

wexford

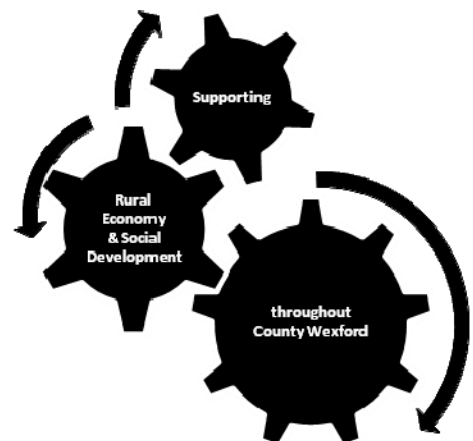


local development

Forbairt Áitiúil Loch Garman

Rural Development Programme 2007 - 2013

COMMUNITY SECTOR APPLICATION FORM



Office Use Only

File Number _____
Project Measure _____
Staff Initials _____

WLD Stamp



Comhshaoil, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government



General Information

Please read the attached guidelines carefully before completing this application form.

The application form must be accompanied by all documentation as outlined in the Promoter Summary Checklist in **Section 6**.

The Rural Development Programme is divided into the following measures:

1. Diversification into Non-agricultural Activities
2. Support for Business Creation and Development
3. Encouragement of Tourism Activities
4. Basic Services for the Economy and Rural Population
5. Village renewal and development
6. Conservation and Upgrading of the Rural Heritage
7. Training
8. Analysis & Development
9. Transnational Co-operation

Please answer all questions on the application form.

Do not leave blank spaces, marking N/A where applicable.

A valid commitment of grant aid exists only when:

- a. The Board of WLD has made its decision **AND**
- b. A detailed letter of offer and contract has been issued to the promoter **AND**
- c. The contract has been signed and returned by the promoter to the offices of WLD.

Project costs will be deemed ineligible where work has commenced prior to the date of receipt of a signed letter of offer and contract in the offices of WLD.

Other sources of public funding **CANNOT** be used as private matching funding.

Projects must adhere to & comply with the standards required by all relevant state agencies.

All funding applications are dealt with in strictest confidence.

Please return your completed original application form and supporting documentation to: **WLD, Spawell Road, Wexford**

Contact WLD on **053-91-55800**.

SECTION 1 Group Details

1.1 CONTACT DETAILS

Community Group Name: _____

Contact Name: _____

Address for Correspondence: _____

Tel. No: _____ E-Mail: _____

Fax: _____ Web: _____

Company Registration Number (if applicable): _____

Charity Number (if applicable): _____

1st Contact Person

Name: _____ Mobile: _____

Position in Group: _____

2nd Contact Person

Name: _____ Mobile: _____

Position in Group: _____

1.2 COMMUNITY GROUP DETAILS

When was your community group established? _____

Please tick legal status of your group:

Ltd. Co. Charity Co-operative Community Group Other

If other, please state

Is your group a member of the County Wexford Community Forum? Yes No

Please describe the main services and activities undertaken by your group:

What are your group's main achievements to date?

How many people (if any) are currently employed by your community group?

<i>Type of Employment</i>	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total Employment</i>
Full Time					
Part Time					
Seasonal					

Is there an employment scheme in your area?

Rural Social Scheme		FÁS		Community Services Programme	
Other, please list:					

SECTION 2 Project Description

2.1 PROJECT DETAILS

Name of Proposed Project: _____

Address of Proposed Project: _____

Please describe the proposed project for which funding is sought:

For which element(s) of this project are you seeking assistance from WLD?

Is this a new or existing project? _____

Does the project require planning permission? Yes No

If yes, have you secured planning permission? Yes No

If the project involves construction, what is the ownership status?

We own the building/site: Yes No

We lease the building/site: Yes No

Length of Lease _____

Site/Building Owned by Parish Yes No

Other, please detail _____

Performance Indicator figures:

Potential Employment:

How many **NEW** jobs will be created as a result of this project?

<i>Type of Employment</i>	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total NEW Jobs</i>
Full Time					
Part Time					
Seasonal					

Potential Training:

How many participants will receive training as a result of this project?

	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total People Trained</i>
Age breakdown of participants					
Duration of Training (Days)					

Has any work been carried out on the project to date? Yes No

If yes, please give details (for example, community audit): _____

When do you plan to start the project? _____

Note: Any expenditure incurred before the formal acceptance of the grant offer as outlined in the enclosed funding guidelines is ineligible.

When do you expect to complete the project? _____

How will this project be sustained in the future? _____

Please detail your group's experience in developing local projects: _____

What additional training (if any) would benefit your group to develop this project?

2.2 LOCAL NEEDS

Please outline any work carried out to identify a need for this service/facility in your area?

Would your project benefit from further research and investigation? Yes No
If yes, please detail the type of additional work that needs to be completed:

Please list the local beneficiaries of this project:

How is this project supporting what is already available in your area?

