# Cavan County Council

### Community and Voluntary Organisation Grants Scheme

### 2020

## Application Form

Cavan County Council has provided funding to encourage local groups to implement projects that will result in greater social and economic activity. Projects should enhance the quality of citizens’ lives and lead to the sustainability of the local area.

Please read the guidelines for this scheme before completing an application. Cavan County Council will only consider projects that meet the criteria of the scheme. Incomplete applications will not be considered.

We will not fund applicants who have received a Community Grant for the previous three years in succession.

We will pay the grant when the work is completed. We will not pay the grant until all invoices, bank statements/receipts, insurance and evidence such as before and after photos (where applicable) are provided.

1. **Name and address of group/organisation:**
2. **Name and address of contact person:**

**Telephone number and email address**

**of contact person**

1. **Is your organisation/group affiliated to Cavan Public Participation Network (formerly Cavan Community and Voluntary Forum)?**

#### Yes No

4. Details of Constitution of Association/Club.

**(Please submit a copy of Constitution, Rules etc.)**

5. **Number of members:**

6. **Is membership open to everyone? Yes No**

7. **Date of your last Annual General Meeting?**

8**. Details of membership fees:**

9. What work/actions do you propose to undertake? To what extent does the proposal target disadvantage/social exclusion? (Please give a full description so that we can assess the project)

10. **What do you hope to achieve through these actions?**

11. **Start date of proposed project/event:**

12. **Is planning permission required**: Yes No

€

13. **Total estimated cost of Project:**

# 14. Estimated cost for this phase of project

€

**(relevant to this application):**

15. **Details of any other grants applied for or approved:**

16. Have you been funded by Cavan County Council within the last 3 years?

Yes No

If yes, amount received: Years:

Details of Project/Event previously Funded:

17. Details of Bank or Financial Institution where grant will be paid:

(Enclose up to date bank/credit union statement on official headed paper)

Name and Address of Bank/Financial Institution\*

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Account Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Grants will only be paid into a Bank, Credit Union or Post Office Account

18. **Present financial situation of Organisation/Group:**

**(Enclose up to date bank/credit union Statement)**

19. **Details of insurance policies held by the group/organisation:**

(it is a condition of the scheme that specific indemnity is provided to Cavan County Council on your public liability policy, copy of Insurance Policy **must be submitted** with application)

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 six months (A committee/group must be formally constituted).

2. A detailed estimate of the cost of the proposed works (it is important that cost estimates should be as accurate and realistic as possible)

3. Applications for the purchase of equipment in excess of €500 must include two quotations.

DECLARATION

**I agree to the following statement:**

*In accordance with current data protection legislation the personal data supplied by me/us to Cavan County Council shall only be used for the purpose of application for Community and Voluntary Grant Scheme. I understand that the data shall be stored securely for only as long as is necessary & will not be shared with any third parties without my consent.*

*Queries relating to your personal data in this form can be forwarded to* [***dpo@cavancoco.ie***](mailto:dpo@cavancoco.ie)***.”***

**I have read the terms and conditions and I certify that the information supplied here is accurate and true to the best of my knowledge.**

Signed:

Position

(Chairperson, Secretary)

DATE:

Send your completed application form together with documentation to:

Mr John Donohoe

Senior Executive Officer

Community,Enterprise & Tourism

Farnham Centre, Farnham Street, Cavan or by

Email to ttierney@cavancoco.ie

For queries please telephone (049) 437 8587

The closing date for completed applications is Friday 13th March 2020