**Appendix C**

### Template to satisfy the Title Requirements of the Community Recognition Fund

### Where relevant, this form must be printed off, every question must be answered and it must be signed, dated and include your solicitor’s official stamp.

### NOTE: To apply for any capital works, this Appendix MUST be fully complete. No other documentation such as copies of leases or Folios will be accepted.

***Please note:***

Every applicant applying for capital funding with title to their property (i.e., that can meet the requirements of this template) must complete and submit this template regardless of how much funding is being applied for. **All questions must be answered.**

If the applicant does not own their site the owner of the land/building, must fill out the template at Appendix D stating that he/she has no intention of taking the facility away from the organisation for a minimum of 7 years. **No other evidence of title such as deeds, leases or printouts of folios will be considered. Do not amend or transcribe this template.**

**1. Name of Applicant:**

**2. What title does the above organisation have to the site of the proposed development[[1]](#footnote-1)?**

 Freehold Leasehold

If leasehold, then:

1. Number of years on original term of the lease:

1. Number of years remaining on lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Is this title registered in the Land Registry Section of the Property Registration Authority2?**

 Yes No

 Folio Number3

If your registration is pending in the Land Registry of the Property Registration Authority, then insert dealing number here (registration must be completed prior to any grant being paid)

**4. Is this title registered in the Registry of Deeds section of the Property Registration Authority** (registration must be completed prior to application)?

 Yes No

**5. Is the title capable of supporting a charge?**

 Yes No

**6. Is there a Deed of Covenant and Charge in place for previous grants?**

 Yes No

Date of charge:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, is this Deed registered in the Property Registration Authority (and Companies Registration Office, if applicable)?

 Yes No

Name of Solicitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Solicitor:

Signature of Solicitor:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Solicitors Stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 If the property is held in a lease this must be the lease hold number

1. School on lands owned by Minister for Education must use template Appendix E

2 If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application. [↑](#footnote-ref-1)