2.3 IMPACT OF PROJECT

What will be the overall impact of this project to:

Your Group/Organisation:

The Wider Community: _____

How is this project innovative in your local area? _____

SECTION 3 Funding Details

Is your group registered for VAT? Yes No

If Yes, please note that the VAT amount is **NOT** eligible for grant aid.

If No, please complete the VAT Declaration enclosed.

Please give a detailed breakdown of the specific project costs, for which you are seeking grant aid from WLD:

Item	Description of Cost	Cost (€)
1		€
2		€
3		€
4		€
5		€
6	Voluntary Labour	€
TOTAL PROJECT COSTS		€

NB: Please refer to quotation requirements in the Guidelines and Operating Rules.

Please detail how the above project costs will be funded:

Source of Finance	Amount (€)
Promoter Own Resources	€
Bank Loan	€
Voluntary Labour	€
Leasing / Hire Purchase	€
WLD Grant Assistance	€
Other funds, please detail:	€
TOTAL PROJECT COSTS	€

Have you sought grant aid from other sources in respect of this project?

Yes No

If yes, please provide details:

Date	Details of Funding Agency	Amount Sought (€)	Amount Approved (€)

If necessary, please provide more details on an additional page.

The De Minimis Rule

Please list below public funds/grant aid received by your group during the last 3 years.

Date	Details of Funding Agency	Amount Received (€)
TOTAL AMOUNT OF FUNDING RECEIVED		€

Please provide more details on a separate page. The limit of de minimis aid is €200,000 over any 3 year period for economic projects. (De minimis does not apply to the Basic Services or Village Renewal Measures).

SECTION 4 Promoter Declaration

In your opinion, why should WLD award your project funding?

Deadweight: Will this project proceed without WLD funding?

No **On a Smaller Scale** **Yes**

Promoter Declaration

I/We declare that the details forwarded by our community group are, to the best of our knowledge, accurate and true. I/We agree to provide further details as requested by Wexford Local Development Ltd. in relation to this project application, and to comply with all conditions relevant to grant support by Wexford Local Development Ltd.

I/We declare that I have read and understood the National Rural Development Programme Guidelines and Operating Rules issued to me/us.

I/We declare that this project could not proceed without grant aid.

Signature of Applicant: _____

For and on behalf of: _____

Date of Application: _____

SECTION 5
Data Protection Act 1988

We wish to inform you that WLD will keep the information you gave us on computer, used in the form of a record in your name (according to the Data Protection Act 1988).

This information will be used for the following purposes:

- Processing your application
- Compiling statistical information to help us plan and improve our services
- Analysing information about applicants for the Department of Community Rural, and Gaeltacht Affairs for producing our own statistics for publication.

All applications will be dealt with in strictest confidence. However, your information may be disclosed, in a form identifying you, to other organisations including:

- Department of Environment, Community and Local Government
- Department of Agriculture, Fisheries & Food
- Other Government Departments
- The Board and Sub-Committees of WLD
- Wexford County Development Board
- Wexford County Enterprise Board
- Wexford County Council
- Enterprise Ireland
- Fáilte Ireland South East
- FÁS

I/We consent to this information and all accompanying literature being made available to the company of Wexford Local Development and those organisations outlined above.

Signature of Applicant: _____

Date: _____

For and on behalf of: _____

SECTION 6 Promoter Summary Checklist

	Enclosed	
	Yes	No
Completed Application Form <ul style="list-style-type: none"> • Signed and dated in section 4 • Signed and dated in section 5 		
Copy of building or development plans (construction projects only)		
Evidence of ownership/lease agreement of the property		
Evidence of Full Planning Permission		
<ul style="list-style-type: none"> • Certificate of Incorporation and/or • Memorandum and Articles of Association • Constitution (Community Groups only) • Community Forum Membership (Community Groups only) • Proof of Charitable Status 		
Application for Voluntary Labour Form (Community Groups only)		
List of Company Directors/Business Partners/Community Group Members		
VAT Declaration signed by Revenue Commissioners		
Business Plan / Community Development Plan		
Original quotations		
Detailed cost sheet for all items of expenditure		
Evidence of ability to provide matching funds for projects <ul style="list-style-type: none"> • Bank Statement and/or • Letter from Bank/Accountant 		
Audited/Annual Accounts for last three years		
Photographs of proposed project/area to be developed		
Evidence that environmental projects comply with organisations such as the Local Authority, Dúchas, Office of Public Works, Environmental Protection Agency etc.		
Farming proposals must conform with Good Farming Practice requirements		
Evidence that tourism projects are compatible with Fáilte Ireland South East policy		
Details of other agencies contacted for funding		

**APPLICATIONS FOR FUNDING CANNOT BE PROCESSED
WITHOUT THE REQUIRED DOCUMENTS AS LISTED ABOVE**