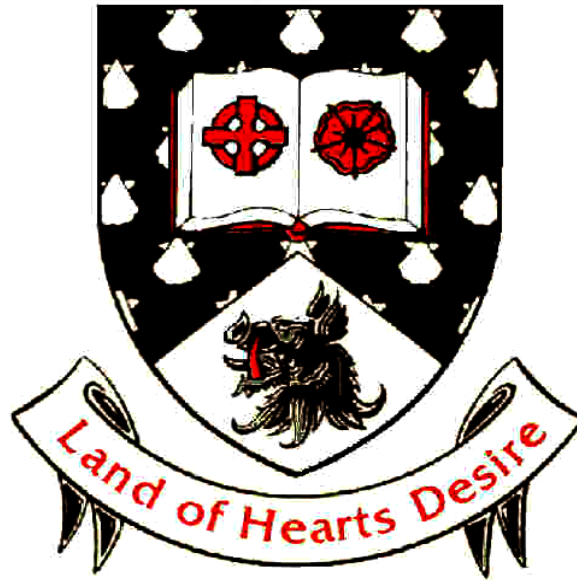


**SLIGO COUNTY COUNCIL
COMHAIRLE CHONTAE SHLIGIGH**



APPLICATION FORM

***COMMUNITY AND VOLUNTARY SECTOR
GENERAL GRANT SCHEME***

COMPLETED APPLICATIONS TO BE RETURNED TO:

Ms. M. Marren, Community & Enterprise Office, Sligo County Council,
Development Centre, Cleveragh Road, Sligo.
Tel: 071-9111803 Fax: 071-9171860 e-mail: mmarren@sligococo.ie

COMHAIRLE CHONTAE SHLIGIGH
Sligo County Council

Community & Voluntary Sector General Grant Scheme
Guidelines for Applicants

AIMS AND OBJECTIVES OF THE SCHEME:

The aim of the Scheme is to support and encourage the work and activities of Community & Voluntary Organisations throughout the County and is administered by the Office of Community & Enterprise.

ELIGIBILITY:

County based Community & Voluntary Organisations undertaking projects/events/activities are eligible to apply for funding under this Scheme.

Proposals from individuals will not qualify.

FINANCIAL ASSISTANCE:

Subject to the availability of finance and compliance with the terms of the Scheme, the maximum available financial assistance for any one project/event/activity will generally not exceed €1,000.

CRITERIA:

Sligo County Council will apply the following criteria when assessing applications:

- The assessment panel **will not** consider the following projects:
 - Arts, Environmental and Heritage Activities supported by other Local Authority funding sources
 - Wages costs, servicing of debts or retrospective debt
 - Projects where adequate statutory funding or other funding is clearly available.
- The project must be effectively planned, budgeted and have clear aims and objectives.
- The extent to which the proposed actions relate to an identified need and are likely to bring direct benefit to the priority areas/groups.
- Actions incorporating sound community development practices and principles should be considered when making application eg. the promotion of social inclusion through improvement of accessibility for people with a disability or the integration of new communities and cultures.
- The applicants must demonstrate that they have made an effort to raise income or assistance from other sources other than the Community/Voluntary Grant.
- The project must represent overall value for money
- The Applicant Group must be registered with the Sligo County Community Forum.
- The Applicant Group must have a dedicated Bank Account for processing the grant payment.

CONDITIONS OF FUNDING:

1. The grant is used for the specific event/project/activity recommended by the assessment committee and outlined in the County Council Letter of Offer. Sligo County Council reserves the right to revise the grant offer, if it appears that this is not the case.
2. An acceptance of the offer must be signed by two members of the applicant group, which will constitute a contract with agreed objectives, targets, timescale and costs.
3. **Completed applications should be forwarded to: Ms. M. Marren, Community & Enterprise Office, Sligo County Council, Development Centre, Cleveragh Road, Sligo, by:**

4.00pm WEDNESDAY, 9th MARCH,

**APPLICATIONS RECEIVED AFTER THIS DATE
MAY BE PUT ON A RESERVE LIST AND WILL BE
CONSIDERED ONLY IF FUNDING BECOMES
AVAILABLE**

4. **Successful applicants must agree to acknowledge the assistance of Sligo County Council on all printed material associated with the project, and specific reference must be made to the County Council's support in press, plaques and other publicity.**
5. **The CLOSING DATE FOR DRAWDOWN OF THE GRANT IS:**

4.00 p.m., WEDNESDAY, 14th SEPTEMBER, 2011

The claim form **must be fully completed and signed by two members of your Group and accompanied by the following:**

- (a) **Original Invoices stamped and marked "paid" and/or receipts totalling the amount of grant awarded – PLEASE NOTE THE SUBMISSION OF INCOMPLETE DATA OR ABSENCE OF INFORMATION MAY CAUSE A DELAY IN PAYMENT OF THE GRANT**
- (b) **Follow-up Report Form – detailing the event/ project/activity and photos where applicable.**

Failure to comply with these conditions will result in non-payment of the Grant.

Sligo County Council
Community & Voluntary Sector General Grant Scheme 2011
Application Form

All sections of this application form must be completed.
Please attach all other additional relevant information.
For further information please consult Guidelines.

**CLOSING DATE FOR RECEIPT OF COMPLETED
APPLICATION FORMS:**

4pm, Wednesday, 9th March, 2011

PLEASE RETURN COMPLETED FORMS TO:

*Ms. Maura Marren, Office of Community & Enterprise, Sligo County
Council, Development Centre, Cleveragh Rd., Sligo*

Is your Group registered with the Community Forum Yes No
(If your Group is not registered with the Community Forum, please complete
attached Registration Form).

Name of Community Group & Voluntary Organisation

Person to be contacted regarding application

Address:

Day time Tel. No: _____

Mobile No: _____

Email address: _____

Position in Organisation:

PLEASE ENSURE BANK ACCOUNT DETAILS ARE ENTERED:

<u>Name & Address of Bank:</u>	_____

<u>Account No:</u>	_____
<u>Sort Code:</u>	_____

Application Background:

When was your Group established

How is your organisation constituted (e.g. ad hoc grouping, limited company, charitable status?)

Development of Organisation (Please describe membership of your Group and outline the main focus, activities and achievements of your Group together with details of primary funding sources).

Explain how this Event/Project will benefit the Community in the promotion of inter-community involvement and participation?

Timescale (please outline a timescale for development and dates for the commencement and completion of the proposed Event/Project).

Financial Information:

Total cost of proposed event/project

Breakdown of Costs:

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you received, applied for, or do you intend to apply for financial assistance for your Project/Event from any other source(s)?

Please indicate Yes _____
No _____

If Yes, please indicate below which sources and the amount secured or requested:

<u>Source</u>	<u>Amount</u>	<u>Secured</u>	<u>Requested</u>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

What amount are you requesting from Sligo County Council? _____

Please give any additional information in support of your application:

Signed on behalf of the Applicant Organisation:

1) Name _____

Position in Group _____ **Date** _____

2) Name _____

Position in Group _____ **Date** _____

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS IS:

4.00pm WEDNESDAY, 9th MARCH, 2011

**PLEASE RETURN TO: Ms. M. Marren, Community & Enterprise Office,
Sligo County Council, Development Centre, Cleveragh Road, Sligo.**

**PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING
DATE WILL BE PLACED ON A RESERVE LIST AND WILL BE
CONSIDERED ONLY IF FUNDING BECOMES AVAILABLE.**