

Comhairle Chontae Laoise



Laois County Council

If you require any
further information
please contact:

Environment Section,
Áras an Chontae,
JFL Ave.,
Portlaoise,
Co Laois.

Tel No: 057 86 74330
Email:
communitygrants@laoiscoco.ie

Environment Section—Community Grant Scheme 2019

Guidance Information

Applications are invited from interested not for profit bodies, groups, committees and organisations (excluding sporting organisations) who intend to engage in environmental/amenity works during 2019. Any works for which funding is sought must be of benefit to the community. All work must be carried out in an environmentally sustainable manner and comply with all relevant legislation. Satisfactory arrangements for future management and maintenance must also be in place.

TYPE OF PROJECTS THAT WILL QUALIFY

Projects designed to improve and/or protect amenities or for the enhancement of the appearance of an area will be considered along with environmental and amenity initiatives that will benefit the local community. For example, amenity works including landscaping, development of open spaces (planting trees & shrubs, flowerbeds etc) and/or purchase of equipment to maintain/improve/clean up areas/open spaces i.e. lawnmowers.

SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY

All applications must be completed **IN FULL** and returned to:
Administrative Officer Environment Section, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois.

The application form **must** be accompanied by the following:

1. A copy of minutes of a meeting held by the applicant body within the past 6 months.
2. A detailed estimate/quotation for 2019 of the cost of the proposed works. **Please include a written quotation for goods and services.** (it is important that cost estimates should be as accurate and realistic as possible).
3. Be Revenue compliant and provide TRN / Revenue Number for your group / committee, this must be applied for through from Revenue.
4. New Committees or those who have changed their details must also request a supplier set up form from the Environment Section or download online to complete bank payment details.

GENERAL CONDITIONS

All receipts relating to the application **must** be submitted when works are completed (please include before and after photographs).
Community Grants are available to non profit bodied groups and organisations only.

All works carried out **must** comply with Planning Legislation and all Local Authority requirements. Applicants should liaise with relevant Local Authority sections and it is recommended that all bodies, groups, committees and organisations arrange adequate and suitable insurance cover and provide for maintenance and upkeep after the works are completed subject to the satisfaction of Laois County Council. If proposed works (e.g. landscaping etc) are on private property (i.e. not Council owned) written permission must be given by landowner and copy supplied.

The maximum grant will be determined based on number of complete and valid applications received.

**Closing date for receipt of completed applications is
Friday 29th March 2019 at 12 noon.**

PLEASE NOTE THAT:

- INCOMPLETE APPLICATIONS WILL BE RETURNED
- FAILURE TO SUBMIT ALL RELEVANT DETAILS BY THE CLOSING DATE WILL RESULT IN THE APPLICATION BEING REFUSED



ENVIRONMENT SECTION—COMMUNITY GRANTS SCHEME 2019

Application Form

Name of Applicant Body: _____

Address for correspondence: _____

Revenue / TRN Number: _____ *required by all groups for payment, there are no exemptions or exceptions, it is a standard Revenue requirement. Failure to provide same will result in non payment of grants.*

Contact Name: _____ Tel No: _____

Description of Project: _____

Location: _____

Total Estimated Cost: _____ Date of Commencement of works: _____

Date of expected completion: _____

Have you received any other grants for this project.

Are you aware of a Tidy Towns Committee in your area ? _____

If yes do you engage with this Committee _____

I/We have read and understood the terms of the Council's Community Grants Scheme 2019 and
I/We apply for a grant towards the cost of the project/works as outlined.

Signed: _____

Dated: _____

Checklist

- Completed contact details _____
- Minutes of meeting _____
- Quotations _____
- New Committees must also complete Supplier Set up Form (Payment Details) available from the Environment Section
- And Revenue / TRN Number which must be applied for from Revenue directly.

Only completed applications will be accepted, any applications that are incomplete or without the relevant documentation will not be considered The onus is on all applicant(s) to ensure that your application is complete and returned by the closing date.