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|  **South Dublin County Community Enhancement Programme 2018** |
| Description: LCDC National_FINAL LOGOlogo_sdcc_rgb |
| **Application Form** |
| **Organisation Name** |  |
| **ALL APPLICATIONS ARE TO BE RETURNED TO:****Andy Lane, Community Services, South Dublin County Council, County Hall, Tallaght, Dublin 24** **Email:** comdevof@sdublincoco.ie**By 4.00pm on Friday 9th November 2018****CLOSING DATE WILL BE STRICTLY ADHERED TO.**  |
| **FOR OFFICE USE ONLY** |
| **Date Received:****Reference Number:****LCDC recommendation:** |

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| **Deadline and How to Apply** |
| ***See Guidance Section 1*****Deadline**Strictly 4.00pm Friday 9th November 2018**Application Forms**Applications forms can be requested by email from comdevof@sdublincoco.ie. Alternatively, you can phone 01-414-9270.Applications will only be accepted on the official application form.**Submitting an Application**Applications must be signed by the Chairperson, Secretary or Treasurer of your organisation.Applications can be submitted:* Through email: comdevof@sdublincoco.ie
* Electronically through the on-line form: [https://www.tfaforms.com/4700471](https://scanmail.trustwave.com/?c=6600&d=zJLH2xkODtRJJqvmOAzgmT2jXy54lbPls_viqXSxJg&s=344&u=https%3a%2f%2fwww%2etfaforms%2ecom%2f4700471)
* By post\* to: Community Enhancement Programme Community Services

South Dublin County CouncilCounty Hall,Tallaght,Dublin 24*\* Applications by post should allow sufficient time to ensure delivery no later than Friday 9th November 2018. Claims of lost or delayed post will not be considered, unless applicants have a Post Office certificate of posting.*  |
| **Eligibility** |
| ***See Guidance Section 2***Applicants should be members of the South Dublin County Public Participation Network. Note at present it may not be possible to generate a membership number so please insert 0000 in the appropriate box. To find out more about the PPN at [www.sdcppn.ie](http://www.sdcppn.ie)  |

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| **SECTION 1 – CONTACT AND BANK DETAILS** |
| **Group / Organisation Details** |
| Name of Group / Organisation |  |
| Postage Address |  |
| Eircode |  | *(Locate your Eircode at* [*www.eircode.ie*](http://www.eircode.ie)*)*  |
| Website *(if any)* |  |
| **Contact Person Details** |
| Contact Name  |  |
| Role in Group / Organisation |  |
| Mobile Number |  |
| Email Address |  |
| Alternative Contact name |  |
| Alternative Contact Telephone Number |  |
| Alternative Email |  |
| How did you hear about scheme? |  |

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| **Bank / Building Society Details***If your application is successful, this is the account that will receive the funding.* |
| Please also submit the header from your bank statement showing * Your name
* Your bank’s name
* The BIC and
* The IBAN

Any transactions should be redacted or blacked out. |

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| Attach header from your bank statement | Yes |  | No |  |
| Please complete bank details in Appendix 1 noting the data protection information | Yes |  | No |  |

In order to set you up on our Finance Management System as a supplier for payment please complete the details below:

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| **Name on your Account (Supplier details)** |  |
| **Address on your Account (Supplier address)** |  |
| **Bank Sort Code Number** |  |
| **Bank Account Number** |  |
| **Bank BIC** |  |
| **Bank IBAN** |  |
| **E-mail for remittance** |  |
| **VAT/Tax registration number/****PPS number** |  |
| **Tax Clearance Access Number** |  |
| **Name of person submitting these banking details** |  |
| **Signature/Position** |  |

