



# CROKE PARK COMMUNITY FUND

Application Form



# STEP BY STEP GUIDE TO APPLYING TO THE COMMUNITY FUND

## 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 also considered under the following headings.

- Local community garden and environmental projects
- Extra-curricular & after school initiatives in schools within the catchment area
- Facilities, 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 project receives 100% of its costs. Projects receive between 50 - 70% of their costs so please budget & outline your costs in the application 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 services responsibility (e.g., funding for core school functions & classroom materials)
- Salary or routine administration costs (e.g., rent, utilities, insurance etc.)
- Items that mainly benefit individuals (e.g., sports clothing/uniforms etc.), where there is no evidence of wider community engagement
- Individuals (e.g., for personal sponsorship)
- Projects promoting religious or political beliefs
- Projects that have started or incurred expenditure before funding is confirmed



## Step 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

## Step 2: Application Form

- Please read the eligibility criteria, along with the terms and conditions, before applying.
- Complete all sections of the application form. Applications can be submitted online or by hand.
- 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)
- Ensure your application is received before the relevant closing date. Late applications will not be considered

## Step 3: Acknowledgement

- You will receive an email/written acknowledgement within 1 working week of the closing date

## Step 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 receive a letter confirming their funding allocation and what next steps need to be followed

## Step 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

## Step 6: Communicate/Invite

- Take the photograph 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



# APPLICATION FORM 2023

## Before you start:

- **USE BLOCK CAPITALS** if filling in this form by hand. We will return any form where handwriting can't be read!
- Answer every question on the form. Incomplete applications will not be considered & will be returned to you for completion.
- If you need assistance, or have a query, contact:  
Billy O'Keeffe at Croke Park. Tel 01-8192976 or Email: [community@crokepark.ie](mailto:community@crokepark.ie)

## 1. Name of Organisation/Group

Address:

Telephone:

Email:

## 2. Organisation Contact Person

Name:

Address:

Telephone:

Email:

Position in Organisation/Group:

## 3. What do you do - tell us more about your group

## 4. How do you fund your existing activities?

**5. Describe the project/activity for which funding is being sought - don't forget to show that 80% of the beneficiaries live within the local community radius**

## 6. The costs for your project

### What additional information do I need to supply with my application?

- You must include 3 quotes for any capital items in your costs
- You must include supplier quotes for all costs in excess of €500
- Where supplier quotes exceed €1,000, we will need 3 quotes from your group

## 7. Amount of grant sought from the CROKE PARK COMMUNITY FUND

**Remember, no project receives 100% of project costs so projects that ask for this amount will be returned for re-submission**

Amount of grant sought: €

## 8. Have you applied for any other funds in support of this specific project?

Please Indicate To What Sources, When, & What Outcome.

## 9. Tell us how you will fund the balance of your costs?

## 10. Has your group previously applied to this fund?

YES ☐

NO ☐

If yes, what years have you previously applied to the fund?

## 11. If your group successfully applied to the Croke Park Community Fund in the past, please provide a short report on how funding was spent

## Application Checklist

Use the following checklist to ensure you have fully completed the application form:

All questions in the application form have been answered ☐

Three quotes have been submitted for any capital item in your costs ☐

Three quotes have been submitted for any supplier costs in excess of €1,000 ☐

Supplier costs have been provided for any item in your costs in excess of €500 ☐

## Declaration

On behalf of  I confirm that I have read & accept the terms & conditions that are included overleaf before making this application to the Croke Park Community Fund 2023.

I also confirm that I am authorised to make this application on behalf of the organisation/group & that the information given in the application & attachments is true.

Signed:  Date:

Name (print in block capitals):

Position in the organisation/group:

# CROKE PARK COMMUNITY FUND 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 the stadium's 1.5km 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 four rounds of funding in each calendar year. Closing dates for applications are as follows:  
**CLOSING DATES FOR APPLICATIONS is Friday November 24<sup>th</sup> 2023**
5. Applications received after the closing date for any round of funding are not accepted.
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 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 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 standard application form only, together with requested documents & any other information which will assist the Fund Committee in making their decision. Completed application forms can be posted to Community Fund, Croke Park Stadium, Jones Road, Dublin 3 or emailed to [community@crokepark.ie](mailto:community@crokepark.ie)
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'Keefe, 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 more fully understand the application.
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).



[crokepark.ie/communityfund](https://crokepark.ie/communityfund)