

**Community Recognition Fund 2024**

**Application Form**

****

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:



**ALL APPLICATIONS MUST BE RETURNED TO:**

**Donegal LCDC**

**Community Development,**

**Donegal County Council, Station Island, Lifford, F93 X7PK, Co Donegal or by email to crf24@donegalcoco.ie**

**By 3pm on Thursday, 18th July 2024**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

**Guidance for Applicants**

# Background

The Community Recognition Fund 2024 was launched by the Minister of Rural & Community Development, Heather Humphries TD, on Friday, 15th March 2024.

This Fund aims to support the development of community infrastructure and facilities in recognition of the contribution being made by communities across the country in welcoming and hosting significant numbers of arrivals from Ukraine and other countries.

**N.B.: The funding is specifically targeted at projects that are located in communities, towns and villages that are hosting the Beneficiaries of Temporary Protection and/or International Protection Applicants.**

The Fund aims to support the development of facilities that will be used in the future by **all** members of the community. It is separate in its objectives and scope to any other public funding streams which aim to support the development of public service needs arising from the significant number of arrivals from Ukraine and other countries.

€50 million is available nationally under the Fund and this is allocated between each local authority based on the number of new arrivals located there. On this basis, the allocation to County Donegal is €3,391,917

The scheme is being administered on behalf of the Donegal County Council by the Donegal Local Community Development Committees (LCDC).

**The deadline for receipt of completed applications is 3pm on Thursday, 18th July 2024.**

# Eligible Projects

Projects to be funded will be capital in nature, deliver tangible benefits for the communities in which they are located, and be capable of being delivered over the course of 2025 and 2026. A minimum spend of 50% of the allocation must be incurred in 2025. Eligible projects will receive funding for capital costs, but not for any ongoing operational or running costs.

Local authorities have scope to invest the funding based on their own distinct local needs as identified through a “bottom-up” approach based the community engagement referenced above.

However, the type of projects eligible for funding are:

• Development, enhancement or refurbishment of community or cultural facilities including play areas, walkways, parks, community/sensory gardens allotments, and recreational areas.

• Development, enhancement or refurbishment of local club and sports facilities including facilities such as community swimming pools, changing rooms, toilets, digital aids such as score / information boards etc.

• Enhancement to school/parish facilities which are open to use by all of the community after school hours.

• Purchase of equipment for local clubs, festivals, community events and organisations e.g. music, arts or sports equipment.

• Transport infrastructure such as the purchase of community vehicles, bus shelters and attendant information boards; any vehicle funded must be in good condition and not more than 5 years old).

• Projects that help address dereliction and/or wider local economic and community development objectives.

* Purchase and refurbishment of buildings and/or the purchase of land for the development of community use where a clear need is identified.
* Purchase of land and associated works for the development of community facilities such as play areas/MUGAs or town parks/community gardens, recreational areas etc. (purchases must only be administered by the local authority).

# Funding Allocation

Amounts approved to organisations will be subject to the total number of applications approved and the overall budget available (€3,391,397). This funding scheme will provide large capital grants ranging from **€50,000 to a maximum of €500,000** with a requirement that projects are fully complete by **4th September 2026**. Applications in excess of €200,000 will require a completed business case (see Appendix B)

# Eligible Costs

Under this scheme, grants will be provided towards large scale capital costs. Capital costs incurred for the purchase of equipment are eligible. Repairs and refurbishment of existing facilities can also be funded.

The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.) or administrative costs.

Only expenditure incurred after the date of grant approval will be eligible.

The grant may cover all, or part of, the purchase or works in question. However, the full cost of the project must be provided on the Application Form.

This funding cannot be used to fund or co-fund any scheme operated by the Department of Rural and Community Development or any other Government Department or as a co-funding source for any project funded under CRF 2023.

