

Carranstown Environmental Projects Grants Scheme 2024

Application Form



FOR OFFICE USE ONLY

Date Received:

Reference Number:

PLEASE READ THE SCHEME GUIDELINES IN FULL BEFORE YOU SUBMIT YOUR APPLICATION!

Additional Information may be included on separate sheets

****All sections of this form must be completed in full otherwise your application will be deemed invalid****

Part A - Contact Details

Name of Group / Organisation:

Contact Person:

Address of contact person:

Address of Organisation (If different):

Proximity to Indaver Plant:

Tel No: _____

Mobile No: _____

E-mail address: _____

If Applicable:

Charitable Status Number: _____ or Sports Exemption No: _____

Part B - Group Details

Please give the total number of Members in your Organisation / Group: _____

What are the aims and objectives of your Group? _____

Please outline the Groups current activities _____

When was your Group Formed: _____

Registered with Meath Public Participation Network - Group Ref No: _____

Part C - Details of Proposed Project

Note: please include information to demonstrate community gain, a clear rational/need for the project and climate action relevance and impact

Title of the proposed project: _____

Please give a brief description of the proposed project: _____

What do you hope to achieve through the project? _____

Is this a new Initiative or part of an ongoing plan? _____

Who will benefit from the project? _____

What is the estimated start & end date for your proposed project? _____

Has Your Group carried out any project research, a design brief or business plan

in relation to this proposed project? Please circle **Yes** **No** **Copy Encl**

Details _____

Part D – Development Details

Improvement to existing Land and/or new build for Community use

If funding is sought for improvement to land, buildings or creation of a new building please complete the following:

Address of Land or Buildings: _____
(Attach map outlining property)

Does your organisation lease the land or buildings? Please circle **Yes** **No**
(If yes, please attach copy of relevant Lease)

Does your organisation lease the land or buildings? Please circle **Yes** **No**
(If yes, please attach copy of relevant Folio)

Do you have planning permission for the proposed works? Please circle **Yes** **No**
(If Yes please attach copy of relevant PP)
(If No please submit letter of Exemption from MCC Planning Department and/or letter of consent from owner of site e.g., MCC, OPW etc)

Please set out the details of the works proposed and time frame of delivery.
(Detailed design plans of proposal to be included)

Part E –Budget for the Project

What is the estimated cost of the proposed project? _____

Breakdown of Costs: _____

How much are you requesting from the Fund? _____

Are you providing funding from other sources? Please circle **Yes** **No**

Source: _____ **Amount:** _____

Element (%) of project being covered from each source including fundraising to make up to full proposed cost above: **Please specify:**

Part F – Project Costs

Please note you are required to submit:

Up to €2,500 - Minimum of 1 Individual Quote (For Goods/Services or Works)

From €2,500 - €50,000 - Minimum of 3 Individual Quotes (For Good/ Services only)

From €2,500 - €200,000 - Minimum of 5 Individual Quotes (For Works only)

Over €50,000 - Prior discussion with MCC Procurement Dept re tender process involved on request re: Tender process (Phone: 046-9097000)

(If the funding being sought from MCC is over 50% of their proposed works and they are seeking more than €50,000 then the group needs to follow the Councils procurement guidelines i.e., Tendering on e-Tenders website)

Quotations:

Must be addressed to the group applying for funding.

Must be on Company Headed paper including VAT Number.

Must be comparable i.e., the specification **must be itemised** in each quote as sought by the group. ***(Each quote must be for the same quality and quantity of product and web-site pages not sufficient)***

Please provide list of Company Quotes received below ranked low-high.

Please note that the Liaison Committee will be evaluating the costs based on best value for money achievable to deliver the project.

Company	Cost
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

Identify which quote is preferable and if not the cheapest please explain why being selected:

Disclaimer

Meath County Council and Indaver Ireland Ltd and the Indaver Community Liaison Committee shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Meath County Council, Indaver Ireland Ltd and the Indaver Community Liaison Committee, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read the above disclaimer and the application / guidelines and I certify that the information supplied here is a true and fair representation of this organisation's position. I consent to any of the contact details (phone numbers, addresses or email addresses) submitted on this form being shared with Indaver Ireland Ltd, if requested by Indaver Ireland Ltd.

Signed on behalf of the applicant organisation:

Name: _____ **(CAPITALS)**

Contact person Signature: _____

Position in group: _____ **Date:** _____

**Return to: Community Section, Meath County Council, Buvinda House,
Dublin Road, Navan, Co Meath
E-mail: communitygrants@meathcoco.ie**

**N.B. Closing date for receipt of completed applications is
Friday, 24th January 2025 at 5 p.m.**

Important Notes

All applications MUST be made on the official 2024 application form.

All questions MUST be answered and further information may be requested.

All supporting documentation must accompany this application form.

Late applications will not be considered.

CHECKLIST TO BE SUBMITTED WITH APPLICATION FORM:

1. **Application form – completed in full.**
2. **I have read and signed the Disclaimer**
(Typed name will not be accepted).
3. **If applying for a general grant the following items must be enclosed:**
 - a. **Copy of Map of Location of Works**
 - b. **Copy of Lease, if applicable**
 - c. **Copy of Folio, if applicable**
 - d. **Copy of Planning Permission, or letter of consent if applicable**
 - e. **Copy of Exemption Certificate, if applicable**
 - f. **Copy of Business Plan, research document, design brief**
4. **Quotes – ensure that you attach the correct number of quotes:**
 - a. **Under €2,500 – Minimum of 1 quote**
 - b. **From €2,500 - €50,000 – Minimum of 3 quotes (For Goods/Services Only)**
 - c. **From €2,500 - €200,000 – Minimum of 5 quotes (For Works only)**
All quotes must be on headed paper, show VAT number and list items clearly.
 - d. **Over €50,000 – Prior consultation with MCC Procurement Dept re appropriate tender process.**
Date of Meeting: _____
5. **Group Registration – Attach the relevant Registration Doc as below:**
 - a. **Proof of Registration under the Public Participation Network**
 - b. **Articles of Association/Constitution and Minutes of last AGM**
 - c. **Income and Expenditure Account**
 - d. **Banking Documentation in name of Community Group**
 - e. **Charitable Status Number**
 - f. **Sports Exemption Number**
 - g. **Confirmation letter of registration from Governing Body**
e.g., National Tidy Towns