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**Climate Action Fund - Community Climate Action Programme**

**Strand 1 – Building Low Carbon Communities**

**Application Form**

* **Small Grants**

Community and voluntary groups and organisations in Waterford can use this form to express their interest in engaging in a partnership for a small grant worth up to €20,000 from Waterford City and County Council 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 conditions set out in the *Briefing Note and Guidelines for Applicants* 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. Groups are encouraged to contact the Community Climate Action Officer before completing this form.

**Terms and Conditions**

* Waterford and City County Council (WCCC) 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.
* 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. WCCC and the Department of the Environment, Climate and Communications (DECC) reserve the right to publish a list of all grants awarded on their websites.
* The Freedom of Information Act applies to all records held by DECC and WCCC.
* 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.
* Expressions of Interest will only be accepted on this form.
* Evidence of expenditure, receipts /invoices must be retained and provided to WCCC or their representative to support payment of funds.
* Photographic evidence of the project may also be required to facilitate draw down of grants.
* DECC or the local authority may carry out unannounced site visits to verify compliance with Programme terms and conditions.
* Projects under strand 1a must have a clear North/South basis and demonstrate the impact of the project in contributing to climate and energy targets on the island of Ireland and the sustainability objectives in the Shared Island chapter of the revised National Development Plan 2021-30.
* Applications to strand 1 and strand 1a must be separate. The Climate Action Fund, or Shared Island Fund, contributions must be publicly acknowledged in all materials associated with the purpose of the grant.
* 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 WCCCC to collect personal data from you. Such information will be processed in line with WCCC’s privacy statement which is available to view [online, here](https://www.waterfordcouncil.ie/departments/corporate/communications/privacy-statement.htm).
* A grant agreement will be put in place between successful applicants and WCCC.

**Strand 1 Building Low Carbon Communities**

This application is being processed by Waterford City and County Council.

If you have any questions or need any assistance please contact us on +353 87 279 7577 or email [climateaction@waterfordcouncil.ie](file:///C%3A%5CUsers%5Cslee%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CIE%5CFQ5ALDOV%5Cclimateaction%40waterfordcouncil.ie)



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There are five sections to this form:

**Section 1:** Tell us about your group or organisation

**Section 2:** Tell us about your project

**Section 3:** State Aid questionnaire

**Section 4:** Supporting documentation

**Section 5:** Declaration by applicants

**Section 1 – Tell us about your group or organisation.**

|  |  |
| --- | --- |
| **Name of Group / Organisation** |  |
| **Address** |  |
| **Eircode**  |  |
| **Contact number** |  |
| **E-mail** |  |
| **Year Established** |  |
| **Purpose of Group/Organisation (e.g. Tidy Towns, Sports Club, Community Committee etc.)** |  |
| **Is the group a not-for-profit organisation? (Yes/No)** |  |
| **Is the group registered with a collective (e.g. PPN) OR does you group have Articles of Association, hold an AGM and have minutes available? (Please specify)** |  |
| **Set out the governance arrangements for the organisation. Attach supporting documentation such as terms of reference, constitution, AGM minutes etc, where appropriate. (100 word limit)** |  |
| **Is the group located in the Waterford City & County Council area? (Yes/No)** |  |
| **Website / Social Media Accounts (if applicable)** |  |

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.

VAT is considered eligible for grant payment in cases where it cannot be reclaimed. For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT, then their expenses should be exclusive of VAT.

|  |  |
| --- | --- |
| **Is the group registered for VAT? (Yes/No)** |  |
| **Charitable Status Number (if applicable)** |  |
| **PPN Registration Number (if applicable)** |  |
| **Tax Reference Number (if applicable)** |  |
| **Tax Clearance Access Number (if applicable)** |  |

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

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Role/ Position held in group** |  |
| **Contact Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Section 2 – Tell us about your project**

Project Summary:

**Select which programme theme(s) your project will address? Tick all that apply.**

[ ] Theme 1: Community and Energy

[ ]  Theme 2: Travel

[ ]  Theme 3: Food and waste

[ ]  Theme 4: Shopping and recycling

[ ]  Theme 5: Local climate and environmental action

**Purpose of the grant**

What will the funding be used for?

Note: This list is not exhaustive but gives examples of types of expenditure. Tick all that apply.

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| --- | --- |
| [ ]  Solar Panels and related equipment | [ ]  Retrofitting community buildings  |
| [ ]  Energy efficient upgrades | [ ]  LED community lighting |
| [ ]  Community EV charging points  | [ ]  Low carbon technology/equipment |
| [ ]  Bike racks or other infrastructure  | [ ]  Materials for repair hubs  |
| [ ]  Materials for community garden  | [ ]  Composting facilities |
| [ ]  Pollinator project | [ ]  Mini forest |
| [ ]  Water filling stations  | [ ]  Other (Give details) |
|  |  |

If you selected “Other”, please briefly list.

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Dates and Locations:

**Please indicate when your works will begin and end.**

All projects must be completed within 18 months from the letter of offer.