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| **SECTION 2 – GROUP / ORGANISATION DETAILS** |
| ***See Guidance Section 3*****Purpose of the Organisation (Max 100 words)** |
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| Year Established |  |
| Has your organisation registered with the local Public Participation Network? | Yes |  | No |  |
| PPN Number |  |
| Charity Number *(If applicable)* |  |
| Tax Registration Number *(If applicable)*<https://www.nkc.ie/TR1.pdf> |   |
| Is your organisation affiliated or connected to any local, regional or national body? *If yes, please provide details below.* |
|  |
| What area does your group operate in? *(Please tick)* |
| County-wide  |  | North of Naas Road |  | South of Naas Road  |  |
| Adamstown |  | Clondalkin |  | Lucan |  |
| Newcastle |  | Palmerstown |  | Rathcoole |  |
| Rathfarnham |  | Saggart |  | Tallaght |  |
| Templeogue |  | Terenure  |  | Other: |  |
| ***See Guidance Section 4***Does your group operate in any disadvantaged areas? *If yes please provide details below* |
| Yes |  | No |  |   |
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| **Target Group** *Please select one key target group this application relates to.* |
| Children and families from disadvantaged areas, |  |
| Lone parents, |  |
| New communities (including refugees and asylum seekers) |  |
| People living in disadvantaged communities |  |
| People with disabilities |  |
| The unemployed (including those not on the Live Register) |  |
| Low income workers/households |  |
| Roma/Travellers, |  |
| Young unemployed people from disadvantaged areas |  |
| Young people aged 15-24 who are not in employment, education or training (NEETs) |  |
| Other not identified above |  |  |
| **Financial Details** |
| Has your group received any funding from any state organisation over the last three years? If so, please provide details. |
| Yes |  | No |  |   |
| **Name of Scheme** | **Funding Organisation** | **Amount of Funding** | **Year** |
|  |  |  |  |
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| Did your group receive any funding from the Communities Facilities Scheme or RAPID Funding in 2017 |
| Yes |  | No |  |   |
| If yes have you supplied evidence of expenditure (receipts and photographs) for the Communities Facilities Scheme or RAPID funding you received in 2017 |
| Yes |  | No |  | *If no please provide details below* |
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| **SECTION 3 – PURPOSE OF GRANT AND FUNDING** |
| ***What will the funding be used for?******Note: This list is not exhaustive but gives examples of types of capital expenditure*** |
| IT Equipment  |  | Sports Equipment |  | CCTV |  |
| Signage |  | Training |  | Training equipment |  |
| Upgrade of building |  | Upgrade playground |  | Safety equipment |  |
| Defibrillator |  | Energy efficient upgrade |  | Research facilities |  |
| Development of community facility |  | Other (Give details) |  |
| ***See Guidance Section 5***Purpose:Tell us what you are proposing to purchase. Please note the funding is for capital expenditure only. *Please do not apply for training, administrative costs repairs and maintenance or previously carried out work.* |
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| Tell us why you want this and what it will be used for. Briefly outline in less than 200 words. |
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| **Funding Amount*****See Guidance Section 7****Please note, the maximum grant available is €1,000 for the small scale capital grant* |
| Amount of funding required for the project/grant |  |
| Amount sought under this scheme |  |
| If partial, where is the shortfall of funding coming from?  |  |

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| **SECTION 4 – 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 Community Enhancement Programme (see page 2 of application form).
* I confirm that I have read the Community Enhancement Programme Application 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 with the grant the applicant group/organisation will now undertake a larger project which they otherwise would not be able to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).
 |
| **Signed** *(Digital signature accepted)* |  |
| **Your Name in Block Capitals** |  |
| **Position held in Group / Organisation** |  |
| **Date** |  |

**Please ensure you complete all sections (1 to 4) of this application form as failure to do so will render your application invalid.**

APPENDIX 1

REQUEST FOR SUPPLIER / PAYEE DETAILS

**South Dublin County Council**

**County Hall**

**Tallaght**

 **Dublin 24**

**Privacy Statement for Finance Department**

**Business Unit: Finance Management**

**Who we are and why do we require your information?**

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council’s core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

**Why does the Council have a privacy statement?**

South Dublin County Council has created this privacy statement to demonstrate the Council’s firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council’s commitment to you is that the personal data you may be required to supply to us is:

* Obtained lawfully, fairly and in a transparent manner
* Obtained and retained for only specified, explicit and legitimate purposes
* Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
* Recorded accurately and, where necessary, updated
* Stored safely and securely
* Kept only for as long as is necessary for the purposes for which it was obtained.
* Kept in a form which permits identification of the data subject
* Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

**Service referred to in this Privacy Statement**

Setting up suppliers and customers on our Financial Management System

**Personal data required**

Suppliers: Name, Address, Phone no, Bank a/c number, IBAN, BIC, Sort Code, email address, PPS number, Tax Clearance Access Number, VAT number

Customers: Name, Address, Phone no, email address

**Specific and legitimate purpose for which the personal data is being sought**

In order to make payments to suppliers or to bill customers on our Financial Management System

**Legal basis under which the information is required to be supplied**

There is no legal obligation for somebody to give us their information. However, if they wish to be billed or paid through our Financial Management System, it will be necessary for these details to be provided.

**Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service**

Where an individual is paid more than €1,000 in a calendar year information, comprising their name, address, PPS/TCAN/VAT number and total amount paid, will be returned to the Revenue Commissioner as part of the S891B return.

**How your personal data will be kept safe from unauthorised or unlawful processing**

Paper documentation will be scanned and disposed of as soon as possible and an electronic version will be stored on SDCC’s secure document storage system

**Period for which your personal data will be retained**

As per our retention policy, data will be retained for 7 years

***Contact Details***

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier for the Council to communicate with you.

**Your Data Protection Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate,you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making our have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: dataprotection@sdublincoco.ie.

Telephone: 01-414-9000.

**Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner’s website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Commissioner’s Office at:

Lo-Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Office of the Data Protection Commissioner

 Canal House

 Station Road

 Portarlington

 R32 AP23

 Co. Laois.