**Climate Action Fund**

**Community Climate Action Programme**

**Strand 1 – Building Low Carbon Communities**

**Application Form**

Community and voluntary groups and organisations in Dún Laoghaire-Rathdown County can use this form to apply to engage in a partnership project with Dún Laoghaire-Rathdown County Council to seek funding under Strand 1 of the Climate Action Fund - Community Climate Action Programme - Building Low Carbon Communities.

The scheme is open to organisations and community groups interested in developing projects and initiatives which relate to the challenge of addressing climate change.

Please ensure that you are fully familiar with the requirements and the terms and conditions set out below before you begin filling in this form.

We can only assess forms that have been fully completed. Incomplete forms will not be considered for funding. Successful applications for funding under this programme will only be paid to the applicant group/organisation’s Bank Account.

**Terms and Conditions**

* Dún Laoghaire-Rathdown County Council (dlr) will only provide funds for eligible costs to groups/organisations that are directly involved in approved projects at a community level, on a not-for-profit basis, aimed at shaping and building low carbon communities.
* You must demonstrate that you do not have the funding available to undertake the work without grant aid, or alternatively that the grant will enable you to undertake more work which your group/organisation would otherwise not be able to afford.
* The information supplied by the applicant group/organisation must be accurate and complete.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All information provided in respect of the application for a grant will be held electronically. Dún Laoghaire-Rathdown County Council and the Department of Climate, Energy, and the Environment (DCEE) reserve the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by DCEE and Dún Laoghaire-Rathdown County Council.
* The application must be signed by the Chairperson, Secretary, Treasurer or responsible person of the group/organisation making the submission.
* It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Evidence of expenditure, receipts /invoices must be retained and provided to dlr or their representative to support payment of funds.
* Photographic evidence of the project may also be required to facilitate draw down of grants.
* DCEE or Dún Laoghaire-Rathdown County Council may carry out unannounced site visits to verify compliance with Programme terms and conditions.
* No third party or intermediary applications will be considered.
* Breaches of the terms and conditions of this programme may result in sanctions including return of funds already granted and disbarment from future grant applications.
* In order to process your application, it may be necessary for Dún Laoghaire-Rathdown County Council to collect personal data from you. Such information will be processed in line with [Dún Laoghaire-Rathdown County Council’s privacy statement which is available to view here.](https://www.dlrcoco.ie/sites/dlrcoco/files/2024-07/Infrastructure%20and%20Climate%20Change%20Privacy%20Statement_0.pdf)
* A grant agreement will be put in place between successful applicants and Dún Laoghaire-Rathdown County Council

**Strand 1 – Building Low Carbon Communities**

This application is being processed by Dún Laoghaire-Rathdown County Council. If you have any questions or need any assistance, please contact us on [climate@dlrcoco.ie](mailto:climate@dlrcoco.ie).

**There are five main sections to the form and each section must be fully completed.**

**Section 1:** Tell us about your group or organisation

Provide information about your organisation, including where it is located, where it operates, and what it was set up to do? Help us to understand what kind of organisation you are, how it is run, and how decisions are made. Lastly, who will be your point of contact with Dún Laoghaire-Rathdown County Council for this application - who should we talk to about your application?

**Section 2:** Include details about your project

Details on your proposal. Your organisation should have discussed your project with your Community Climate Action Officer (Cynthia O'Mahony, cynthiaomahony@dlrcoco.ie) prior to completing this application.

**Section 3:** State Aid Questionnaire

**Section 4:** Authorisation and Statutory Consent

**Section 5**: Declaration by applicants

**Section 1 – Tell us about your group or organisation**

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| 1. **Name of Group/Organisation:** |  |
| 1. **Address:** |  |
| 1. **Eircode:** |  |
| 1. **Contact Number:** |  |
| 1. **Email Address:** |  |
| 1. **Alternative Contact Details for the Group. (Name, Role in Organisation, Email Address, Contact Number)** |  |
| 1. **Purpose of Group/Organisation:** |  |
| 1. **Description of the geographic area that you cover:** |  |

1. **Group electoral area (Tick one of the below options)**

Blackrock

Dundrum

Dún Laoghaire

Glencullen-Sandyford

Killiney-Shankill

Stillorgan

1. **Set out the governance arrangements for your organisation.**

Governance arrangements are the rules, systems, and procedures that guide how your group is run. They are essentially your group’s “operating manual," defining roles, how decisions are made, and how your group stays accountable to its members. ***Attach supporting documentation such as terms of reference, constitution, AGM minutes etc., where appropriate.***

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1. **Organisation details:**

