

APPENDIX 1

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

**APPLICATION TO
----- COUNCIL
FOR
SUBSIDY PAYMENT
(ANNUAL & ADVANCE)
SUBSIDY A, B & C**

NOTE:

This application form should be used to apply for Subsidy A, B and C Annual and Advance subsidy payments. It should be submitted;

- In the case of ***Annual Subsidy A & C claims*** – by the 30th June following the year to which the claim relates.
- In the case of ***Advance Subsidy A & C claims*** – by the 30th June of the year to which the claim relates.
- In the case of ***Annual Subsidy B claims*** – by the 30th June following the year to which the claim relates.
- In the case of ***Advance Quarterly payment of Subsidy B***, as early as possible in the year to which the claim relates.

The additional information required for Subsidy B need not be supplied where a group water scheme is only applying for Subsidy A.

A local authority may seek any further information, documentation or other evidence it may reasonably require to enable it to determine the application.

EXPLANATORY NOTES:

Please read the Terms and Conditions for payment of subsidies before you complete this form.

Parts 1 & 2 together with the Declaration (Part 6) must be completed in all cases. In addition, parts 3, 4 & 5 must be completed in respect of all Annual Subsidy Claims.

PART 1 GROUP SCHEME DETAILS - TO BE COMPLETED IN ALL CASES

Local Authority Name: _____

Year to which this application relates: _____

Group Water Scheme 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: _____

Applying for -

- Annual Payment Subsidy A ☐
- Advance Payment Subsidy A ☐
- Annual Payment Subsidy B ☐
- Advance Subsidy B Quarterly Payment ☐
- Annual Payment Subsidy C ☐
- Advance Payment Subsidy C ☐

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

GROUP SCHEME BANK ACCOUNT DETAILS - SUBSIDY A PAYMENT

Bank: _____

Branch: _____

Address: _____

Name on Account: _____

BIC NO: _____

IBAN NO: _____

GROUP SCHEME BANK ACCOUNT DETAILS - SUBSIDY B PAYMENT

(A separate dedicated bank account is required for Subsidy B payments)

Bank: _____

Branch: _____

Address: _____

Name on Account: _____

BIC NO: _____

IBAN NO: _____

Are arrangements in place for payments to O&M Contractor?

Yes ☐

No ☐

GROUP SCHEME DETAILS (SOURCE AND TREATMENT PROVIDED)

SOURCE of supply: Irish Water

☐Private Non DBO☐

Private "Bona Fide" DBO*

☐Average daily demand over the past 12 months: _____ 000 gals/m³

Water Treatment Provided:

Yes

☐

No

☐

If YES please specify treatment below; -

- "Bona Fide" DBO/O&M contract:

☐

Name of DBO Contractor: _____

Type of Treatment: _____

- Other:

☐

Provide details of Treatment (including name of Contractor, if applicable) below;

PART 2: QUALITY ASSURANCE, CHARTER OF RIGHTS AND WATER CONSERVATION - TO BE COMPLETED IN ALL CASES

QUALITY ASSURANCE (QA) SYSTEM

Is QA being implemented:

Yes

☐

No

☐

Training:

Yes

☐

No

☐

Type of QA System: _____

Confirmation must be available for inspection.

CHARTER OF RIGHTS

Adopted:

Yes

☐

No

☐

Date of adoption: _____

Confirmation of adoption must be available for inspection.

WATER CONSERVATION MEASURES

Is the scheme implementing Water Conservation Measures - Yes

☐

No

☐

Please indicate the Water Conservation Measures undertaken (tick below as appropriate);

Proactive Leak
Detection & Repair.

☐

Usage Based Billing.

☐

Member Communications

☐

Bulk Meter
Installation &
Monitoring.

☐

Telemetric Monitoring
of Bulk Meters.

☐

Water Audit.

☐

Metering of Individual
Connections.

☐

Mains Refurbishment
& Replacement.

☐

Valve Replacements &
Installations.

☐

Other (please specify): _____

FOR ANNUAL SUBSIDY CLAIMS PLEASE GO TO PART 3

FOR ADVANCE SUBSIDY CLAIMS PLEASE GO TO PART 6 (DECLARATION)

PART 3: GROUP SCHEME DETAILS (CONNECTIONS AND VOLUME SUPPLIED) – TO BE COMPLETED IN RESPECT OF ANNUAL SUBSIDY PAYMENTS

NUMBER OF CONNECTIONS TO THE SCHEME (for the year to which the claim relates): COMPLETE FOR BOTH SUBSIDY A & SUBSIDY B.

(List of consumers and types of connections must be enclosed with application form – See Part 4)

Type of Connection	Number
Domestic Only	
Domestic and Land/Business (combined/mixed use connections)	
Land/Business Only	
Other (e.g. Schools etc.)	

