

# Community Support Fund - Guide to Completion of Application Form

<p>Section 1. Group &amp; Contact Information</p>	<ol style="list-style-type: none"> <li>1) Name of group/organisation – This should correspond exactly with the name of your group as listed in your constitution and on your Bank/Credit Union Account / Tax Reference and Revenue Access No / charity status.</li> <li>2) Please provide an address for the group/organisation.</li> <li>3) Please provide Eircode.</li> <li>4) What type of group are you e.g. local Community Council, Chamber Alliance, etc.</li> <li>5) Are you a limited company.</li> <li>6) Please indicate if your group has registered with the Kerry Public Participation Network (PPN) – please visit <a href="http://www.kerryppn.ie">www.kerryppn.ie</a> for access to registration page.</li> <li>7) Please provide a list of committee members.</li> <li>8) Please provide contact name.</li> <li>9) Please state what position you hold within your community group e.g. Chairperson, Secretary, Treasurer.</li> <li>10) Please provide a daytime phone number.</li> <li>11) It is important that you provide an email address that is checked regularly as the Community &amp; Tourism Department is likely to be in contact via email.</li> <li>12) Please provide a contact address for the contact.</li> <li>13) Please provide a second contact name.</li> <li>14) Please state what position the second contact holds within your community group e.g. Chairperson, Secretary, Treasurer.</li> <li>15) Please provide a daytime phone number.</li> <li>16) It is important that you provide a second email address that is checked regularly as the Community &amp; Tourism Department is likely to be in contact via email.</li> <li>17) Please provide a contact address for the second contact.</li> </ol>
<p>Section 2. Project/Initiative Details</p>	<ol style="list-style-type: none"> <li>18) Please outline which of the Municipal Districts you are applying for</li> <li>19) Please outline Category under which you are applying for funding</li> <li>20) If your project involves development of property, please specify if you are the owner of the land/buildings or have written consent from the landowner/property owner.</li> <li>21) Why you need funding to support your community project or initiative and how would you spend any money awarded to you, e.g. full details of your project and what you will be doing.</li> <li>22) Who will benefit from the delivery of your community project e.g. local children in the area, elderly residents, a number of community groups that use your facility, etc. What are the planned outcomes from your project e.g. to improve local community facilities, to improve energy efficiency at the village hall, to promote local heritage and culture, to get more people to join your group, providing local activities or meeting evidenced community needs. Be as accurate as possible by describing the community(s), neighbourhood(s), village(s), towns(s), that your project will be delivered in or impact upon.</li> <li>23) Please give an estimated or actual start date.</li> <li>24) Please provide if possible, a completion date for your project.</li> <li>25) Please provide a date for event.</li> </ol>
<p>Section 3. Achieving local community priorities</p>	<ol style="list-style-type: none"> <li>26) Please indicate any consultations you may be undertaking with the local community, your local Municipal District Officer, and/or the Local Development Sector in relation to your project proposal. Please indicate if the project is part of a Local Area / Community Plan.</li> </ol>
<p>Section 4. Financing your project/ initiative</p>	<ol style="list-style-type: none"> <li>27) Please provide total project cost - when assessing your project costs, be as accurate and detailed as possible. Please note you will be required to supply current estimates and a full detailed breakdown of costs to support this information as per application form.</li> <li>28) How much funding are you applying for from the Community Support Fund? This is a required field.</li> <li>29) Please indicate if applying for less than the full costs, how will you fund the remainder.</li> <li>30) Please indicate whether this is a completely new project or part of a phased development.</li> <li>31) Please indicate the level of support raised through local fundraising events in respect of this project only.</li> <li>32) Describe who else will be funding this particular project or initiative, for example: sponsorship, member donations, fees, grants from other Bodies.</li> <li>33) Please indicate if you have previously received a grant from Kerry County Council in the past 3 years.</li> <li>34) Please list main project costs here. A detailed breakdown of all costs associated with your project or initiative must be provided so that we can understand the key costs of your project. You should clearly list all projected income and expenditure associated with your project. All costs must match with quotations and estimates supplied.</li> <li>35) Please include supporting documents i.e. minimum of three current estimates / quotes from different independent suppliers – copies will suffice if original not available. This demonstrates a value for money approach to planning and is considered good financial practice.</li> <li>36) If you have a valid Tax Reference and Revenue Access No or Charity Number please provide. A valid Tax Reference and Revenue Access No or Letter from Revenue Commissioners dated in the current year, quoting charity status (CHY number) and confirming the organisation tax clearance status, if applicable.</li> <li>37) Please state how your group proposes to publicly acknowledge Kerry County Council's Community Support Fund contribution.</li> </ol>
<p>Section 5. Additional Information</p>	<ol style="list-style-type: none"> <li>38) Please complete additional information if you wish to provide same in support of your application.</li> </ol>

Section 6. Supporting Documents	39) Where applicable, i.e. Tidy Towns Groups only – Tidy Towns Adjudication Report.
Section 7. Declaration	40) We require a signature on the application form from a member of your committee who is authorised to sign on behalf of the group / organisation. In making your declaration you have read, understand and are accepting the Terms & Conditions of Funding for Kerry County Council's Community Support Fund. It is important that you have read and understood these terms and conditions before you sign the application form.