Name of your Group or Centre

Photographs

Logo

Submitted by:

Date:

Important Contact Information

Group/Centre Name:

Address:

Contact Name:

Contact Number:

Contact Email:

Website:

Company Registration Number:

VAT Registration Number:

Table of Contents

1   Introduction & Background

This section should include details such as:

o   When was your group/centre established?
o   Why was your group/centre established?
o   What is the history of the group/centre to date? If you have any archive clippings, please include them in an appendix.
o   Where is the group/centre based and what population does it serve?
o   What has your group/centre achieved over the years, growth in membership, expansion of activities etc.?

1.1   Our Vision

o   What is the main aim of the group/centre? This is usually a long-term goal such as 'To serve the community of XXXX as a recreational, cultural and social centre for future generations'.

2   Area/Community Description

You should use this section to give a good idea of where your centre is, and who will be using it.

2.1   Catchment Area

o   What area does your group/centre serve? It would be useful to include a map if you have one.

2.2   Local Population

o   What population does your group/centre serve? If you detailed population statistics, include them in an appendix

2.3   Trends & Changes

o   What are the changes in your area/community since your group/centre was established? – Needs, population, other new local services, loss of other local services, newcomers etc.

2.4   Other local services and facilities

o   Are there other community facilities in your area? If so, please detail.

3   Committee Membership

In this section, we want to find out all about the people behind the project. Who is on the committee or Board? What experience does each person have in previous project management or other community or business successes for example.

3.1   Committee/Board Members

Please list the officers of the committee, their title (Chairperson, Treasurer etc.), occupation and any other committee/Board memberships they may hold.

3.2   Other Members

Please include any other people involved on the committee that do not have an officer's position. Please list these members and their role in work of the group/centre.

3.3   Committee Experience

Does your group have experience of managing and completing projects? If you have received public funding in the past, what project/s were developed and how did the group/service benefit?

3.4   Centre Management

In this section, we want to know you manage the centre:
o   Do you have a centre manager? If so, who are they and how are they funded?
o   Who else is involved in managing the centre?
o   Do you have any Rural Social Scheme (RSS) or Tús participants involved in managing your centre?
o   Do you bring in any external expertise such as an accountant or solicitor for example? Who are they and what is their role?

Note: Please attach your group's Constitution **or** Memorandum and Articles of Association in an Appendix.

4   Group/Centre Activities

In this section, we are looking for information about the kind of services, activities or facilities your centre currently offers.

4.1   Main Activities

o   What are the main activities/services of the group/centre at the moment? Please list the range of services/activities you currently offer.
o   How often are the services offered or the centre used?

4.2   User Groups

o   Who uses the centre and what are their main activities?

4.3   Community Need

o   What are the gaps in your centre's service or activities at the moment?
o   Where are you getting your information? A community survey for example?

4.4   Future Goals & Objectives

o   What are the short-term and long-term aims of the group/centre? Ideally, your proposed project should achieve some of these aims.

5   Our Project

This section should provide a good detailed description of your new project.

5.1   Detailed Project Description

o   What does this project involve exactly?

5.2   Project Objectives

o   What will the proposed project achieve? Increased space, additional services, attract new users etc.

o   How will it benefit the group/centre and your activities/facilities?

o   How will the project benefit the wider community?

5.3   Project Demand and Local Need

- How have you identified the need for this project? E.g. increased demand, community futures, local consultation etc.

5.4   Cross-Cutting Issues

Please detail how your project addresses or meets the following cross-cutting issues (where relevant):

5.4.1   Innovation

How is your project innovative or different?

5.4.2   Environment

How does your project protect the environment through greater awareness of environmental issues, efficient use of natural resources and/or heritage preservation.

5.4.3   Climate Change

Does your project helo to reduce the carbon footprint of the local community?

6   Marketing & Promotion

This section will be more or less relevant to each group, but you should try and include some information about how you are going to attract more users to your centre or facility. How will this project be marketed and promoted to the general public?

6.1   Traditional Media (Local Papers, Radio)

- Community Notes/Newsletter
- Local Press/Radio
- National Press/Radio/TV

6.2   Online Media (Local Papers, Radio)

- Website/Emails – Do you have a website and use ezines (newsletters sent by email) for example?
- Social Media – Facebook, Twitter, Instagram etc.
- Any other or innovative marketing and promotion activities

7   Groups Funds & Fundraising

This section is one of the most important in your plan. You may have a great project, but if you don't have the financial arrangements in place, it cannot progress. Please provide as much detail here as you can.

7.1   Current Financial Situation

- What money does your group/centre have available at the moment? How has this money been raised?

7.2   Additional Finance Requirements

- How much will you need in addition to your current savings to complete the project?

- o Have you secured other offers of funding? If so, please include a copy of the letters of offer.
- o Have you confirmed that no other funds are available to your project? If so, please include letters confirming that no other funding is available.
- o Do you have access to loan/overdraft facilities for the centre?

7.3   Fundraising Activities

- o How do you raise funds for projects/ongoing costs?
- o Do you have a fundraising plan? Please provide details or include a full copy in an appendix.

7.4   Reinvesting in the Community

- o If relevant, how will the group use the income raised from this project?

Note: Please attach your group's bank statements, loan approvals, other grant approvals and/or other supporting financial documents.

8   Project Costs

Please list your project costs (excluding VAT). If you are **not** registered for VAT, please list costs including VAT at the appropriate rate. You must provide a letter from the Revenue Commissioners confirming that you are **not** VAT registered.

All costs **must** be taken from a written quotation or winning e-Tender.

For example:

Renovations	€15,000
Equipment	€10,000
Total Project Costs	**€25,000**

If your community project involves **voluntary labour**, please speak to your project officer before you complete this section.

Next, you must show how you are going to meet these costs, for example:

Grant from SWMDC (max. 75% in the LEADER Programme)	€18,750
Own Resources (evidence attached)	€ 2,000
Bank/Credit Union Loan (copy of agreement attached)	€ 4,250
Total Matching Funds	**€25,000**

IMPORTANT

Before a grant can be paid, the project must be completed and all invoices paid in full. Therefore, you must **show evidence** that you can pay all of the project costs by way of bridging finance. A letter from your Bank or Credit Union should be included with your application.

Group Finances

Also, please include a copy of your group's most recent financial statement:

o   Statement of Financial Affairs **or**
o   Audited Accounts (if the group is a Limited Company)

9   Conclusion

Feel free to include a concluding paragraph stating:

o   Why you feel your project should be supported?

o   How the project is innovative?

o   What impact the project will have on the your group/centre/local community?

o   And any other information you feel might be useful, some of which can be included in an appendix such as: newspaper clippings, newsletters, community futures publication, photographs etc.

Please note that this document is only a guide. Please feel free to add new sections, adapt headings or make changes, which will highlight the uniqueness of your group, centre and project.

10 Financial Projections

o   For large-scale capital projects, you must provide financial projections for the next 3 years.

Suggested Appendices

- Building Plans and Drawings
- Copies of Planning/Permissions/Permits
- Public Procurement Documents
- Photographs
- Maps of Area

- Bank Statements/Loan Offers
- Detailed Population Statistics
- Letters of Support
- Confirmation that no other funding is available
- Financial Projections