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| **Charitable Status Number (if applicable)** |  |
| **PPN Registration Number (if applicable)** |  |
| **The Wheel Membership Number (if applicable)** |  |
| **Tax Reference Number (if applicable)** |  |
| **Tax Clearance Access Number (if applicable** |  |

1. **Can your group reclaim VAT?**

Yes

No

1. **Are there any other ‘partner groups’ responsible for delivering proposed projects?**

Yes

No

For each partner, list the following: Partner name, Partner VAT status (registered or not), Outline which projects they will deliver (Complete question only if you answered **'Yes'** for Question 13)

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1. **Your organisation's point of contact for this application.**

Please provide details of the person who will deal with queries relating to this application on behalf of your organisation. Please tell us immediately if these contact details change throughout the duration of your application.

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| **Contact Name** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Section 2 – Project Details**

1. **Describe your project -** Outline how the project is relevant to the purpose of the grant to shape and build low carbon communities.

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1. **How much funding are you applying for? (Tick one of the below options)**

Small Grant of €20,000 or less

Medium Grant of €20,001 to €50,000

Large Grant of €50,001 to €100,000

1. **What themes will your project address? (Circle all that apply)**
   1. Community Energy
   2. Travel
   3. Food and Waste
   4. Shopping and Recycling
   5. Local Climate and Environmental Action
2. **Please indicate the location of your project using an Eircode or an exact location (X-Y coordinates) as appropriate.** Please use ITM format if possible.

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| **Eircode:** |  |
| **X ITM:** | **Y ITM:** |

1. **Achievability -** What results will your project achieve? How will the project be managed to achieve and measure these results? What are the milestones in the project? Set out details of partnerships (if any) that you will enter into to assist you in your project.

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1. **Necessity for Grant Funding** - Please outline how your project could not go ahead without grant aid OR provide details outlining how the grant will enable you to undertake more work which your group/organisation would otherwise not be able to afford.

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1. **Impacts** - What are the climate and environmental benefits of your project? How will it contribute to Ireland's climate and energy targets?

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1. **Innovation/Scalability -** Does your project deal with matters common to other communities and involving solutions that can be applied elsewhere? Can your project be scaled up in your own or other communities?

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1. **Value for Money** - How does your project represent good value for money and efficient use of resources? Outline how the project costs adequately reflect the work being undertaken.

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1. **Governance/Management** - What project management arrangements will be in place to make sure the project succeeds? Please provide details on how you will manage the project budget and make important decisions about how the project is implemented.

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1. **Project costs –** Please provide the financial details requested below.

The applicant should consult with their Community Climate Action Officer prior to submitting their application. The Local Authority must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

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|  | **Amount in €** | **Amount of VAT (if any) that can be reclaimed?** |
| Total project cost (inclusive of VAT) | **€** |  |
| Project Contingency (When budgeting for your project, it's a good idea to set aside some money for unexpected costs or price increases.  This extra amount is called a contingency. You can include a contingency of up to 10% of your total project costs in your grant funding request.) | **€** |  |
| Amount of funding requested (inclusive of VAT) | **€** |  |

1. **Project Quotes** - Please show the quote amounts for project costs in the table on the following page.

\* Please include the relevant number of quotes for any purchases of goods for the project (3 quotes for items less than €50,000, and 5 quotes for items greater than €50,000).

\*Where the relevant number of quotes for a particular product/service is not possible or overly burdensome in the case of multiple project components, the requirement for quotes per item may be waived and the application may be evaluated on the quotes available.

Documentary evidence should be provided showing efforts made to obtain the relevant number of quotes where possible. The applicant should consult with their Community Climate Action Officer prior to submitting their application. The Local Authority must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

Please indicate your preferred quotations as well as other quotations to show that you sought prices for the items.

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|  | **Specify the expenditure item as per quotation - type of materials, equipment, goods, or operational costs** | **Supplier 1**  **(Preferred Supplier)** | **Cost 1** | **Supplier 2** | **Cost 2** | **Supplier 3** | **Cost 3** | **Supplier 4** | **Cost 4** | **Supplier 5** | **Cost 5** |
| **Example Item: Bike Lockers** | **Bike Lockers** | **Locker Company 1** | **€1000** | **Cycle Lanes Locker Company** | **€1100** | **Bike Lockers Company inc.** | **€1250** |  |  |  |  |
| **Item 1** |  |  |  |  |  |  |  |  |  |  |  |
| **Item 2** |  |  |  |  |  |  |  |  |  |  |  |
| **Item 3** |  |  |  |  |  |  |  |  |  |  |  |
| **Item 4** |  |  |  |  |  |  |  |  |  |  |  |
| **Item 5** |  |  |  |  |  |  |  |  |  |  |  |
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| **Item 9** |  |  |  |  |  |  |  |  |  |  |  |
| **Item 10** |  |  |  |  |  |  |  |  |  |  |  |

1. **Will your project require pre-funding?** Pre-funding (up to 25% of project costs) may be provided in very limited circumstances and on a case-by-case basis. Pre-funding will only be considered where a clear need has been identified and is evidenced by the Local Authority.

