

LA/Government of Ireland branding here

PLEASE NOTE THIS IS NOT THE ACTUAL APPLICATION FORM, IT IS A SAMPLE FOR THE QUESTIONS. PLEASE CONTACT US FOR THE APPLICATION FORM

Climate Action Fund - Community Climate Action Programme Strand 1 – Building Low Carbon Communities

Application Form

This application is being processed by {Insert LA}

If you have any questions or need any assistance, please contact us on {CCAO contact information}

Community and voluntary groups and organisations in County {Insert LA Area} can use this form to apply to engage in a partnership project with {insert LA} to seek funding under Strand 1 of the Climate Action Fund - Community Climate Action Programme - Building Low Carbon Communities.

Please ensure that you are fully familiar with the requirements and the terms and conditions set out below before you begin filling in this form.

We can only assess forms that have been fully completed. Incomplete forms will not be considered for funding.

Terms and Conditions (* All to be included)

- {Insert LA} will only provide funds for eligible costs to groups/organisations that are directly involved in approved projects at a community level, on a not-for-profit basis, aimed at shaping and building low carbon communities.
- You must demonstrate that you do not have the funding available to undertake the work without grant aid, or alternatively that the grant will enable you to undertake more work which your group/organisation would otherwise not be able to afford.
- The information supplied by the applicant group/organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. {Insert LA} and the Department of the Climate, Energy and the Environment (DCEE) reserve the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by DCEE and {Insert LA}.

- The application must be signed by the Chairperson, Secretary, Treasurer or responsible person of the group/organisation making the submission.
- It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Evidence of expenditure, receipts /invoices must be retained and provided to {Insert LA} or their representative to support payment of funds.
- Photographic evidence of the project may also be required to facilitate draw down of grants.
- DCEE or the local authority may carry out unannounced site visits to verify compliance with Programme terms and conditions.
- No third party or intermediary applications will be considered.
- Breaches of the terms and conditions of this programme may result in sanctions including return of funds already granted and disbarment from future grant applications.
- In order to process your application, it may be necessary for {Insert LA} to collect personal data from you. Such information will be processed in line with {Insert LA}'s privacy statement which is available to view on [Link here](#)
- A grant agreement will be put in place between successful applicants and {Insert LA}

Application Form

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

Section 1: Tell us about your group or organisation

Section 2: Include details about your project

Section 3: State Aid Questionnaire

Section 4: Authorisation and Statutory Consent

Section 5: Declaration by applicants

Section 1 – Tell us about your group or organisation.

Name of Group / Organisation*	
Address*	
Eircode*	

Year Established	
Purpose of Group/Organisation	
Contact number	
E-mail	
Website (if applicable)	
Set out the governance arrangements for your organisation and attach supporting documentation such as terms of reference, constitution, AGM minutes etc, where appropriate*	

Successful applications for funding under this programme will **only be paid to the applicant group/organisation's bank account**. Please ensure you have your bank account details to hand if your application is successful.

Charitable Status Number (if applicable)*	
PPN Registration Number (if applicable)*	
Tax Reference Number (if applicable)*	
Tax Clearance Access Number (if applicable)*	

Can your group reclaim VAT?*	
------------------------------	--

Group/Organisation Contact Details

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

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

Contact Name

Contact Address

Email Address

Phone Number

Section 2 – Project Details

Purpose of the Grant/Relevance of Project: Describe your project. Outline how the project is relevant to the purpose of the grant to shape and build low carbon communities.

What does community access look like for your project?

What themes does your project address? *

Tick as appropriate- you are encouraged to address as many as possible.

- ☐ Community Energy
- ☐ Travel
- ☐ Food and Waste
- ☐ Shopping and Recycling
- ☐ Local Climate and Environmental Action

Please indicate the location of your project using an eircode or an exact location (X-Y co-ordinates) as appropriate:

Eircode:

X ITM:

Y ITM:

Project Costs: Please provide the financial details requested below.

