

**Comhairle  
Chontae Laoise**



**Laois County  
Council**

If you require any  
further information  
please contact:

Environment Section,  
Áras an Chontae,  
JFL Ave.,  
Portlaoise,  
Co Laois.

Tel No: 057 86 74330

Email:  
sdoher@laoiscoco.ie



**COMMUNITY GRANTS SCHEME 2012**  
**GUIDANCE INFORMATION**

Applications are invited from interested bodies, groups, committees and organisations who intend to engage in environmental/amenity works during 2012. Any works for which funding is sought must be of benefit to the community. All work must be carried out in an environmentally sustainable manner and comply with all relevant legislation. Satisfactory arrangements for future management and maintenance must also be in place.

**TYPE OF PROJECTS THAT WILL QUALIFY**

Projects designed to improve and/or protect amenities or for the enhancement of the appearance of an area will be considered along with environmental and amenity initiatives that will benefit the local community. For example, amenity works including landscaping, development of open spaces (planting trees & shrubs, flowerbeds etc) and/or purchase of equipment to maintain/improve/clean up areas/open spaces i.e. lawnmowers.

**SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY**

All applications must be completed **IN FULL** and returned to:  
**Administrative Officer Environment Section, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois.**

The application form **must** be accompanied by the following:

1. A copy of minutes of a meeting held by the applicant body within the past 6 months.
2. A detailed estimate/quotation for 2012 of the cost of the proposed works. **Please include a written quotation for goods and services.** (it is important that cost estimates should be as accurate and realistic as possible).

**GENERAL CONDITIONS**

All receipts relating to the application **must** be submitted when works are completed (please include before and after photographs).

All works carried out **must** comply with Planning Legislation and all Local Authority requirements. Applicants should liaise with relevant Local Authority sections and it is recommended that all bodies, groups, committees and organisations arrange adequate and suitable insurance cover and provide for maintenance and upkeep after the works are completed subject to the satisfaction of Laois County Council.

The maximum grant will be determined based on number of complete and valid applications received.

Groups may only apply for one Scheme, i.e. if your group avails of the Community Grant Scheme you cannot apply for funding under the Community Project Fund or Tidy Town Grants.

**Closing date for receipt of completed applications is  
Friday 17th February 2012.**

**PLEASE NOTE THAT:**

- **INCOMPLETE APPLICATIONS WILL BE RETURNED**
- **FAILURE TO SUBMIT ALL RELEVANT DETAILS BY THE CLOSING DATE WILL RESULT IN THE APPLICATION BEING REFUSED.**
- **PLEASE ENSURE CORRECT BANK ACCOUNT DETAILS ARE INCLUDED AS ALL GRANT PAYMENTS WILL BE PAID BY ELECTRONIC TRANSFER OF FUNDS AND NOT BY CHEQUE.**

# COMMUNITY GRANTS SCHEME 2012

## Application Form

Name of Applicant Body: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Groups Bank Name and Address: \_\_\_\_\_

Account No: \_\_\_\_\_ Sort Code: \_\_\_\_\_

***Please ensure correct bank account details are included as all grant payments will be paid by electronic transfer of funds and not by cheque/paying order.***

Description of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_ Date of Commencement of works: \_\_\_\_\_

Date of expected completion: \_\_\_\_\_

Have any previous Community Grant Applications been made. If so, please provide details:

Have any other grants been received in respect of this project. If so, provide details:

Details of groups own funds (if any): \_\_\_\_\_ Amount of grant sought: \_\_\_\_\_

I/We have read and understood the terms of the Council's Community Grants Scheme 2012 and  
I/We apply for a grant towards the cost of the project/works as outlined.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please forward completed application form and relevant documents to:  
Administrative Officer, Environment Section, Áras An Chontae, JFL Avenue, Portlaoise, Co Laois.

### Checklist

- Completed contact details \_\_\_\_\_
- Completed payment details \_\_\_\_\_
- Minutes of meeting \_\_\_\_\_
- Quotations \_\_\_\_\_

**Only completed applications will be accepted, any applications that are incomplete or without the relevant documentation will not be considered. The onus is on all applicant(s) to ensure that your application is complete and returned by the closing date.**