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**Information Evenings for Round Two of Community Grants**

There is €89,181 left for round two of the community grants. (€62,381 for community grants and €25,200 for assistance to upgrade non- council community facilities) A call for round two submissions will be advertised by DLR County Council website. Information evenings will be held in the county.

**Why:** It is intended to hold information evenings to advise community groups how to complete the application forms so that community groups are aware of the grants and also have a better chance of success having completed the application form correctly.

**When:**  The month leading up to deadline for applications. If round two is announced on the 1st March and the deadline is March 31st, then sessions should be held that month in the evenings when volunteers are home from work from 7-8pm and in the morning for groups who better suit morning sessions.

 20 minute power-point and 40 minute Q&A

**Where:** In the Lexicon Library in the East of the county to show Lexicon to as many groups as possible and possibly in Dundrum Library in the West of the county as well as in the main community centres of the county for example:

* Mounttown Community Facility East Side
* Shanganagh House East Side
* Samuel Beckett Civic Centre West Side
* Sandyford Community Centre West Side

These are suggestions of locations only and can be discussed.

**How:** Hold two information sessions on the East side of the county and two on the West side. An Area Community Officer and a Community Worker should attend together so two people to answer all the potential questions.

Bring DLR Pop Ups and Power-point presentation equipment and set up a small table with community grant application forms and FAQs page printed out and any other relevant materials.

Advertise the information evenings on the DLR website and ask people to register their attendance. Advertise also with the PPN so all organisations aware as advertised in the PPN e-zine. DLR can also advertise in the DLR Times and the local Dún Laoghaire Gazette newspaper.

Power-point Presentation

* Introduction to community grants
* Various sections, which section is relevant for you
* Criteria for groups
* Checklist with screen save image of each document
1. EFT Form
2. Tax Clearance Cert
3. PPN registration Number etc
* FAQs

Q&A Session