



COMMUNITY GROUP APPLICATION FORM 1st April 2016 - 31st March 2017

A: Group Details

Name of Community Group _____

Location of Community Group (area covered)

Contact Details:

Contact Name: _____

Correspondence Address: _____

Telephone Number: _____

Email Address (if available): _____

B: Description of Your Community Group

1 What is the current legal status of your community group:
(please tick appropriate box)

Limited company

Co-operative

Association

Network

2 Please provide a description of the composition of your community group, indicating its membership and how it is structured

C: Description of Development Activities Undertaken by Your Community Group

3 Describe the main aims of your community group, indicating its mission, goals, and primary plans for the development of your locality

4 Does your community group have any previous experience of implementing a community employment scheme. If yes, please provide a brief description of your involvement in such a scheme, indicating the number of personnel involved.

5 Please provide a brief description of development activities undertaken within the locality by your group (identify schemes, projects, links with development organisations etc.)

D: Legally Required Documentation-Legal Ownership

Applications cannot be put forward for approval where permission has not been submitted.

Please note the following important information.

• LEGAL OWNER PERMISSION:

Work cannot commence on any project unless a letter is obtained annually from the legal owner stating that permission is granted for the Rural Social Scheme to assist in the duties outlined in your Work Plan.

Permission Letter Submitted? Yes No

E: Legally Required Documents-Record of Monuments and Places (RMP)

APPLICABLE Yes No

Applications cannot be put forward for approval where permission has not been submitted.

Please note the following important information.

RECORD OF MONUMENT AND PLACES (RMP):

When the owner or occupier of a property, or any other person proposes to carry out, or to cause, or to permit the carrying out of any work at, or in relation to, a Recorded Monument or Listed Site, they are required to give notice in writing to the Minister 2 months before commencing that work. This time will allow the National Monuments Service to advise on how the work may proceed in tandem with the protection of the monuments in question.

Work cannot commence on any project unless authorisation is obtained annually from Kilkenny County Council stating whether an element of your Work Plan is listed in the Record of Monument and Places (RMP). All archaeological monuments are protected under the National Monuments Acts 1930 - 2004. The National Monuments Service of the Department of the Environment, Heritage and Local Government keeps a record of all known monuments and sites. These form the Record of Monuments and Places (RMP).

Kilkenny County Council Authorisation Submitted? Yes No

F: Legally Required Documents- Current Public Liability Insurance
--

Current Public Liability Insurance Policy taken out in the name of your organisation for our records with County Kilkenny Leader Partnership indemnified on the policy.

Insurance Documentation Supplied Yes No

G: Signatories

“I hereby confirm that I have read the eligibility criteria as outlined in this document and declare that the information and documentation supplied in this application is true. I hereby undertake to supply such further information as might be required for evaluation purposes. Information provided will be used only for the purposes registered by the Company under the Data Protection Act 1988 and this includes evaluation of applications for the Rural Social Scheme as well as the promotion, appraisal, monitoring and inspection of the Rural Social Scheme by Kilkenny Leader Partnership, the Department of Social Protection, Pobal, European Commission and/or their agents.”

“I understand that the Participants are employees of and managed by Kilkenny Leader Partnership and will be allocated to projects at the discretion of the company.”

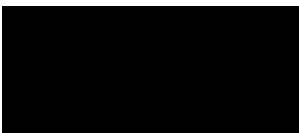
“I understand that Government funded programmes such as the Rural Social Scheme are not in a position to provide any materials/equipment at present. I also agree to meet the cost of materials and equipment required in the carrying out of your allocated participants work for the period 1st April 2015 to 31st March 2016.”

This application **must** be signed by the Chairperson and one other Director.

Chairperson Signature:	_____
Print Name:	_____
Date:	_____
Board Member Signature:	_____
Print Name:	_____
Date:	_____

The community group application form should be completed in full and returned to the Kilkenny Leader Partnership office. This form **must** be accompanied by a proposed work plan (attachment 1). If your community group has given consideration to the possibility of amalgamating with other groups then please also submit attachment 2.

Send completed application forms and relevant attachments to: **Kilkenny Leader Partnership, 8 Patrick Court, Kilkenny**



Community Group Annual Workplan Proposal

As per Rural Social Scheme Guidelines, the following works can be undertaken. Please tick which measure(s) your project falls under:

- Maintaining and enhancing way marked ways, agreed walks and bog roads
- Energy conservation work for the elderly and the less well off
- Village and countryside enhancement projects
- Social care, care of the elderly, community care for both pre/after-school groups
- Environmental maintenance work, maintenance/caretaking of community/sporting facilities
- Projects relating to not for profit cultural and heritage centres
- Secretarial/Administration duties
- Other

Please explain how your project falls under one of the above categories. _____

Attachment 1: Proposed Work Plan for 12 Month Period

Project	Activity	Number of Hours per Week	Number of Weeks per Annum	Total Number of Hours

Total Number of Hours Work Needed on the Proposed Project	
Total Number of Weeks Work Needed on the Proposed Project	
Total Number of Personnel Required	

- Step 1:** Identify projects that are deemed suitable
- Step 2:** Identify a list of activities that are associated with each project;
- Step 3:** Determine the number of weeks that the activity will require on an annual basis, or the number of weeks that it will take to complete an activity;
- Step 4:** Determine the number of hours that the activity will require on a weekly basis, or the number of hours that it will take to complete an activity;
- Step 5:** Calculate the total number of hours work available under the proposed project;
- Step 6:** Divide the total number of hours for the year by 19.5 (the number of hours participants work per week) to obtain the total number of weeks it will require to complete the proposed activities;
- Step 7:** Divide the total number of weeks (the last sum) by 48 (the number of working weeks per annum) to obtain the number of personnel it will require to complete the proposed projects

Attachment 2: List of Prospective Partners

Please list of any groups that your community group has identified as being suitable prospective partners.

	Name of Community Group	Location	Contact Name	Contact Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If you require support in completing the application form, please contact Rural Social Scheme Coordinator Christine Walshe Christine.walshe@cklp.ie
The closing date for receipt of applications is **Thursday 26th February 2015**