

Department of Rural and Community Development

COVID-19 Emergency Fund

NOTE: Closing Date – Close of Business on Thursday 30th April 2020



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development

FOR OFFICE USE ONLY

Date Received:

Reference Number:



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

GROUP /ORGANISATION NAME:

ALL APPLICATIONS ARE TO BE RETURNED TO:

By Email To: Covid19EF@limerick.ie

OR

By Post:

**Limerick Covid-19 Emergency Fund, Urban and Rural Community
Development, Community Development Directorate, Limerick City
& County Council, Merchant's Quay,
Limerick V94 EH90**

By Close of Business on Thursday 30th April 2020

Please read the Application Guidelines before completing this form.

Department of Rural and Community Development: COVID-19 Emergency Fund

In 2020, this grant programme is providing grants to groups that are directly involved in the Community Call response to the COVID-19 pandemic.

It is intended that the majority of the funding allocated by the Limerick and City Council will be ring-fenced for grants of €1,000 or less.

Limerick City and County Council will distribute grants to those groups/organisations involved in the Community Call COVID-19 response locally.

TERMS AND CONDITIONS

- Grants will provide funding to groups that are directly involved in the Community Call response to the COVID-19 pandemic.
- 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.
- Under the current circumstances, Limerick City and County Council ask that where possible applications be submitted by email. This will assist in processing the applications more efficiently. Applications by email must be received to this address: Covid19EF@limerick.ie.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date of **Close of Business on Thursday, 30th April 2020**. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- The application must be signed by the Chairperson, Secretary or Treasurer of the group/ organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Applications must be on the 2020 application form for the COVID-19 emergency fund.
- Evidence of expenditure, receipts /invoices must be retained and provided to the Local Authority or their representative when requested.
- Grant monies must be expended and drawn down from the Local Authority by end of year 2020. Photographic evidence may be required to facilitate draw down of grants.
- The Department's contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
- In order to process your application it may be necessary for Limerick City & County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on www.limerick.ie.

All questions on this form must be answered. Please write your answers clearly in block letters.

SECTION 1 – YOUR ORGANISATION

*** Denotes Required Field**

Name of Applicant Group / Organisation *	
Address *	
Eircode *	
Primary Contact Name *	
Role in Group/Organisation *	
Telephone number *	
E-mail * This email must be monitored and checked by the applicant as email will be the primary method of communication in relation to this grant funding.	Where possible this email should be accessible by the Chairperson, Secretary or Treasurer as confirmation of acceptance of any grant offer will be required.
Website *	
Alternative Contact name *	
Alternative Telephone number *	
Alternative E-mail *	
Year established	
What is the purpose of group / organisation	

What work is being undertaken by the group/organisation as part of the COVID-19 Community Call?

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

Charitable Status Number (if applicable)	
Tax Reference Number (if applicable)	
Tax Clearance Access Number (if applicable)	

SECTION 2 – Project Details

PURPOSE OF GRANT

What will the funding be used for?

FUNDING

Amount being sought/applied for under the COVID-19 Emergency fund	€
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Important note: Please contact the Covid19EF@limerick.ie by email or phone 061-557117,061-557365 or 061-556654 for any further assistance required in completing this application.

SECTION 3 - 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 (see page 2 of this form).
- I confirm that I have read the 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 they would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).

Name in block capitals (on behalf of group / organisation):	
Signature: <i>Note: Must be signed by the Chairperson, Secretary or Treasurer of the group/ organisation making the submission</i>	
Position held in group / organisation (block capitals):	
Date:	

Thank you for completing your application form.

Applications by Email To: Covid19EF@limerick.ie (preferable) or by post.

Applications to be submitted by Close of Business on Thursday 30th April 2020.

If you need help or assistance with this application, please contact *Limerick City & County Council* by email to the address above or by phone to any of the following numbers 061-557117, 061-557365 or 061-556654.