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| --- | --- |
| **When will your project begin:**  |  |
| **When will it be completed:** |  |

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

|  |  |
| --- | --- |
| **Eircode** |  |
| **or** |
| **X ITM** |  | **Y ITM** |  |

Project Costs:

**Please show the project costs below** **(****add as many lines as required)**

For small projects, a minimum of three quotes should be sought for each cost for the project. All received quotes should be attached to the application.

Where three quotes for an item is not possible or overly burdensome in the case of multiple project components, the requirement for three quotes per item may be waived and the application may be evaluated on the quotes available. Documentary evidence should be provided showing efforts made to obtain three quotes where possible. The applicant should consult with their Community Climate Action Officer with prior to submitting their application. The Local Authority must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

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| **Item** (Please specify the expenditure item and type of materials, equipment, goods etc.)  | **Cost in €**  |
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**Are your project costs inclusive or exclusive of VAT?**

For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT, then their expenses should be exclusive of VAT.

[ ] Project costings above include VAT

[ ]  Project costings above do not include VAT

**Project Costs: Please provide the financial details requested below.**

|  |  |
| --- | --- |
| **Total project cost**  | € |
| **Amount of funding requested**  | € |

**Successful applications for funding under this programme will be reimbursed quarterly for expenses and may need to ensure that they have bridging finance to accommodate this. Does the group/ organisations have sufficient funds or will the group/ organisations be able to arrange some form of bridge funding? Please select one only.**

[ ] Yes – we have sufficient funds/ will be able to secure bridge financing

[ ]  No - we do not have sufficient funds/ will need assistance with bridge financing (prefunding)

[ ] Unsure at time of application

Project Benefits and Management:

**Describe your project and its impact (Add as many lines as required - 600 words max.)**

Describe your project. Outline how the project is relevant to the purpose of the grant to shape and build low carbon communities and how you will address the programme themes. Outline the relevance and impact; innovation and scalability; value for money; achievability; partnerships, if any; and governance arrangements of your project.

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**Necessity for Grant Funding (Add as many lines as required - 50 words max.)**

Briefly outline 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.

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**Section 3 – State Aid Questionnaire**

**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.**

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| 1. **Does the funding confer an advantage on one or more undertaking over others?**
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|  |  |  |
|  | [ ]  Yes [ ]  No |  |

Explanatory 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.

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| 1. **Does this funding distort or have the potential to distort competition?**
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|  | [ ]  Yes [ ]  No |  |

Explanatory 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.

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| 1. **Does the awarding of this funding have the potential to affect Trade between EU member states?**
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|  | [ ]  Yes [ ]  No |  |

Explanatory 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.

**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 ensure to fully complete section 3.B, the De Minimis State Aid Questionnaire.**

**If the answer to any of the above questions is “no”, proceed to Section 4.**

**Section 3.B - De Minimis Questionnaire**

Where you have answered “yes” to all of the questions in section 3, please ensure to complete this section to determine if you are eligible to receive State aid received under the De Minimis Regulation (EC) No 1998 / 2006. If the information provided below indicates you are eligible to receive funding under the De Minimis Regulation please fill out the declaration form in respect of this.

* **Please provide details of all other De Minimis state aid which has been granted to your organisation, within the past three fiscal years, e.g. from a state agency, government department, Local Enterprise Office, local authority, LEADER funding etc.**
* **When a Granting Authority grants De Minimis aid to an undertaking, it must explicitly inform the enterprise of the De Minimis character of the aid and reference Regulation 1407/2013; this will enable the grantee to declare it in future applications for De Minimis support.**
* **It should be noted that a false declaration by a company resulting in the threshold of €200,000 being exceeded could later give rise to the aid being recovered with interest.**

**The amount of De Minimis aid received by the organisation over the last 3 fiscal years is as follows:**

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| --- | --- | --- |
| **Funder/Organisation that provided the Aid** | **Amount €** | **Date Funding was Approved**  |
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**€**

The total amount De Minimis Aid received is:

**If you have already reached the maximum threshold of €200,000 De Minimis state aid over the three relevant years you may not be eligible to receive funding under this programme. Please highlight this to your Community Climate Action Officer.**

**Section 4 – Supporting documentation**

You must submit the governance documents for your organisation (e.g. terms of reference, constitution, AGM minutes etc.) and your quotes for products/ services. If relevant, you can submit other supporting documents to your application.

**Select below what documents you will be submitting and please ensure your group name is in the title of each file:**

[ ]  Governance documents

 [ ]  Quotes for products/ services

 [ ]  Energy Audit

 [ ]  Environmental Study

 [ ]  Community Survey

 [ ]  Conservation Plan

 [ ]  Energy Master Plan

 [ ]  Green Club GAA

 [ ]  Biodiversity Action Plan

 [ ]  Tidy Towns Report

 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5 – Declaration**

* 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 the Briefing Note and Guidelines for Applicants 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 WCCC.

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