Total project cost*

(inclusive of VAT)

Amount of funding requested *

(inclusive of VAT)

Please show the main project costs below*

Item (Please specify the expenditure item - type of materials, equipment, goods, or operational costs)	Cost in €

Necessity for Grant Funding: Please provide relevant details outlining how your project could not go ahead without grant aid, or alternatively provide details outlining how the grant will enable you to undertake more work which your group/organisation would otherwise not be able to afford.

Achievability: What outputs will your project achieve? How will the project be managed to achieve and measure these outputs? What are the milestones in the project? Set out details of partnerships (if any) that you will enter into to assist you with your project.

Impacts: What are the climate and environmental benefits of your project? How will it contribute to Ireland's climate and energy targets?

Innovation/Scalability: Does your project deal with matters common to other communities and involving solutions that can be applied elsewhere. Can your project be scaled up in your own or other communities?

--

Value for Money: How does your project represent good value for money and efficient use of resources? Outline how the project costs adequately reflect the work being undertaken.

Governance: What project management arrangements will be in place? Please provide details on how you will manage the project budget and other governance requirements.

Section 3 – State Aid Questionnaire *All required

The Community Climate Action Programme is funded by State resources and as such the following three questions must be answered to determine whether or not funding your organisation’s proposal could constitute state aid.

Does the funding confer an advantage on one or more undertaking over others?

☐ Yes ☐ No

Note:

An “advantage” can take many forms: not just a grant, loan or tax break, but also use of a state asset for free or at less than market price. Essentially, it is something an undertaking could not get in the normal course of business.

An “undertaking” is any organisation engaged in economic activity. - This is about activity rather than legal form, so non-profit organisations, charities and public bodies can all be undertakings, depending on the activities they are involved in. - An undertaking can also include operators and ‘middlemen’ if they benefit from the funding

“Economic activity” means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity.

Support to an organisation engaged in a non-economic activity isn't State aid, e.g. support to individuals through the social security system is not state aid.

Does this funding distort or have the potential to distort competition?

☐ Yes ☐ No

Note:

If the assistance strengthens the recipient relative to its competitors, then the answer is likely to be “yes”.

The “potential to distort competition” does not have to be substantial or significant: may include relatively small amounts of financial support to firms with modest market share.

Does the awarding of this funding have the potential to affect Trade between EU member states?

☐ Yes ☐ No

Note:

The interpretation of this is broad: it is enough that a product or service is tradable between Member States, even if the recipient does not itself export to other EU Markets.

Please confirm the total Euro value of all State funding your group has received in the last three-year period:

Commented [MB1]: New statement

If the answer to all three of the above questions is “yes” then granting of funding through the Community Climate Action Programme would constitute state aid. In that case, please complete the De Minimis State Aid Declaration to accompany your application.

If the answer to any of the above questions is “no” this project does not constitute state aid. Please move on section 4.

Section 4 - Authorisation and Statutory Consent ***All required**

Where a project will be delivered from a site/building(s)/floor space that are not in the ownership of the Local Authority, it must be in the ownership of the partner organisation of the Local Authority or either party must have a minimum five years lease must be in place from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years.

Do you have all required planning and regulatory permissions and consents and have you secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for your project?

☐ Yes ☐ No

Section 5 – Declaration *All required

- I declare that the information given in this form is correct.
- I confirm I have read and fully understand the Terms and Conditions of the Programme on page 1 of this form.
- I confirm that I have read and fully understand any guidelines prior to completing this form.
- I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
- I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate more work which the group would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).
- I confirm that paid invoices / receipts will be retained for inspection by {Insert LA}.
- I acknowledge that any false or misleading statement or the withholding of essential information from {Insert LA} (as determined by {Insert LA}) will result in cancellation of any grant approved under this scheme and could later give rise to the grant being recovered.

Name in block capitals (on behalf of group / organisation):	
Signature:	
Position held in group / organisation (block capitals):	
Date:	