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**Step by step guide to applying to the Community Fund**

**Step 1: Are you eligible?**

Your group must be a voluntary, community, residents, or small not-for-profit organisation that is based in, & benefits residents in Croke Park’s 1.5km community radius. Applications are also considered from small groups of residents who come together informally to organise local events or activities. **In every instance, 80% of the project’s beneficiaries must be usually resident in the 1.5km community radius.**

**What type of applications are considered for support?**

Local projects which improve the quality of life & build community for our neighbours living near the stadium. Applications are considered across the following headings:

* Local environmental projects & community gardens
* Extra-curricular school initiatives that broaden experiences for local pupils
* Facilities or services for local people in the community
* Local heritage projects
* Local residents groups
* Local community events & festivals

**What type of applications are NOT considered for support?**

* Applications from private, profit-making, or commercial organisations
* Applications from national charities
* Projects 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 (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

**3 other important things to remember before applying:**

1. No project receives 100% of its costs; typically, projects receive between 50 & 70% of their costs so make sure to budget & outline your costs in the application accordingly
2. Only one application from any group will be considered in each calendar year
3. No group will receive funding for the same event or activity for more than three years. An exception will be made for local groups of volunteers seeking support for street parties & small community events

**Step 2: Make your application**

Complete the application form; taking note of the fund’s terms & conditions before making your submission. These are also included on the application form; applications can be made online or by hand. Help completing the application is also available from Croke Park – contact Julianne Savage on 01 865 8607 or jsavage@crokepark.ie. Ensure your application is sent in to the stadium in good time – keep an eye on closing dates as there are 4 closing dates for 2019. If your application has a specific timeline/date it is important that it is received

**Step 3: Acknowledgement**

You will receive a written acknowledgement within 1 working week of the Community Fund closing date for the next meeting of the committee

**Step 4: Evaluation**

The Independent Committee who administer the fund on behalf of Croke Park meet on a quarterly basis to assess each round of applications

**Step 5: The committee’s decisión**

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 funding allocation & next steps

**Step 6: Get your project started!**

You can start your project once you receive your confirmation letter from the stadium

**Step 7: Keep in touch**

Keep the stadium updated on your progress & don’t forget, the committee love to be invited along to events & meet with groups that are supported by the Community Fund – make sure to send invitations in good time!

**Step 8: Public acknowledgement**

All local groups are requested to acknowledge Croke Park’s support through the Community Fund as this helps generate further awareness of the fund in the community. Specific guidelines on this will be enclosed with your funding letter

**Step 9: Delays**

Make sure to get in touch with Julianne Savage in Croke Park if for any reason there are unforeseen delays with your project

**Step 10: Finishing your project**

Your project must be completed within 12 months of the date confirming the funding award

**Step 11: Drawing down funding**

Once the project is complete & you have your receipts &/or invoices in order, please send them along with a short project report & video or photographs of the project into Croke Park for processing. This typically takes 4-5 weeks. Funding can be drawn down in 2 tranches if needed.

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**Application Form 2019**

1. **Please use BLOCK CAPITALS if filling in this form by hand – illegible forms will be returned for re-submission**
2. **All questions must be answered. Incomplete application forms will be returned for completion**
3. **If you need help completing the form, please contact Julianne Savage in Croke Park on 01-865 8607 or jsavage@crokepark.ie**

**1. APPLICANT ORGANISATION/GROUP DETAILS**

**Name of Organisation/Group:** Click or tap here to enter text.
**Address:**  Click or tap here to enter text.
**Chairperson (if applicable):** Click or tap here to enter text.
**Telephone:** Click or tap here to enter text.
**Email:** Click or tap here to enter text.
**Treasurer (if applicable):** Click or tap here to enter text.
**Telephone:**  Click or tap here to enter text.
**Email:** Click or tap here to enter text.

**2. PROVIDE AN OVERVIEW OF YOUR ORGANISATION/GROUP & ITS KEY ACTIVITIES**

Click or tap here to enter text.

**3. PLEASE INDICATE THE NATURE OF YOUR STRUCTURE:**

Voluntary Committee with Constitution ☐

Local Trust/Charity ☐

Other. If other, please specify Click or tap here to enter text.

