



Rialtas na hÉireann  
Government of Ireland

# Community Centres Investment Fund

## Application Form

### Category 1, 2 and 3

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2022



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*This application is for information only. You must complete the online Application Form to be considered for funding.*

# Introduction

This application form is for information only, you must complete the online Application Form to be considered for funding. This Application Form is for organisations who wish to apply for category 1, 2 or 3 of the Community Centers Investment Fund. Please review the **Application Guidelines** when completing your online Application Form.

## Application Checklist

Use our checklist to make sure you have all of the items you need to complete your application:

- Governing documents (if you have submitted these to Pobal since 2020 you do not need to resubmit)
- Latest Annual Financial Statements, OR income and Expenditure Statement (and Balance Sheet if available)
- Project Details and Costs
- Quotation for works/ equipment:
  - One quote for those applying for a category 1 grant
  - Two quotes for those applying for a category 2 or 3 grant
- Evidence of ownership/long-term lease of building.

PAU -				
● Step 1 - Verify Org	● Step 2 - Organisation	● Step 3 - Governance	● Step 4 - Project	● Step 5 - Results
● Step 6 - Programme	● Step 7 - Finance	● Step 8 - Other	● Step 9 - T&C's	● Step 10 - Review

### 1. Verify your organisation details

*You will be asked to review the organisation details that you submitted to register online. If your organisation details have changed since your online registration, please click "save and exit" and contact: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie). They will advise how you can proceed with your application.*

Save & Exit

Save & Continue

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## 2. Organisational Details

### Organisational Background

What types of facilities does your community centre/facility have and what are the activities offered?\*

Please note that your answer must be no longer than 2,000 characters.




How many individual members/users do you currently have?\*

Add numbers

Over the past 3 years has your organisation received any funding?\*

No  Yes

Add Funding




Year 	Name of Programme	Funder	Amount awarded	
02/02/2021	Example programme	Example funder	€10,000.00	 

Please use the 'Add Funding' button to add details of the funding you have received.

### Organisation Documentation

Displayed are your organisation's governing documents e.g. Memorandum and Articles of Association, Constitution on file. **If your documents are not displayed or have changed, please upload the relevant documents.** If there are no changes, you do not need to complete this section.\*

Add Document

Document Name 	Document Category	Document Type	
Sample Memo and Articles	Application	Governing Documents	 

Have you submitted your organisation's latest signed Annual Financial Statements (AFS) to Pobal? If you have submitted your latest AFS to Pobal you do not need to resubmit.\* Note, if your organisation is not legally incorporated, please submit your Income and Expenditure Statement for the most recent financial year, and your Balance Sheet if available, in lieu of AFS.

No  Yes

Please upload a copy of your organisation's latest signed Annual Financial Statements (AFS), or Income and Expenditure Statement (and Balance Sheet if available).

Add Document

Document Name ↑

Document Category

Document Type



Save & Exit

Save & Continue

PAU -

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### 3. Governance and Controls Committee/ Board

How often does the committee/ board meet?\*

Please use the drop down menu below.

Please select:

Weekly

Fortnightly

Monthly

Bi-Monthly

Quarterly

Every 6 months

Once a year

Other

Provide details on how the committee/board propose to manage the project including any risks.\*

Please note that your answer must be no longer than 2,000 characters.

The application requires information on how your upgrades, through your committee/ board will manage known and unanticipated risks. The project should be clear on the roles and responsibilities to monitor the risks and ensure timely corrective actions through an agreed process.

Save & Exit

Save & Continue

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## 4. Project

### Which Category are you applying for?\*

Select from the drop down menu.

Use drop down to select which category you are applying for:

Category 1: €10,000 - €25,000

Category 2: €25,001 - €100,000

Category 3: €100,001 - €300,000

**Category 1:** The total **minimum** amount your project can cost is **€10,000** and the **maximum** is **€30,000**. Match funding is not required for this category.

**Category 2:** The total **minimum** amount your project can cost is **€25,001** and the **maximum** is **€120,000**. The total project cost must include the required 5% match funding.

**Category 3:** The total **minimum** amount your project can cost is **€100,001** and the **maximum** is **€350,000**. The total project cost must include the required 5% match funding.

Please see the Application Guidelines for more details on each category.

### Provide a title for your project.\*

Single line of text.

### Provide a short summary of your project.\*

Please note that your answer must be no longer than 2000 characters.

### When will your project start?\*



You will be able to pick a date from the calendar provided.

### When will your project end?\*



You will be able to pick a date from the calendar provided.

Save & Exit

Save & Continue

Step 1 - Verify Org	Step 2 - Organisation	Step 3 - Governance	Step 4 - Project	Step 5 - Results
Step 6 - Programme	Step 7 - Finance	Step 8 - Other	Step 9 - T&C's	Step 10 - Review

## 5. Results

Please describe the upgrades/improvements your project plans to make to the community centre/facility, and/or any equipment you will buy as part of this project?

Please note that your answer must be no longer than 2,000 characters.

How will this project benefit your community e.g. offer more or new services, engage more people/groups? \*

Please note that your answer must be no longer than 2,000 characters.

How will this project encourage disadvantaged and marginalised groups to use your community centre? \*

Please note that your answer must be no longer than 2,000 characters.

