

**Local Agenda 21
Environment Partnership Fund 2016
Application Form**

*When completing this application form, please read the accompanying NOTES and ASSESSMENT CRITERIA (at the end of this form) to ensure that your project is suitable for grant funding, and that necessary requirements are being met.

1. Applicant Details

Organisation Name(as per Tax Clearance Certificate):

Project Co-ordinator:

Address:

Contact Phone No:

Email Address:

Project Start Date:

Estimated Project End Date:

2. Project Title

3. Purpose of Project

4. Describe Nature of Partnership with Local Community

5. Project Summary

(A fuller description may be provided separately with supporting documentation)

6. What Environmental Aspect is addressed by this project?

(e.g. Waste, Water Quality, Air Quality, Biodiversity, Climate Change, Sustainability etc.)

7. How will this project develop a more sustainable local community

8. Assessment Criteria

Please describe briefly how your proposed project meets the following criteria. These criteria will be used to assess proposed projects and to make decisions regarding funding. The full set of assessment criteria is described at the back of the form.

8.1 Partnership Arrangements

8.2 Awareness Raising Potential

8.3 Practical Promotion of LA21

8.4 Value for Money

8.5 Widely Replicable

[illegible]

8.6 Feasibility of Project Targets

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9. Summary of Costs

Cost Item	Amount
	€
	€
	€
	€
	€
	€
	€
	€
Total Costs	€

10. Summary of Funding

Sources of Funding	Amount
Amount Sought from this Scheme	€
Applicant Contribution	€
Other Funding Sources (please list):	€
	€
	€
	€
	€
	€
Total Funding:	€

11. Have you applied for funding from one or more other Local Authorities for this Project. Yes ☐ No ☐

11.1. If you answered “yes” to the previous question, please list the other local authorities applied for in the following table:

Note: No more than 8 applications may be made to local authorities for any one project.

Local Authority Applied to:	Amount
	€
	€
	€
	€
	€
	€
	€
	€
Total Funding Sought for this Project from all Local Authorities	€

12. Category of Project

Please indicate ("x") which of the following best fits your project:

- A. Training, Education and similar Awareness-Raising Initiatives ☐
- B. School/Community Gardens & Allotments ☐
- C. Development of Community Areas including Wildlife and Biodiversity ☐
- D. Repair, Reuse, Recycling ☐
- E. Composting and Rainwater Harvesting ☐
- F. Audits, Surveys and Action Planning ☐
- G. Other ☐

13. Have you applied for funding from one or more other Local Authority for *any other project* Yes: ☐ No: ☐

Note: Funding for no more than one project should be applied for on any application form.

13.1 If "yes" to the previous question, please list both the project name, and names of local authorities applied to, on the following table:

Any further details of other projects applied for through this scheme can be supplied on a separate document.

Local Authority Applied To:	Title Of Project	Amount
		€
		€
		€
		€
		€
		€
		€
Total Sought for other projects through this scheme:		€

All particulars as entered above, and any supplementary materials supplied in support of this application, are correct as of the date of this signature.

Signed: _____

Date: _____

For Local Authority Use Only

Local Authority: _____

LA21 Officer: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Signed: _____

Date: _____

Local Authority Stamp:



Assessment Criteria Explained

The following assessment criteria will be used to rank eligible proposals. Decisions on funding will be based on this ranking.

1. Partnership arrangements

Does your proposed project involve working closely and in partnership with local authorities, local business, NGOs, and other local interests? How will you ensure a high level of interest and involvement with the project? Projects with strong partnership arrangements and local involvement will be given a higher rating.

2. Awareness raising potential

Will your project raise environmental awareness in your local community? Is it educational, with a focus on national environmental concerns? Proposals are more likely to be given a higher rating where environmental awareness is brought to a wider audience.

3. Practical promotion of Local Agenda 21

Will your project promote good environmental practice and sustainable living? Projects will be given a higher rating where they provide practical solutions to environmental issues and involve local communities in developing a more sustainable society.

4. Value for money

How will the funding be spent and what outcomes will be achieved? Projects providing excellent value for money and efficient use of resources will be given a higher rating.

5. Widely replicable

Does the project deal with issues common to other communities and will it involve solutions that can be applied elsewhere? Projects which demonstrate that they are replicable elsewhere will be given a higher rating.

6. Feasibility of project targets

Are the project targets feasible and how will the project be managed to achieve those targets? Have similar projects been undertaken in the past and have they been successful? Proposals demonstrating good management to achieve feasible objectives will be given a higher rating.

7. Structure and layout of proposal

Proposals should be well structured, clearly defining project aims and objectives. Proposals should also demonstrate how the local community will be involved. Project budgets should be well set out and arrangements for managing the project should be detailed. Clear, well-structured proposals will be given a higher rating.

General Conditions

- A. Tax Clearance: Applicants should be advised that approval of funding will be conditional on tax clearance requirements being met. Applicants are required to list the number and name of all grant applications they have submitted to each local authority.
- B. Progress on projects should be monitored and all successful applicants will be required to furnish and return a completion report to their local authority.
- C. In order to ensure that the fund prioritises locally identified environmental needs, it should be noted that no single project may apply to more than eight local authorities.
- D. Expenditure on the carrying out of works (e.g. environmental improvements) is not specifically excluded but the main focus should be in accordance with the overall spirit of Local Agenda 21.
- E. Projects eligible for funding under the Department of the Environment, Community and Local Government's anti-litter grants scheme will not be considered under this scheme.
- F. Applicants must ensure that relevant projects are carried out in accordance with all Child Protection Policies and Procedures currently in place in each Local Authority. Prior to participation, it is important to consult with your Local Authority in this regard.
- G. Applicants may be subject to Garda vetting procedures.
- H. Commercial/business projects are not eligible for funding.
- I. **Completed application forms should be returned to the relevant local authority by 5pm, 17 June 2016 at the latest.**