**4. CONTACT DETAILS FOR ALL CORRESPONDENCE IF DIFFERENT TO ABOVE**

**Name**: Click or tap here to enter text. **Address** Click or tap here to enter text.  **Telephone:**  Click or tap here to enter text.  **Email:** Click or tap here to enter text.  **Position in Organisation/Group**: Click or tap here to enter text.

**5. HOW DO YOU FUND EXISTING ACTIVITIES?**

Click or tap here to enter text.

**6. DESCRIBE IN DETAIL THE SPECIFIC PROJECT FOR WHICH YOU ARE SEEKING FUNDS. PLEASE PROVIDE AS MUCH DETAIL & INFORMATION A POSSIBLE TO ASSIST US IN UNDERSTANDING YOUR PROPOSAL:**

Click or tap here to enter text.

**7. GIVE SPECIFIC DETAILS OF WHO THE MAIN BENEFICIARIES LIVING IN THE STADIUM’S COMMUNITY AREA OF THIS PROJECT WILL BE:**

Click or tap here to enter text.

**8. ITEMISE THE COST ELEMENTS**

**Attach as many quotes as is requested:**

* **3 QUOTES MUST BE PROVIDED FOR CAPITAL ITEMS**
* **SUPPLIER QUTES MUST BE PROVIDED FOR ALL COSTS IN EXCESS OF €500**
* **WHERE SUPPLIER QUOTES EXCEED €1,000, 3 QUOTES MUST BE PROVIDED**

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**TOTAL COSTS: €** Click or tap here to enter text.

 **9. AMOUNT OF GRANT SOUGHT from the CROKE PARK COMMUNITY FUND.
No project receives 100% of project costs so projects that request this will be returned for re-submission.**

AMOUNT OF GRANT SOUGHT: € Click or tap here to enter text.

**10. HAS YOUR ORGANISATION APPLIED FOR ANY OTHER FUNDS IN SUPPORT OF THIS SPECIFIC PROJECT? Please Indicate To What Sources, When, & What Outcome.**

 Click or tap here to enter text.

**11. HOW WILL YOU FUND THE BALANCE OF YOUR COSTS?**

Click or tap here to enter text.

**12. HAS YOUR ORGANISATION PREVIOUSLY APPLIED TO THIS FUND?**

**YES ☐ NO ☐**

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

Click or tap here to enter text.

**13. IF YOUR ORGANISATION HAS SUCCESSFULLY APPLIED TO THE CROKE PARK COMMUNITY FUND IN THE PAST, PLEASE PROVIDE A SHORT REPORT ON HOW THE FUNDING WAS SPENT**

Click or tap here to enter text.

**APPLICATION CHECKLIST:**

**USE THE FOLLOWING CHECKLIST TO ENSURE YOU HAVE FULLY COMPLETED THE APPLICATION FORM:**

All questions n 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 Click or tap here to enter text. I confirm that I have read & accept the terms & conditions that are included overleaf before making this application to the Croke Park Community Fund 2019.

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: Click or tap here to enter text.
Date: Click or tap here to enter text.
Name (print in block capitals): Click or tap here to enter text.
Position in the organisatiion/group: Click or tap here to enter text.

**CROKE PARK COMMUNITY FUND TERMS & CONDITIONS 2019**

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

1. Applications are only accepted from bona fide community/resident/voluntary organisations that are based in, & benefit residents in 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 2019. Closing dates for applications for each round of funding in 2019 are as follows:

	1. For community projects that must take place between January & March 2019, the closing date for applications is **5pm, Friday, 30 November 2018**
	2. For community projects that must take place between April & June 2019, the closing date for applications is **5pm, Friday 15 February 2019**
	3. For projects that must take place between July & September 2019, the closing date for applications is July - September 2019 is **5pm, Friday, 17 May 2019**
	4. For projects that must take place between October & December 2019, the closing date for applications is **5pm, Friday, 30 August 2019**
5. Applications received after the closing date for any round of funding are not accepted.
6. No project will be given 100% of its costs.
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 each year.
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, or commercial organisations
	* 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 for 2019 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 communityfund@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 Julianne Savage, the Croke Park Community Fund Administrator on 01-865 8607 or jsavage@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 jsavage@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.