

# Applying to the **Community Fund**

**A STEP BY STEP GUIDE**



**CROKE PARK  
COMMUNITY**

## What type of applications are considered for support?

We welcome applications from projects which aim to build up the local community, and which strive to improve the quality of life for all those living in the vicinity of Croke Park Stadium.

### Applications are considered under the following headings

- Local community garden and environmental projects
- Extra-curricular & after-school initiatives within the catchment area
- Activities, and services for people in the local community
- Local heritage projects
- Local resident group and community events within the catchment area

### Before you consider applying, please be aware that:

- No application will receive 100% funding. Projects will generally receive 70% of their costs so please budget & outline your costs accordingly.
- Only one application from any group will be considered in each calendar year.
- No group will receive funding for the same event or activity for more than three years - exceptions will be made for local groups of volunteers seeking support for small community events.

### The following will NOT be considered for support:

- Applications from private, profit-making, or commercial organisations.
- Applications from national organisations and charities.
- Projects where there is a clear statutory or public service responsibility (e.g., funding for core school functions & classroom materials).
- Salary or routine administration costs (e.g., rent, utilities, insurance, etc)
- Items that benefit individuals (e.g., sports clothing/ uniforms/ travel/ etc.), where there is no evidence of wider community engagement.
- Individuals (e.g., for personal sponsorship/ travel).
- Projects promoting religious or political beliefs.
- Projects that have started or incurred expenditure before funding is confirmed.

# 1

## Eligibility

- Your group should be a voluntary, community, residents, or small not-for-profit organisation that is based within a 1.5km radius of Croke Park Stadium and which exists to benefit residents (80% of the project's beneficiaries must be usually resident)
- Applications will also be considered from small groups of residents who come together informally to organise local events or activities.

# 2

## Application Form

- Please read the eligibility criteria, along with the terms and conditions, before applying.
- Complete all sections of the application form. It is preferable that an application be submitted online.
- If you are unsure of anything or need assistance in completing the application form, please contact Billy O'Keeffe at Croke Park Stadium by:  
**Telephone 01 819 2976 or email [community@crokepark.ie](mailto:community@crokepark.ie)**

# 3

## Acknowledgement

- You will receive an email acknowledgement of your application.

# 4

## Evaluation

- There is an Independent Committee who evaluate each application and who administer the fund on behalf of Croke Park.
- This Committee meets on a quarterly basis to assess each round of applications
- All applicants will be notified of the Committee's decision within 1 week of the meeting taking place.
- Successful applicants will be contacted confirming their funding allocation and what next steps need to be followed.

# 5

## Project Start Date

- Once you receive your confirmation letter from Croke Park Stadium, and return the acceptance forms, you can get your project underway.

# 6

## Communicate / Invite

- Take photographs and videos of your project, or event, to share with the Independent Committee when your project is before, during and, after it is complete.
- Keep us updated on your progress.
- Members of the Independent Committee love to be invited to meet with groups that are supported by the Community Fund – just remember to give us plenty of notice when sending invitations.

## TERMS & CONDITIONS

The Community Fund is administered by an independent committee on behalf of Croke Park Stadium & the following terms & conditions apply:

1. Applications will only be accepted from bona fide community/resident/voluntary organisations that are based in, & benefit residents within 1.5km of the stadium's catchment area.
2. 80% of the project's beneficiaries must be usually resident in the stadium's catchment area.
3. Applications must be submitted in advance of costs being incurred. The Fund will not consider costs already incurred. Applicants are advised to submit the documentation as early as possible for time-specific projects.
4. There are no closing dates. Applications may be submitted at any time.
5. A decision is generally communicated to the applicant within 3 months.
6. No project will receive 100% funding.
7. Funding can be applied for any initiative / project / programme / activity / equipment / facility which is a one off. Ongoing costs/overheads/ administration costs are not eligible.
8. The Community Fund will only consider one application from any organisation/group in any 12-month period.
9. Approval of funds does not create a precedent that the same or similar applications will receive funds in subsequent years.
10. No organisation or group will receive funding for the same event or programme for more than three years. An exception will be made for local groups of volunteers seeking support for street parties & small community events.
11. Applications seeking support for the following activities are NOT eligible for consideration:
  - Activities that have started or have any expenditure incurred before funding is confirmed.

- Applications from private, profit-making, commercial organisations or national charities.
- Projects or activities where there is a clear statutory or public services responsibility (including funding for core school functions & classroom materials).
- Salary or routine administration costs e.g., rent, utilities, insurance.
- Items that mainly benefit individuals (sports clothing/uniforms/travel etc.), where there is no evidence of wider community engagement.
- Individuals (e.g., for personal sponsorship).
- Projects promoting religious or political beliefs.

12. Applications must be submitted on the application form only, together with requested documents & any other information which will assist the Fund Committee in making their decision.

13. All fully completed application forms will be acknowledged & clarification/additional information may be sought.

14. Incomplete or poorly completed forms, especially where required documentation is not submitted, will be returned to applicants to re-work. All questions must be completed. If you require assistance with your application please contact Billy O’Keeffe, the Croke Park Community Fund Administrator on 01 819 2976 or [community@crokepark.ie](mailto:community@crokepark.ie)

15. The Fund Committee may seek to meet with the applicants directly or through representatives/an assessor to understand the application more fully.

16. Successful applicants have one year from the date of approval in which to draw down funds in no more than two tranches & based on submission of original receipts only for items included in the application.

17. Before funds can be drawn down a report, including photos &/or video, on the project activities & outcomes must be submitted.

18. The Fund Committee reserve the right to carry out an audit of expenditure in a reasonable timeframe after the granting of funds.

19. Successful applicants may be required to take part in promotional activities undertaken by Croke Park to generate greater awareness of the Fund throughout the Croke Park Community. Any material created for promotional purposes shall be owned by Croke Park.

20. Successful applicants must acknowledge the Croke Park Community Fund in their own promotional outreach & communications & the Community Fund logo must be used in a prominent place (& be sized in proportion to the level of the contribution in comparison with other benefactors) on all materials produced in relation to the project. All references must be pre-approved by the Croke Park Community Officer prior to print or publication by email [community@crokepark.ie](mailto:community@crokepark.ie).

21. For capital projects, a permanent plaque must be displayed in a position agreed with the Fund.

22. For events, you must display Community Fund banners which are available from Croke Park & must be returned after the event & prior to the issuing of any funds.

23. Failure to comply with these acknowledgement requirements may lead to a reduction in, or withdrawal of, funds.

24. Canvassing by applicants will automatically result in their application being rejected.

25. The Fund Committee's decision is final.

### **Data Protection Notice**

Please note, your personal data is collected at 1. (Who are you?) and 2. (Who do we contact in relation to your application?) for the purpose of ensuring that a contact person for each application is available to the Croke Park Community Fund Administrator.

If you do not provide contact details for your application, unfortunately, your application will not be processed as it is necessary for the Croke Park Community Fund Administrator to be able to contact you in relation to your application.

Your personal data is stored in Croke Park Stadium, and to ensure fairness and transparency in the administration of the Community Fund, your personal data (including your name and contact details) will not be deleted and will be kept on file with your application.

The Data Controller for the information provided on this form is Croke Park, and you can contact our Data Protection Officer if you have any questions or concerns in relation to your personal data at [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie).

If you wish to raise a concern in relation to your personal data, you can contact the Data Protection Commission via the webforms on their website at [www.dataprotection.ie](http://www.dataprotection.ie).