

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: 086 0657864 or
Email:
porourke@laoiscoco.ie

Community Section—Community Grant Scheme 2022 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 2022. 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 i.e. lawnmowers.

SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY

All applications must be completed **IN FULL** and returned to:
Patricia O'Rourke, Community Section, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois.

- The application form **must** be accompanied with the following:
- A copy of minutes of a meeting held by the applicant body within the past 6 months.
- A detailed estimate/quotation for 2022 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).
- Be Revenue compliant and provide TRN / Revenue Number for your group/committee, this must be applied for through from Revenue.
- 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 and registered with Revenue.
- Include before and after photographs together with completion report.
- 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 the number of complete and valid applications received.

Closing date for receipt of completed applications is
1st April 2022 at 4pm, 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
- TIDY TOWN GROUPS ARE NOT ELIGIBLE FOR THIS GRANT
- APPLICANTS THAT DID NOT RETURN RECEIPTS/INVOICES/COMPLETED REPORT SHEETS FOR 2021 MAY NOT BE ELIGIBLE TO APPLY



COMMUNITY SECTION—COMMUNITY GRANTS SCHEME 2022

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 that you may not qualify for further Grants if you do not return copies of receipts, invoices, photos and completed report sheet:

I/We have read and understood the terms of the Council's Community Grants Scheme 2022 and
I/We apply for a grant towards the cost of the project/works as outlined.

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.

Data Protection

In accordance with the General Data Protection Regulations 2018, the definition of personal data is - 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Laois County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Laois County Council's commitment is that the personal data you may be required to supply to us is:

- ◇ Obtained lawfully, fairly and in a transparent manner
- ◇ Obtained for only the purposes of the Community Grants 2022.
- ◇ Adequate, relevant and limited to what is necessary for purpose for which it was obtained. Data will be used for administration purposes and financial purposes. Necessary information will be shared with the Accounts Payable Section of Laois County Council for the purposes of grant payments. Data may be used for audit purposes.
- ◇ Recorded, stored accurately and securely and where necessary kept up to date.
- ◇ Data will be kept securely in the Community Development Section of Laois County Council for a period of 6 years after completion of the project, after such time it will be destroyed.
- ◇ Legal basis – Local Government reform Act 2014

Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Laois County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data.

To exercise these rights, you should take the following steps:

Forward your completed request to the Data Protection Officer at the following address:

Data Protection Officer,
Laois County Council,
County Hall,
Portlaoise,
Co. Laois.
R32EHP9

Or by email to: dataprotection@laiscoco.ie