Save & Exit      Save & Continue

Step 1 - Verify Org	Step 2 - Organisation	Step 3 - Governance	Step 4 - Project	Step 5 - Results
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## 6. Programme Criteria

Explain how you have identified the need for this project? In your answer, please describe how you gathered the opinions and needs of the local community to plan this project. \*

Please note that your answer must be no longer than 2,000 characters.

Save & Exit      Save & Continue

Step 1 - Verify Org

Step 2 - Organisation

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## 7. Financial Details

What is the total cost of your project? (including any match funding)\*

**Note:**

**Category 1:** The total **minimum** amount your project can cost is **€10,000** and the **maximum** is **€30,000**. Match funding is not required for this category.

**Category 2:** The total **minimum** amount your project can cost is **€25,001** and the **maximum** is **€120,000**. The total project cost must include the required 5% match funding.

**Category 3:** The total **minimum** amount your project can cost is **€100,001** and the **maximum** is **€350,000**. The total project cost must include the required 5% match funding.

What is the grant amount you are seeking from this fund?\*

**Note:**

**Category 1:** The total **minimum** amount you can apply for is **€10,000** and the **maximum** is **€25,000**.

**Category 2:** The total **minimum** amount you can apply for is **€25,001** and the **maximum** is **€100,000**. This must be less than the total cost of your project by at least 5%.

**Category 3:** The total **minimum** amount you can apply for is **€100,001** and the **maximum** is **€300,000**. This must be less than the total cost of your project by at least 5%.

Is your organisation registered for Value Added Tax (VAT)?\*

No  Yes

If you are registered for VAT, you must remove the VAT portion of costs in your budget as you can claim the VAT back.

# Budget

Complete the budget, adding all costs you wish to apply for under this fund.

Add Budget

<u>Cost category</u> type ↑	<u>Cost category</u> ↑	<u>Total</u>	<u>Budget</u> <u>completed</u>
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Cost Category\*

Use drop down to select:

**Category 1 options:**

Capital Cost (only)

**Category 2 and 3 options:**

Capital Cost

Project Costs

Cost Category Type\*

Use drop down to select:

**All Categories:**

Options for Capital Costs:

Building Materials

Equipment Purchase – non ICT

Equipment Rental Costs

Labour Costs for Registered Tradespeople

Fixtures and Fittings

**Categories 2 and 3 only:**

Options for Project costs:

Professional Fees (e.g. architect, engineer fees)

Please provide a breakdown of this cost \*

Please note that your answer must be no longer than 1,000 characters. e.g. quantity and units

Total \*

Please add the total cost of this item. Remove the VAT if you are registered for VAT.

Upload quotations/ supporting documents for budget

Add Document

<u>Document Name</u> ↑	<u>Document Category</u>	<u>Document Type</u>
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Click 'Add Document' to upload a document.

Name the document so that it is clearly identifiable.

'Document Category' and 'Document Type' will be prepopulated. Press Save.

Save & Exit

Save & Continue



Step 1 - Verify Org

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## 8. Other

All applicants must now upload all necessary supporting documentation which has not already been uploaded during this application process. This should include the following, but note that this list is non-exhaustive.

### Necessary Documents:

#### Category 1:

- Evidence of planning permission (if required)
- Evidence of a lease/ management or rental agreement for a period of at least 5 years\*.
- Where a lease/management/rental agreement is in place, permission from the building owner/landlord is required
- Supporting evidence for cost e.g. quotation if not provided under Step 7 - Finance. Please include at least one quote.

#### Categories 2 and 3:

- Evidence of planning permission (if required)
- Where the building is not owned by the applicant, evidence of a lease/management/rental agreement for a period of at least:
  - 20 years\* for Category 2
  - 25 years\* for Category 3
- Where a lease/management/rental agreement is in place, permission from the building owner/landlord is required.
- Evidence of match funding of at least 5% of total project costs
- Supporting evidence for cost e.g. quotation if not provided under Step 7 - Finance. Please include at least two quotes.

\*from the date when the project is completed.

Add Document

Document Name ↑

Document Category

Document Type



Please use the 'Add Document' Button to add the necessary documents to your application.

Save & Exit

Save & Continue

Step 1 - Verify Org

Step 2 - Organisation

Step 3 - Governance

Step 4 - Project

Step 5 - Results

Step 6 - Programme

Step 7 - Finance

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## 9. Terms and Conditions

### A. Disclosure under the Freedom of Information Act

Please outline the sensitive information and the reason(s) for the sensitivity.\*

### B. Data Protection

Confirm you have read and agree to the data protection statement.\*

### C. Application Submission

Confirm you have read and agree to the application submission statement.\*

Save & Exit

Save & Continue

Step 1 - Verify Org

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## 10. Review

Verify Organisation Details	➔
Organisation Details	➔
Governance and Controls	➔
Project Details	➔
Results	➔
Programme Criteria	➔
Financial Details	➔
Other	➔
Terms and Conditions	➔

### Hints:

- Click on the arrow to review each section before submitting.
- To save a copy of your application please use the 'Print' function.
- Please note, it may take a few seconds for the 'Print' button to be present on the screen.
- For best results, please set your printer settings to 'scale' 65% and 'margins' to none.

 Print

Exit

Submit

### Application Submitted

Your application has been submitted successfully on **xx/month/year** at **time** .  
You will receive an email confirming your submission in the next 10 minutes.

You will be able to track the status of your application on the [funding](#) page.

Done