

Dún Laoghaire-Rathdown County Council

Universal Grant Scheme

2017

ROUND 2

Winter Festival & Event Grant

CRM No: _____

Date Received:

Internal Use only

Section 1 – Organisation Applicant Details

To be completed by ALL Organisations Applying for support

Organisation Details:

Name of Organisation: _____

Address of Organisation: _____

Contact Details of Organisation:

Main Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

Name of main contact person: _____

Contact Person Address: _____

Contact Number(s): _____

Email Address: _____

Organisation Website: _____

Social Media:

Facebook Address: _____

Twitter Address: _____

Other Social media: _____

Electoral Ward: _____

Type of Organisation:

Arts Centre/Organisation

Business' Association

Community Group

Heritage

Sports Group

Tidy Towns Group

Residents' Association

Other (please specify) _____

Number of households: _____

Have you the appropriate policies in place regarding:

Child Protection Yes No

People with Disabilities Yes No

Other Policies (please specify):

Membership Details: Total Number of Members: _____

Age Breakdown of Members:

Please specify the number of members in each category:

0 – 9 years _____
10 – 14 years _____
15 – 18 years _____
19 – 21 years _____
22 – 54 years _____
55 + years _____

Committee / Volunteers / Organiser Details:

Number of paid staff:	Number of voluntary staff:
Part time: _____	Part time: _____
Full time: _____	Full time: _____

Membership fees - Cost per member: _____

Financial Status:

Incorporated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unincorporated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Trust	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (please specify)	_____			
Tax / Vat Registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tax / Vat Registered number	_____			
Charity Registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Registered Charity Number	_____			

Section 2 – Qualifying Criteria for Grant Application

The purpose of this grant is to provide financial assistance to Towns and Villages engaged in the holding of Winter Events or Festivals in their locality. It also covers funding for Festive lights, decorations and trees.

Criteria:

- Funding will be provided up to a **maximum of 75% of the total project cost**
- Awarded funding will be **paid in 2 instalments** – 50% of the funding on production of quotes in advance of any spend by an applicant and 50% on production of receipts for monies spent.
- Only **recognised groups representing Towns or Villages** – business groups, tidy towns groups, chambers of commerce, etc. – will be eligible for funding.
- All activities must be taking place in the Council's administrative area.
- Funding must be drawn down in full by January 2018
- Consideration will be given to the applicants' scope, i.e. geographic area served and the number of people that will benefit.
- Effectiveness/results of the applicants' programme are also considered, as well as the availability of other funding resources
- Extent of likely benefit or impact on Dún Laoghaire-Rathdown County is also considered.
- All events must be free of charge and open to the public.
- Must stimulate economic activities in the Town or Village.
- A pre and post event evaluation must be submitted.

SECTION 3 – GRANT APPLICATION

ORGANISATION

Please provide a brief summary of the aims/objectives of your organisation
(Max 500 words):

PURPOSE OF GRANT

Grant application is for funding towards:

- Purchase of Festive Lighting and/or Trees and/or Decorations
- A Winter festival or event
- Both of the above

Please give details below:

a) Purchase of Lighting/Trees/Decorations

b) Event

Title of Event: _____

Proposed Date(s) of Event: _____

Provide a brief description below about the event (please attach extra sheet if necessary)

FUNDING

Please confirm previous total funding granted (under any grant type) by Dún Laoghaire-Rathdown County Council:

Year Funding Received:	Name of Grant(s)	Amount Awarded
Funding Received 2014		€
Funding Received 2015		€
Funding Received 2016		€

Event Budget & Funding

Total Amount of funding being applied for: € _____

Please provide a details costing of the project below. Add extra lines if necessary.

Type of Expenditure	Amount	
	€	
	€	
	€	
	€	
	€	
	€	
<i>Total Expenditure</i>	€	
Type of Income	Amount	Source of Funding
DLR Co Co Grant application	€	2017 Christmas Grant Scheme
	€	
	€	
	€	
	€	
	€	
<i>Total Income</i>	€	
Total Estimated Cost of Project / Event	€	

If any income listed above is part of a grant(s) from another body please give details of what that grant application will cover here:

Please ensure ALL income and expenditure is detailed above. A separate sheet can be used to give a more detailed breakdown of your budget.

Check list for Winter Festival & Event Grant Application:

Please ensure that you have completed the following aspects of the application.

- Pages 1 to 2 - Applicant Details
- Pages 4 to 6 - Grant Application
- Provided any supplementary information you feel is relevant to your application
- Provided a copy of your Memorandum / Articles / Constitution
- Provided copies of quotes for the proposed project / event costs
- Provide any additional supporting documentation you feel necessary
- Signed the Declaration on page 8

Declaration:

I declare that the information supplied in this proposal is accurate and complete. I understand that all information provided in respect of the Grant Application will be held electronically and may be made available to other Departments of Dún Laoghaire-Rathdown County Council as appropriate.

It should be noted that the Freedom of Information Act applies to all records held by Dún Laoghaire-Rathdown County Council.

Name (Printed): _____

Signature: _____

Position: _____

Date: _____

Please ensure you have read the Grant Scheme Guidelines, which set out the terms and conditions for payment and qualification for funding under each grant category, in full. A copy of the guidelines are available from the Council's website, www.dlrcoco.ie, under Grant schemes or can be requested by phone from the Grant Schemes Section on 01 204 7966 or by email to grantschemes@dlrcoco.ie

The closing date for submissions is **Friday the 28th April 2017**

No late applications will be accepted

Please return applications to: grantschemes@dlrcoco.ie

Or by post to: 2017 Grant Schemes
Corporate, Communications & Governance
Dept
Dún Laoghaire-Rathdown County Council
County Hall
Marine Road
Dún Laoghaire
Co. Dublin

All queries should be directed to the Grant Schemes section by email or phone:

Email: grantschemes@dlrcoco.ie Phone: (01) 204 7966

Please ensure you read through the following application in detail as any incomplete applications will be returned.

Only one Grant per application form please

Multiple applications will be accepted but may not all be awarded. Please submit a separate application for each grant you wish to be considered for.