respect of monitoring (S.I. 278/2007) | € _____ |
| 3. all treatment and disinfection consumables (non O&M) | € _____ |
| 4. the implementation of a Quality Assurance System | € _____ |
| 5. relevant training of personnel in the management and
operation of water supply systems | € _____ |
| 6. maintenance of Source protection measures | € _____ |
| 7. Affiliation fees NFGWS | |
| 8. Operation and Maintenance Contract Payments on : | |
| a. Fixed Element | € _____ |
| b. Volumetric Element | € _____ |
| 9. "bona fide" O & M related costs | |
| a. the operation of the performance management system (PMS) | € _____ |
| b. Retention of an Employer's Representative for the O&M phase | € _____ |
| c. Independent compliance Audit | € _____ |
| 10. Other operational costs | € _____ |

QUALITY ASSURANCE, CHARTER OF RIGHTS AND WATER CONSERVATION

QUALITY ASSURANCE SYSTEM

Being implemented Yes No

Training Sought Yes No

Type of QA System : _____

Confirmation must be enclosed

CHARTER OF RIGHTS

Adopted Yes No

Date Adopted: _____

Confirmation must be enclosed

WATER CONSERVATION MEASURES

Implementing Measures Yes No

Details: _____

PART 3: DECLARATION OF OFFICERS

We the Officers of _____ apply for the Annual subsidy payment(s) towards the operational costs of _____ Group Water Scheme in respect of the year ended 31st December 20____.

We direct that payment be paid to the group’s bank account(s) as detailed on Page 3.

We declare that

- The Group Scheme is compliant with the terms and conditions for payment of subsidy
- The Information provided is correct to the best of our knowledge and belief
- We are willing to undertake responsibility for accepting subsidy on behalf of group members for the purpose of defraying operational costs
- The listing of members supplied with this application is an up to date listing of all members on the scheme for the year to which the claim relates
- We are aware that future advance payments of subsidy will be based on information supplied in this application and we will notify the relevant authority of any significant change which might affect entitlement to same.

Signed: _____
Position : Chairperson (Name in Block Capitals)

Date: _____

Signed: _____
Position : Secretary /Manager (Name in Block Capitals)

Date: _____

Signed: _____
Position : Treasurer (Name in Block Capitals)

Date: _____

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PART 5 - CHECKLIST OF ITEMS THAT MUST ACCOMPANY THIS CLAIM

Full listing of all scheme members at end of year to which claim relates. Listing should distinguish the type of member – Domestic only, Domestic and Business/land, Business/land only or Other.	
Copy of Annual Return to Registry of Friendly Societies / Companies Office	
Signed and approved Audit Accounts for the year to which the claim relates.	
Where audit accounts are not provided, Part 6 must be completed and documentary evidence of all expenditure submitted with the application.	
Current tax clearance certificate	
Copy of Notice of last Annual General Meeting	
Confirmation - Implementation /Training - Quality Assurance System	
Confirmation - Adoption of Charter of Rights	

Subsidy B only – Confirmation in respect of Domestic Consumers

No Standing or Flat Rate charge	
Free water Allocation up to 225 M ³	

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PART 6 CERTIFICATE OF EXPENDITURE

TO BE COMPLETED ONLY

- **if signed Auditor's Report and full audit accounts are not attached.**
- **by a person who is otherwise acceptable to the local authority having regard to the nature and amount of the expenditure involved.**

I have examined the expenditure account of _____ Group Water Scheme for year ending 31st December, 20____. In my opinion the accounts give a true and fair view of the operational costs of the scheme for the period in question.

I have obtained all the information and explanations which I considered necessary. In my opinion, the group scheme has kept proper books with which the accounts are in agreement.

All conditions relating to the Subsidy Scheme

Name: _____

Address: _____

Phone No: _____

Qualification: _____

Date: _____

Office Stamp