DETAILS OF DOMESTIC WATER SUPPLIED BY THE GROUP FOR YEAR ENDED

31 December 20____.

Category	Volume	Units (delete as appropriate)
Total Domestic Water Supplied		m ³
Average Domestic Use		m ³
Non-Domestic Use		m ³
Estimated Unaccounted For Water		m ³

Based on:

- Metered Usage Reading ☐
- Estimated Usage ☐

DETAILS OF SUBSIDY CLAIM - TO BE COMPLETED IN RESPECT OF ANNUAL SUBSIDY PAYMENTS

APPROVED AND SIGNED AUDITED ACCOUNTS MUST BE ENCLOSED IN ACCORDANCE WITH A7 IN THESE TERMS AND CONDITIONS. WHERE AUDITED ACCOUNTS ARE INCLUDED AS PART OF A CLAIM PLEASE PROCEED TO PART 4.

FOR SMALLER SCHEMES WHERE AUDITED ACCOUNTS ARE NOT REQUIRED (E.G. SCHEMES BELOW THE DRINKING WATER MONITORING THRESHOLD), A STATEMENT OF ACCOUNTS TOGETHER WITH SUPPORTING DOCUMENTATION (E.G. PAID INVOICES) WILL BE ACCEPTABLE TO THE LOCAL AUTHORITY, HAVING REGARD TO THE NATURE AND AMOUNT OF THE EXPENDITURE INVOLVED

No.	Cost Item	Amount
1.	Operational monitoring of water quality	€
2.	Compliance monitoring of water quality	€
3.	All treatment and disinfection consumables (Non DBO)	€
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 for NFGWS	€
8.	All other operational costs	

PART 4. LIST OF GROUP SCHEME MEMBERS' CONNECTION TYPE - TO BE COMPLETED IN RESPECT OF ANNUAL SUBSIDY PAYMENTS

Connection Types:

- DO : Domestic Only
- DL/DB : Domestic & Land/Domestic & Business
- L/BO : Land/Business Only
- Com : Commercial
- Other: GWSs, LAs, Schools etc.

Name	Address(s)	Eircode(s)	Connection Type (see above)	Normal place of residence (Yes/No)

Additional pages should be included as required.

Where a property such as land is not occupied by the owner, the Eircode of the property being supplied should be quoted.

WS 1 Sub.**Application for Group Water Scheme Subsidy**

PART 1 - CHECKLIST OF ITEMS THAT MUST BE SUBMITTED IN RESPECT OF THE CLAIM - TO BE COMPLETED IN RESPECT OF ANNUAL SUBSIDY CLAIMANTS

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 Land/Domestic and Business (i.e. combined/mixed use connections); Land/Business only; Commercial/Other.	
Signed and approved Audit Accounts for the year to which the claim relates (for smaller schemes see A7 of the Terms and Conditions).	
Evidence of tax clearance from Revenue	
Copy of Notice of last Annual General Meeting	
Confirmation provided that there is No Standing or Flat Rate charge in respect of Domestic Consumers (e.g. a copy of a domestic member bill)	
Confirmation of adoption of the Charter of Rights and Responsibilities for Members of GWS	
Documentary evidence as necessary in relation to Subsidy C	

PART 6: DECLARATION OF OFFICERS - TO BE COMPLETED IN ALL CASES

We the Officers of _____ Group Water Scheme apply for the Advance / Annual (delete as appropriate) subsidy payment(s), set out in this application, towards the operational costs of _____ Group Water Scheme in respect of the year ended ____/____/20____.

We direct that payment be made to the group's bank account as detailed in Part 1.

We declare that

- The Group Scheme is compliant with the terms and conditions for payment of subsidy as set out in these Terms and Conditions,
- The Information provided is correct to the best of our knowledge and belief and, in our opinion, the scheme's accounts, which show expenditure of €_____ give a true and fair view of the operational costs of the scheme for the period in question and the scheme keeps proper books of account,
- We undertake responsibility for accepting the subsidy on behalf of group water scheme members for the purpose of defraying operational costs,
- 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,
- In the case of **Annual** Subsidy Claims, the list of members supplied with this application is an up to date listing of all members on the scheme for the year to which this claim relates,
- There is no standing or flat rate charges for domestic consumers.

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: _____

Appendix - template letter to be submitted by GWS secretary with Subsidy Claim.

ABC GWS Co-operative Society Limited

Registered Address: _____

Date: _____

Rural Water Programme Liaison Officer

_____ County Council

Co. _____

Re: Annual Subsidy Claim in respect of 20__.

I refer to the above claim and I wish to certify the following on behalf of the GWS.

1. The Charter of Rights and Responsibilities for Consumers on GWSs was adopted as policy by this GWS on _____. The Charter was circulated to all members.
2. The accounts submitted with this claim were adopted by the scheme's membership at an Annual General Meeting on _____.
3. The charging policy of this GWS in relation to Domestic consumers is as follows
 - Free water allocation of 160 m³ per annum per domestic connection
 - No standing or flat rate charge is levied in respect of domestic consumers

Yours sincerely,

_____ (Secretary)