# Terms and Conditions

* **Projects situated in towns or villages that do not have high levels of new arrivals will not be deemed eligible.**
* The information supplied by the applicant must be accurate and complete. Incomplete applications will not be considered for funding.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All applicant groups/organisations must be registered for tax and be tax compliant, in line with revised tax clearance procedures, which came into effect in January 2016.
* Applications must include Tax Registration No/Tax Clearance Access No or Charitable Status No.
* All information provided in respect of the application for a grant will be held electronically. The Council 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 Donegal County Council.
* The application must be signed by the Chairperson or CEO/MD of the organisation.
* It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* **Successful applicants will be required to provide evidence that they have engaged the services of a Procurement Consultant or have within their committee an individual with professional procurement experience in advance of formal letter of offer issuing.**
* Evidence of expenditure, receipts / invoices must be retained and provided to the LCDC or their representative when requested to drawdown funds.
* Publicity guidelines must be adhered on all materials associated with the purposes of the grant in accordance with Section k and appropriate signage must be erected at the location and a template will be provided.
* Generally no third party or intermediary applications will be considered.
* Late applications will not be considered.
* Applications in any form (hardcopy or e-mail) should arrive not later than the closing date of **3.00pm on Thursday, 18th July 2024**.
* 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. Claims in relation to late email applications must be supported by evidence of time and date email was sent.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* By completing this Application Form, you consent to the data on the form, as required, being transferred to the Department of Rural and Community Development to enable a decision to be made on your application.
* Successful applicants may be subject to audit by the LCDC or the Department of Rural and Community Development.
* Documentation relating to the purchase of equipment or the completion of works should therefore be maintained for inspection for a period of 7 years.
* The ‘de minimus’ rule (Commission Regulation (EC) 2023/2831) will apply to the operation of this funding scheme.

# Enquiries

Applicants will be advised that all enquiries in relation to the Community Recognition Fund 2024 should be directed to [crf24@donegalcoco.ie](mailto:crf24@donegalcoco.ie)

# 

# Organisation Details

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Contact Person:** |  |
| **Role of Contact Person:** |  |
| **Contact Correspondence Address:** |  |
| **Eircode:** |  |
| **Co-ordinates:** |  |
| **Contact Email Address:** |  |
| **Contact Telephone No.:** |  |
| **Organisation Website:** |  |
| **Tax Reference Number (if applicable):** |  |
| **Tax Clearance Access Number (if applicable):** |  |
| **Charity Number (if applicable):** |  |
| **Main Objectives/Purpose of Organisation:** |  |

**Failure to provide Charitable Status No or Tax Reference No or Tax Clearance Access No relevant to your group will deem application invalid**

# Details of Proposed Project

|  |  |
| --- | --- |
| **What will the funding be used for?** |  |
| **Outline how the proposed project will deliver tangible benefits to your community.** |  |
| **Give details of your organisation’s engagement with new communities in your area:**  (Please provide documentary evidence where possible) |  |
| **Applications from Schools & Churches – please give details of community use of facilities and provide documentary evidence.**  *Please refer to Dept of Education guidelines* |  |
| **Total Estimated Costs of Project – Evidence and breakdown of costs i.e. Quotation or QS estimate must be submitted:** | € |
| **Amount being applied for:**  **(Minimum €50,000 – Maximum €500,000)**  *Complete and return Appendix B for applications over €200,000.* | € |
| **To be eligible for funding under this programme you must state where you will source any shortfall of funding:** | € |
| **Provide documentary evidence of Title for your premises/property - i.e. Owner (Deeds); Lease**  *Complete and return Appendix C, D or E as appropriate* |  |
| **Please provide proof of ongoing planning application, planning permission, or planning exemption, where relevant:**  *Failure to provide evidence of Planning were required, will deem application ineligible. If project is exempt from planning, complete and return Appendix F* |  |
| **Proposed timeframe associated with Project:** |  |

**Procurement**

All successful applicants will be subject to National Procurement Guidelines and DPENDR Circular 13/2014.

|  |  |
| --- | --- |
| **Please provide a detailed outline of the proposed procurement plan for the project**  *Please include name of Procurement Consultant/Personnel.* |  |

In order to process your application, it may be necessary for Donegal LCDC 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 <http://www.donegalcoco.ie/footer/dataprotectionstatement/>.

