



Cork
County Council
Comhairle Contae Chorcaí



Cork County Council West Cork Islands Community Fund Scheme 2019 Application Form

Please ensure that you are familiar with the guidelines before you begin filling in this form.

Cork County Council can only assess application forms that have been fully completed.
Incomplete application forms will not be considered for funding.

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

Section 1: Tell us about your group or club

Section 2: Tell us about your group or club's proposal or project

Section 3: Tell us about the proposal costs and your group or club's other sources of income

Section 4: Tell us about your group or club's tax status

Section 5: Confirm to us that your group or club has the necessary permissions and finances to complete this project or proposal

The closing date for receipt of applications is Thursday 18th April 2019

Section 1 – Tell us about your group or club

Name

Number of years active

Briefly describe what your group or club does (120 words maximum)

Has your group or club received funding from Cork County Council in the past 5 years?

Yes	
No	
Not sure	

Group / Club Contact Details

Please provide details of the person who will deal with queries relating to this application on behalf of your group or club

Please tell us immediately if these contact details change throughout the duration of your application.

Contact Name

Contact Address

Email Address

Phone Number

If your group or club is awarded funding under this scheme, please tell us when you propose to start and finish your project or proposal. (Approximately)

Start Date

End Date

Your proposal location

Please give as much information as you can about the general area to which your work or proposal relates. This will help our staff to assess your application.

Section 3 – Your proposal costs and income sources

Proposal Costs

Total project or proposal cost (inclusive of VAT)

Please show the main project costs below

Item (Please specify the type of equipment, goods or services)	Cost in €

For projects costing between €5,000 and €10,000 please attach quotations of cost from at least one supplier of the goods or services that you have listed above. For project costs in excess of €10,000 please attach quotations from two suppliers. We need these to assess your application.

Income Sources

Please fill out the table below with details of **how your group intends to finance this project.**

Funding	Funding Agency	Applied for or expected	Approved / Realised
Other grant aid expected or received.	(1)	€	€
	(2)	€	€
	(3)	€	€
	(4)	€	€
Borrowings to hand	Source:		€
Fundraising to hand	Source:		€
Own Funds to hand	Source:		€
Others	Source:		€
			€
Amount sought in this application	Cork County Council	€	€
Total Funding to hand	Must equal total cost of project		€

You must demonstrate that matching funding is in place. Your application should include letters of offer from agencies and/or your group or club's bank statements showing funds.

Amount now being sought from Cork County Council

Section 4 – Your group or club’s tax status

If your group or club receives grants, subsidies or similar type payments from a government department or public authority of more than €10,000 during the year you will need a Tax Clearance Certificate.

Is your group or club registered for V.A.T.?

Yes	
No	

If yes, please provide your group or club’s VAT registration number.

Is your group or club liable for commercial rates?

Yes	
No	

If yes, please provide your group or club’s rates account number.

Section 5 – Final Confirmation of Compliance

Does your proposal require consent or permission from landowner(s)?

Yes	
No	

If no, please state why not?

If yes, you will need to attach a copy of the written consent of the landowner. We cannot assess your application without this.

If your application is successful Cork County Council will not be responsible for the maintenance of any works, facilities or equipment funded under the scheme.

Please tick to confirm that your or club understands and accepts this.

If your application is successful, the Council's contribution will only be paid when the project is complete and you have submitted your paid invoices / receipts to us. Your group or club must ensure they can fund the project to completion.

Please tick to confirm that your group or club can fund this project to completion.

Data Protection

By ticking this box and signing hereunder, I consent to Cork County Council's processing of the personal data provided by me in line with the terms of Cork County Council's Privacy Policy, which is available online at <https://www.corkcoco.ie/Privacy-Policy> or in hard copy from our offices at County Hall, Carrigrohane Road, Cork and to having this information processed and used for the purposes of evaluating and administering this West Cork Islands Community Fund Scheme application.

I consent to the above statement.

Your personal data is necessary for the administration of this fund application process. If you do not provide consent we will be unable to process your application. Cork County Council takes your privacy seriously and will keep your personal information confidential and will only use it when necessary. You have the right to withdraw consent by contacting the West Cork Municipal District office.

Final Declaration

I declare that the information provided in this application is correct at the time of submission and also that our group's tax affairs are in order. I am satisfied with the content of the application that I have made on their behalf.

Name: (Signed)	
Position in Organisation e.g. Chairperson, Secretary etc.	
Date:	

Please return completed application forms to:

**Municipal District Officer,
West Cork Municipal District Office,
Cork County Council,
Town Hall,
7 Kent Street,
Clonakilty,
Co Cork.**