

# Comhairle Chontae Laoise



## Laois County Council

If you require any  
further information  
please contact:

Community Section,  
Áras an Chontae,  
JFL Ave.,  
Portlaoise,  
Co Laois.

Tel No: 057 8664150 or  
Email:  
communitygrants@laoiscoco.ie



## Community Section—Community Grant Scheme 2021

### Guidance Information

Applications are invited from interested not for profit bodies, groups, committees and organisations (excluding sporting organisations) who intend to engage in environmental/amenity works during 2021. Any works for which funding is sought must be of benefit to the community. All work must be carried out in an environmentally sustainable manner and comply with all relevant legislation. Satisfactory arrangements for future management and maintenance must also be in place.

### TYPE OF PROJECTS THAT WILL QUALIFY

Projects designed to improve and/or protect amenities or for the enhancement of the appearance of an area will be considered along with environmental and amenity initiatives that will benefit the local community.

For example, amenity works including landscaping, development of open spaces (planting trees & shrubs, flowerbeds etc) and/or purchase of equipment to maintain/improve/clean up areas/open spaces e.g. lawnmowers.

### SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY

All applications must be completed **IN FULL** and returned to: **Emma O'Connor, A/Assistant Staff Officer, Community Section, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois.**

The application form **must** be accompanied by the following:

1. A copy of minutes of a meeting held by the applicant body within the past 6 months.
2. A detailed estimate/quotation for 2021 of the cost of the proposed works. Please include a written quotation for goods and services. (it is important that cost estimates should be as accurate and realistic as possible).
3. Be Revenue compliant and provide TRN / Revenue Number for your group / committee, this must be applied for through from Revenue.
4. New Committees or those who have changed their details must also request a supplier set up form from the Community Section or download online to complete bank payment details.

### GENERAL CONDITIONS

All receipts relating to the application **must** be submitted when works are completed (please include before and after photographs).

Community Grants are available to non profit bodied groups and organisations only.

All works carried out **must** comply with Planning Legislation and all Local Authority requirements. Applicants should liaise with relevant Local Authority sections and it is recommended that all bodies, groups, committees and organisations arrange adequate and suitable insurance cover and provide for maintenance and upkeep after the works are completed subject to the satisfaction of Laois County Council. If proposed works (e.g. landscaping etc) are on private property (i.e. not Council owned) written permission must be given by landowner and copy supplied.

The maximum grant will be determined based on number of complete and valid applications received.

**Closing date for receipt of completed applications is  
Friday 9th April 2021 at 12 noon, no exceptions.**

### PLEASE NOTE THAT:

- INCOMPLETE APPLICATIONS WILL BE RETURNED
- FAILURE TO SUBMIT ALL RELEVANT DETAILS BY THE CLOSING DATE WILL RESULT IN THE APPLICATION BEING REFUSED

# COMMUNITY SECTION—COMMUNITY GRANTS SCHEME 2021

## Application Form

Name of Applicant Body: \_\_\_\_\_

*Please ensure that the "Name of Applicant Body", is the same name which is registered with Revenue.*

Address for correspondence: \_\_\_\_\_

Revenue / TRN Number: \_\_\_\_\_ *required by all groups for payment, there are no exemptions, it is a standard Revenue requirement. Failure to provide same will result in non payment of grants.*

Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_ Date of Commencement of works: \_\_\_\_\_

Date of expected completion: \_\_\_\_\_

Have you received any other grants for this project.

Are you aware of a Tidy Towns Committee in your area ? \_\_\_\_\_

If yes do you engage with this Committee \_\_\_\_\_

I/We have read and understood the terms of the Council's Community Grants Scheme 2021 and  
I/We apply for a grant towards the cost of the project/works as outlined.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### Checklist (PLEASE TICK)

**Only completed applications will be accepted, any applications that are incomplete or without the relevant documentation will not be considered. The onus is on all applicant(s) to ensure that your application is complete and returned by the closing date.**

- Completed contact details \_\_\_\_\_
- Minutes of meeting \_\_\_\_\_
- Quotations \_\_\_\_\_

*I confirm that I have reviewed the checklist and all details requested are provided.*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### New Committees

- New Committees must complete a Supplier Set up Form (Payment Details) available from the Community Section (please ensure to provide your Revenue number on this form). Submitted: \_\_\_\_\_
- Revenue / TRN Number must be applied for from Revenue directly, this form is available from the Community Section.