

WICKLOW COUNTY COUNCIL

Community Awards Scheme 2019



Community Awards

Guidelines

2019



Community Awards Scheme 2019

Ethos and focus of awards

The purpose of the Wicklow County Councils Community Award Scheme is to assist local community and voluntary groups, including sporting, arts and cultural organisations that would benefit from small scale or once-off funding to support the groups' activities i.e. running costs or to develop a particular project. The Award Scheme gives the County Council the opportunity to recognise and value the voluntary contribution made by local groups in their own localities.

Applications will not be accepted from statutory bodies. Proposals from individuals will not qualify.

Aims of the Community Award Scheme

The aim of this Fund is to support community and voluntary groups in County Wicklow who wish to undertake projects that will:

- Carry out a service or activity that makes a contribution to the quality of life in their local community.
- Increase voluntary activity,
- Target the socially excluded and increase their opportunities and particularly those who target anti-racism and accessibility issues.
- Recognise the valuable contribution of community and voluntary organisations in Wicklow in some way.

The maximum grant available is €2,000.

Social inclusion is a central theme of the Programme – Social Inclusion is about focusing on the needs of marginalised and disadvantaged groups such as people with disabilities, the unemployed/low income groups, travellers, homeless, lone parents, gay/lesbian/bi-sexual/transgender community, older people, children/young people, rurally isolated etc.

Appraisal and decision process

A small appraisal committee including representation from the Municipal Districts will consider all applications made under the Community Awards Scheme.

Key considerations in assessing applications will include:

- Group contributes to the general wellbeing and quality of life of the local community
- The strength of the application – it is very important to supply all information requested on the form
- Social inclusion and anti-racism projects

- Sports participation opportunities for disadvantaged
- The ability of the group to carry out the project
- The impact, scope and inclusiveness of the project.
- Sustainability
- Beneficial if the group adheres to the Governance Code
- Beneficial if your group is a member of the Public Participation Network (PPN)

When will grants be paid?

The grants will be paid out to successful applicants at awards ceremonies to be held in each Municipal District during May/June 2019. Dates to be confirmed.

Closing Date

The closing date for receipt of completed applications is **12 noon on Thursday 28th February, 2019.**

An original signed copy of the application form must be received prior to the closing date. Fax or email copies are not acceptable. Late applications will not be considered.

Application Process

Completed application forms should be returned to:

The Office of Community, Cultural & Social Development
 Wicklow County Council,
 County Buildings
 Wicklow

Any queries to Community, Cultural & Social Development. Tel. (0404) 20208 or email: ccsadmin@wicklowcoco.ie

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION FORM
APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS
ARE NOT SUPPLIED.

Copy of current Bank, Credit Union or An Post statement.

Copy of group constitution.

WICKLOW COUNTY COUNCIL



COMMUNITY AWARDS

2019

APPLICATION FORM

Name of Community/Voluntary Group

Tax Reference Number or Charitable Status (CHY) Number: *(if Applicable)*

Applicant Details

Name

Address

Position held in group

Eircode

Daytime telephone

Email

Municipal District in which group operates

Number of Voluntary Workers

Number of Paid Workers

How many members are there?

Is membership open?	
Details of membership fees	

What are the aims, objectives and ethos of your group?

What are the activities of your group?

What is the activity or action for which you are seeking a grant?

How will the activity or action be managed?

Why is there a need for this activity or action? Please provide support/proof of need or consultation carried out?

Who will benefit from this activity?

Governance Code:

Has your group signed up to the Governance Code?

In the process of signing up?

Is your group a member of the Public Participation Network?

Name of your Group Bank Account: (This is the name that appears on your bank statement).

Outline the estimated cost of the activity or action. €

Amount sought from Wicklow County Council. €

If the amount you are requesting is not the total cost of the proposed activity or action, please advise from where the balance of funds is coming

Have you applied for or received funding from any other source in the last year. If yes, please give details.

DECLARATION:

I declare that all the information given in this form is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used for the purpose stated.

I also accept as a condition of the grant scheme:

- That it involves no commitment to any other grants from Wicklow County Council in the future.
- Wicklow County Council reserve the right to request further information, if required.
- Wicklow County Council will undertake to review the scheme from time to time and as a result may make any changes necessary without any prior notice and at the Council's discretion.
- That Wicklow County Council hold no responsibility for the project and that the project must meet with all Planning and Health and Safety Regulations.
- To have the project monitored by Wicklow County Council or by its agents, to allow access to its premises and records, as necessary for that purpose.
- To provide details of the grant spent in the Evaluation Form provided by the 31st December, 2019
- That grant allocation must be used for the project approved and grant monies unspent within the 12 month period must be returned.

Signed: _____

Date: _____

CHAIRPERSON



DATABASE

Wicklow County Council is currently preparing a database of Community & Voluntary Groups in the county. This will be used exclusively by WCC to inform groups and organisations (by email) of any upcoming grants or community news.

If you wish to be included on this database please complete and sign this form:

Name of Community Group _____

Contact email: _____
(Please print)

Contact Name: _____

Signature: _____

Date: _____