Yes

No

Please outline why your project requires pre-funding?

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1. **Who owns the area (building/land/community centre/club house)? (Circle your selected answer)**
2. It is owned by your group/organisation
3. It is public land (Council or another Department) or private land owned by a third party
4. **Please attach a letter/ email/ agreement from the landowner stating that the applicant can have use of the land for this purpose for 5 years after the funding is granted, if granted *(Complete question if you answered 'b' for previous question)***
5. **Does your project involve work on a community building?**

Yes

No

1. **If you answered "Yes" to Question 30, do you have an energy audit or BER (Building Energy Rating) report for the building?**

Yes

No

1. **If you answered "Yes" to Question 30 and your project involves the installation of solar panels, has a structural survey of the roof been completed?**

Yes

No

**Please attach any other supporting documentation**

For example, Energy audit, Conditioning Survey/Structural Survey extracts, Bank Statements, Leases, Environmental Reports, Emails/letters of support from stakeholders/ partners etc. as applicable

1. **Are there any other applications pending for public funding for this project(s)? (for example, CLAR, ORIS, RRDF, LEADER, etc).**

Yes

No

Please give details of other public funding applications (Complete question only if you answered **'Yes'** for Question 33)

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**Section 3 – State Aid Questionnaire**

The Community Climate Action Programme is funded by State resources and as such the following three questions must be answered to determine whether or not funding your organisation’s proposal could constitute state aid.

1. Does the funding confer an advantage on one or more undertaking over others?

Yes

No

Note:

An “advantage” can take many forms: not just a grant, loan or tax break, but also use of a state asset for free or at less than market price. Essentially, it is something an undertaking could not get in the normal course of business.

An “undertaking” is any organisation engaged in economic activity. - This is about activity rather than legal form, so non-profit organisations, charities and public bodies can all be undertakings, depending on the activities they are involved in. - An undertaking can also include operators and ‘middlemen’ if they benefit from the funding

“Economic activity” means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity.

Support to an organisation engaged in a non-economic activity isn’t State aid, e.g. support to individuals through the social security system is not state aid.

1. Does this funding distort or have the potential to distort competition?

Yes

No

Note:

If the assistance strengthens the recipient relative to its competitors then the answer is likely to be “yes”. The “potential to distort competition” does not have to be substantial or significant: may include relatively small amounts of financial support to firms with modest market share.

1. Does the awarding of this funding have the potential to affect Trade between EU member states?

Yes

No

Note:

The interpretation of this is broad: it is enough that a product or service is tradable between Member States, even if the recipient does not itself export to other EU Markets.

1. **Please confirm the total Euro value of all State funding your group has received in the last three year period.**

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| **€** |

If the answer to **all three** of the above questions is “yes” then granting of funding through the Community Climate Action Programme would constitute state aid. In that case, please complete the De Minimus State Aid Declaration to accompany your application.

If the answer to any of the above questions is “no” this project does not constitute State Aid. Please move on to Section 4.

**Section 4 - Authorisation and Statutory Consent**

Where a project will be delivered from a site/building(s)/floor space that are not in the ownership of the Local Authority, it must be in the ownership of the partner organisation of the Local Authority or either party must have a minimum five years lease in place from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years.

Do you have all required planning and regulatory permissions and consents and have you secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for your project?

Yes

No

**Section 5 – Declaration**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the Terms and Conditions of the Programme.
* I confirm that I have read and fully understand the Guidelines prior to completing this form.
* I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
* I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate more work which the group would otherwise be unable to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).
* I confirm that paid invoices/receipts will be retained for inspection by Dún Laoghaire-Rathdown County Council.
* I acknowledge that any false or misleading statement or the withholding of essential information from Dún Laoghaire-Rathdown County Council (as determined by Dún Laoghaire-Rathdown County Council) will result in cancellation of any grant approved under this scheme and could later give rise to the grant being recovered.

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| Name in block capitals (on behalf of group/organisation): |  |
| Signature: |  |
| Position held in group/organisation (block capitals): |  |
| Date: |  |

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