|  |  |
| --- | --- |
| I confirm I have read and fully understand the Terms and Conditions of this Programme (see page 4 & 5 of this form). | Yes/No: \_\_\_\_\_\_\_\_\_ |
| I confirm that I have read and fully understand the ‘Statement on Public Finances’ contained in Appendix A  (see page 12 of this Form) | Yes/No: \_\_\_\_\_\_\_\_\_ |

I confirm that I have read and understood this document and declare that the particulars supplied in this funding proposal are true and correct and that –

* The costings are accurate and reasonable.
* All necessary permissions are in place e.g. planning consent etc.
* All relevant ecological survey work (if applicable) has been undertaken or will be undertaken e.g. Appropriate Assessment screen.
* There is evidence of ownership (if applicable) or the consent of the landowner.
* The project will comply with Public Procurement Guidelines.
* The project conforms to the LECP and other local or regional plans.
* No funding has been allocated for the same works from any other sources.

**I declare that the information provided by me on this application form is truthful and complete.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be Chairperson or CEO/MD)

**APPENDIX A**

**Statement on Public Finances**

***This Statement should be brought to the attention of every grant receiving body***

**If you are in receipt of public funding you should**

|  |  |
| --- | --- |
| **Clarity**  Understand the purpose and  conditions of the funding and the  outputs required  Apply funding only for the business  purposes for which they were  provided  Apply for funding drawdown only  when required for business purposes  Seek clarification from the grantor  where necessary – on use of funds,  governance and accountability  arrangements | **Governance**  *Ensure appropriate governance*  *arrangements are in place for:*  Oversight and administration of funding  Control and safeguarding of funds from  misuse, misappropriation and fraud  Accounting records which can provide, at any time, reliable financial information  on the purpose, application and balance remaining of the public funding  Accounting for the amount and source of the funding, its application and  outputs/outcomes |
| **Value for Money**  *Be in a position to provide evidence on:*  Effective use of funds  Value achieved in the application of funds  Avoidance of waste and extravagance | **Fairness**  Manage public funds with the highest  degree of honesty and integrity  Act in a manner which complies with  relevant laws and obligations (e.g. tax,  minimum wages)  Procure goods and services in a fair and  transparent manner  Act fairly, responsibly, and openly in your  dealings with your Grantor |

**Appendix B**

**Community Recognition Fund (CRF) 2024**

**Business case for each Project Over €200,000**

|  |
| --- |
| **Project name** |
|  |
| **City, town or village name** |
|  |
| **Summary of the proposal** |
|  |
| **Project rationale & rationale for selecting this location** |
|  |
| **Outline the community engagement and consultation** |
|  |
| **Outline the capacity of the group to deliver the project as outlined.**  Include details of the track record of project partners and experience of delivering similar projects |
|  |
| **Identified needs this project will aim to address** |
|  |

### **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:

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

2 If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

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

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

**Appendix D**

**Template for Landlord to confirm continued access to Site/Property – for Capital Allocations**

**Letter of Confirmation and Agreement regarding use of property the subject of a grant application by the occupiers under the Community Recognition Fund**

Only to be used for applications seeking capital funding where the applicant does not own the land or does not have a long lease. If the landlord is entitled to apply for Community Recognition Funding in their own right, then they must make the application. This can only be used where the applicant has sole occupancy of the land/building for the 7-year period.

Name of Club/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(enter full name of the legal owner of the property/facility) confirm that:

1. I/we acting as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*state in*

*what capacity the person signing this agreement is acting e.g., owner, director of the company, which is owner, trustee holding the property in trust etc.*) own the above site/facility.

2. The site/facility has been occupied by the above-named club/organisation since

\_\_\_\_\_\_\_\_\_\_ (insert year) and the organisation uses this facility on the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*state on what basis the club/organisation occupies the property e.g. lease, rental agreement, licence, informal agreement*) and is available to that organisation on an on-going basis according to their needs.

3. I/we are aware that the organisation is applying for a grant of €50,000 or more (under the Community Recognition Fund) to develop the site/facility and that I/we have agreed to the proposed works/development.

4. At the present time I/we have no intention of selling, developing or otherwise

changing the use of this site/facility for a minimum period of 7 years from the date of the payment of any allocation made on foot of the grant application.

