



Comhairle Chontae Dhún na nGall
Donegal County Council

DONEGAL COUNTY COUNCIL
MEMBERS
DEVELOPMENT FUND

Application Form and Guidelines

Community, Culture and Planning
Donegal County Council
Station Island
Lifford
Co. Donegal
Tel: 074 9172222/9172531
Fax: 074 9142130

What is the Members Development Fund Initiative?

The Members Development Fund is a component of Donegal County Council's Development Funds Initiative, which is managed and administered under the Community and Enterprise Division.

The Members Development Fund is a small, but flexible source of funding provided to assist Groups in the development of locally based community projects and group activities. Annual funding is allocated to this initiative, which is apportioned to each of the 29 Members.

How do I access this fund?

- Contact the Elected Members of Donegal County Council requesting financial assistance from the Fund. The Elected Member allocates the monies on a discretionary basis.
- The Elected Member submits a completed Allocation Form to the Community and Enterprise Division. Allocations can be made on a stand-alone basis or in conjunction with other Elected Members in respect of a single initiative
- Upon receipt of the completed Allocation Form the Community and Enterprise Division will forward an Application Form and a Tax Statement Form to the Group advising them of their allocation by the Elected Member. Completed applications must be returned to Community and Enterprise, Donegal County Council, Station Island, Lifford, Co. Donegal.

Notes for Guidance

1. Contributions from the fund are generally limited to activities that are of a long-term benefit to the community/group. Funding is aimed primarily at assisting a wide range of Community Development Projects including projects in the areas of;
 - **Recreational and Leisure Activities** - The provision of parks, gardens, open spaces, playgrounds, play equipment, animals, picnic sites, viewing points, footpaths, walks, boats, piers, other landing places and marinas.
 - **Sports and Games** - The provision (both indoor and outdoor) of playing fields, athletic tracks, swimming pools and other bathing places, sports centres, gymnasias and other facilities and the holding of sporting events.
 - **Artistic, Linguistic and Cultural Activities** - The provision of art galleries, arts centres, concert halls, museums, theatres, opera houses and the holding of artistic, linguistic and cultural performances and events and promotional activities.
 - **Civic Improvements** - The provision of street furniture, paving, clocks, statues, monuments and other features, illumination and decoration and other measures designed to upgrade the local environment.
 - **Environmental and Heritage Protection and Improvement** - Landscaping, the planting of trees and other flora, measures for the conservation, preservation and protection of landscapes and habitats, of buildings and other sites and features of artistic, amenity, architectural, archaeological, historic, heritage or natural interest.
 - **Allotments, Fairs and Markets** - The provision of land, buildings, services, related amenities and facilities and promotional activity.
 - **Public Use of Amenities (both natural and made/alterd by human intervention)** - The provision of access, signs, vehicle parks, safety equipment, information and refreshment facilities, sanitary accommodation/utilities, seating, shelter or any other apparatus, equipment or anything else necessary to facilitate such use.
 - **Promotion of Public Safety** - Support of safety programmes and events and local safety support services (including fire safety, road safety, water safety and rescue and mountain and cave safety and rescue); and provision of safety equipment.
 - **Charitable Contributions** – Funding in this category is subject to there being an eligible area of expenditure.

2. Applicants must be non profit-making community development groups/projects and the funding must directly benefit Co. Donegal.
3. Applicants must give a detailed description of how their project will benefit their community directly or indirectly and if applicable demonstrate their track record of promoting community development within their community directly or indirectly.
4. Individuals are not eligible for funding.
5. It is important to note that costs such as administration costs, operational costs or costs of a recurring nature are not eligible for funding e.g. grass cutting, bus hire, energy costs, the provision of refreshments etc.
6. Applicant groups are advised, in their own interest, to arrange adequate Public Liability, Employers Liability, Fire Insurance or other as appropriate.
7. When a particular application is approved it is on the basis that the monies paid will be used for the purposes detailed in the application. However, the Donegal County Council is not involved in nor has any responsibility for the activities of the group.
8. Please note completion of this application form does not infer confirmation of funding. The application will be subject to further assessment. Written notification of the outcome of your application will be issued to the group. Applicants are advised not to incur any expenditure until confirmation of funding has been received.

How do I draw down this funding?

Upon receipt of notification that your application is eligible, it will be necessary to submit original invoices endorsed with evidence of payment to the value of the allocation and to complete a Tax Statement Form indicating that the applicant's tax affairs are in order, which will be forwarded to you from the Community and Enterprise Division. For grants of €10,000 or more, it will be necessary to submit a current Tax Clearance Certificate from the Revenue Commissioners. Failure to submit the above documentation will result in the delay of your application.



**DONEGAL COUNTY COUNCIL
DEVELOPMENT FUND INITIATIVES
(Members Allocation)
Application Form**

1. GENERAL DETAILS

(a) Name of Community Development Group/Project: _____

(b) Contact Person: _____

(c) Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

(d) Tax Registration or PPS No. or Charity No. _____

(e) Bank Account Name: _____

Name and Address of Bank: _____

Bank Account Number: _____ Sort Code: _____

(f) Have you previously made an application to the Members Development Fund?

Yes No

If yes please advise of your Group/Project Name and/or Reference Number

(g) List of Members on your Committee/Association/Board etc.

Chairperson: _____ Secretary: _____

Treasurer: _____ Other: _____

(h) Description of Community Development Group/Project

- | | |
|--|--------------------------|
| Recreational and Leisure Activities | <input type="checkbox"/> |
| Sports and Games | <input type="checkbox"/> |
| Artistic, Linguistic and Cultural Activities | <input type="checkbox"/> |
| Civic Improvements | <input type="checkbox"/> |
| Environmental and Heritage Protection and Improvement | <input type="checkbox"/> |
| Allotments, Fairs and Markets | <input type="checkbox"/> |
| Public Use of Amenities – both natural and made/alterd by human intervention | <input type="checkbox"/> |
| Promotion of Public Safety | <input type="checkbox"/> |
| Other (please specify) _____ | <input type="checkbox"/> |

Declaration

- I declare that the above information is true to the best of my knowledge and belief and if awarded a grant, I undertake to use the funding for the purpose as set out on the application form.
- I acknowledge that false or incorrect information or statements will render this grant forfeit.
- I authorise the Council to make such enquiries as they consider necessary in connection with this application.
- I undertake to keep accurate records of expenditure incurred in relation to this application.
- I acknowledge that approved projects may be subject to audit/site visits.

SIGNED ON BEHALF OF THE COMMUNITY DEVELOPMENT GROUP/PROJECT:

Name: _____

Position: _____ Date: _____

Witness: _____ Date: _____

Please submit the above completed application form to the following address:
Community and Enterprise Division, Donegal County Council, Station Island, Lifford, Co.
Donegal.