5. At the present time I/we have no intention of barring, evicting or otherwise limiting the access of the club/organisation to the site/facility for a minimum of 7 years.

6. Should the above club/organisation cease to use to the site/facility for current

purposes that I/we will make reasonable efforts\* to find another club/organisation group to operate the facility for the remainder of the 7-year period referred to at 4 above.

7. Should I/we not make reasonable efforts to find a suitable alternative user for the

site/facility, we will repay the Department any unexpired value of the grant as

determined by the Department. The unexpired value of the grant will be calculated by notionally writing off one seventh of the total grant for each completed year from the date on which the grant is drawn down.

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*\* “reasonable efforts” is defined as advertising the availability of the site/facility on an annual basis for the duration of the unexpired portion of the 7-year period and endeavouring to find a replacement club/organisation to use the grant aided facility for sporting purposes for that duration*

**Appendix E**

**Title Template for Schools where the Minister for Education owns the land.**

This must be printed off; every question must be answered, and it must be signed and dated by the Department of Education. The Department of Education may require up to at least 4 weeks to assess the proposed development in advance of submitting the application.

Please note:

Every school, applying for capital works, where the Minister for Education owns the

land must have this template completed by the Site Acquisitions and Property

Management Unit of the Department of Education ([schoolproperty@education.gov.ie](mailto:schoolproperty@education.gov.ie)).

In addition, please attach the following information to the request to Department of

Education:

1) Copy of Patrons consent to the proposal or, (in the case of Community or

Comprehensive Schools) Copy of Trustees consent. See below.

2) Mapping/relevant plans for proposed works

**All questions must be answered.**

**Do not amend or transcribe this template.**

1. Name of the school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No: \_\_\_\_\_\_\_

2. I can confirm that the property on Folio number is in the ownership of

the Minister for Education

3. Is the Department of Education agreeable to the proposed project being developed on the land covered by this template in accordance with attached plans?

Yes No

Name of Department of Education official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Patron Consent Text**

The following text (or similar) should be used for the consent letter from the Patron (or trustees for Community Comprehensive Schools) and signed and issued on headed paper to the applicant and a copy attached to this application form.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_patron / trustee [delete as applicable] of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school name) confirm that I have reviewed the proposal for development and use of facilities and the planned works for the above school and I can confirm that:

(a) I consent to these works being carried out and

(b) the proposal is in line with the “Guidelines on the Use of School buildings outside of School Hours”

(c) the Governance Manual for Community and Comprehensive Schools in the case of Community and Comprehensive Schools [delete if not applicable]

Prior to applying for funding, School Authorities are advised to note the guidelines on use of school facilities out of hours, available at the link below. School Authorities should confirm that the relevant provisions contained within the guidelines have been followed.

<https://www.gov.ie/en/collection/policy-and-education-reports/?referrer=https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>

In the case of Community and Comprehensive schools the relevant provisions contained within the following also apply: -

<https://www.gov.ie/en/organisation/department-of-education/?referrer=https://www.education.ie/en/Schools-Colleges/Information/Boards-of-Management/Governance-Manual-for-Community-Comprehensive-Schools.pdf>

**Appendix F**

**Template to be completed where Planning Permission is NOT required.**

Must be completed by a Technical Supervisor\*/Local Authority Planning Department

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Project Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Site address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**To be completed by your technical supervisor or Local Authority Planning Department only**

I certify that the above-named project or part of project does not require planning permission.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Block Capitals)

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant Qualification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*A professional competent in planning matters, typically an architect, civil engineer or planning consultant*

**CHECKLIST:**

|  |  |
| --- | --- |
| **Signed and completed Application Form** | **□** |
| **Details of Charitable Status or Tax Reference or Tax Clearance Access No** | **□** |
| **Documentary Evidence Title/Lease for Premises/Property (completed Appendix C, D or E)** | **□** |
|  |  |
| **Proof of Planning Application, Permission or Exemption**  **(completed Appendix F where relevant)** | **□** |
| **Project Costings - Quotation or Estimate** | **□** |
| **Procurement Plan/Procurement Consultant detail** | **□** |

1. School on lands owned by Minister for Education must use template Appendix E [↑](#footnote-ref-1)