

Application Form for Community Funding



St. Canice's Credit Union is a community based co-operative that exists only for the good of the people of Kilkenny, Laois and Tipperary.

As well as contributing to the financial health of our members through savings and loans, the Credit Union is also involved in a huge range of community organisations and events. We have a longstanding reputation for being actively involved in the community we serve and are uniquely positioned to support community development through investing in community projects.

Our members have created a special fund of €200,000, the purpose of which is to allow the Credit Union to make a significant contribution to community based initiatives within the common bond of Ballingarry, Ballyragget, Callan, Dunnamaggin, Durrow, Graignamanagh, Kilkenny, Mountrath and Rathdowney.

The Community Connect Fund application categories are: social, cultural and charitable purposes including community development. The Community Connect fund compliments our other community sponsorship initiatives and is aimed at significant projects that will add long term benefit to the community.

Such projects must have an overall budget of at least €15,000 and must be located within our common bond and should reflect the ethos and values of St. Canice's CU and the Credit Union movement.

Where borrowing facilities are required from eligible projects, St Canice's CU would like to be considered as a lending option by community groups.

Application for Community Project Funding

Before completing this application form for community project funding and in order to ensure that your project fits with the requirements of the Community Connect Fund, please call Roisin Gilroy, Head of Marketing & Business Development for St. Canice's Credit Union on 056-7722042.

Following this phone conversation, please complete this Application Form for Community Funding and return it to:
Community Connect, St. Canice's Credit Union, 78 High Street, Kilkenny.

The application for funding will be reviewed by the Community Connect Committee and if accepted, you may be required to provide more in depth details of your project such as: Governance Documentation, Financial Accounts & Audit Reports, Equality Policies, Employment Policies, Data Protection and Freedom of Information Policies.

Depending on the project type and funding allocation, St. Canice's Credit Union may require that we hold a place on the committee of the community group; in order to monitor project progression and funding spend.

Please refer to the Application Checklist at the end of this form and ensure that the relevant documentation required to assess your application for funding are included with your submission.



SECTION 1

YOUR CONTACT DETAILS



GROUP NAME:

GROUP APPLICATION ADDRESS:

CONTACT NAME FOR THIS APPLICATION:

POSITION IN THE GROUP:

CONTACT ADDRESS IF DIFFERENT TO APPLICATION ADDRESS:

DAYTIME CONTACT NUMBER:

EMAIL ADDRESS:

2ND CONTACT NAME FOR THE GROUP:

POSITION IN THE GROUP:

DAYTIME CONTACT NUMBER:

EMAIL ADDRESS:



SECTION 2 ABOUT YOUR GROUP / ORGANISATION



WHAT IS THE STATUS OF YOUR GROUP / ORGANISATION?

Community Group

Voluntary Group

Co-Operative

Club/Association

Other (Please specify) _____

PURPOSE OF THE APPLICANT GROUP

Please provide a brief description of your group's aims, activities and achievements.

ARE YOU LISTED UNDER THE REGISTER OF CHARITIES

Yes

No

If YES what is your charities registration No. _____

ARE YOU CURRENTLY IN RECEIPT OF PUBLIC/PRIVATE FUNDING SUPPORT LOCALLY OR NATIONALLY? Yes No

(If Yes, please state annual amount and from what representative bodies)

ARE YOU APPLYING FOR FUNDING UNDER ANY OTHER SCHEME?

Yes

No (If Yes, please name the scheme and the amount applied for)



SECTION 3 PROJECT FUNDING REQUEST



WHAT IS THE COMMUNITY PROJECT / INITIATIVE YOU WISH TO APPLY FOR?

WHAT ARE THE PROJECT COSTS?

AMOUNT YOU WISH TO APPLY FOR:

PROJECT BACKGROUND, EXPECTED OUTCOME, FACILITIES TO BE PROVIDED:

HOW WILL THIS PROJECT/INITIATIVE BENEFIT YOUR LOCAL COMMUNITY?

HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT?



WHEN WILL THIS PROJECT/INITIATIVE BE COMPLETED?

DOES YOUR GROUP NEED STATUTORY APPROVALS FOR THIS PROJECT TO PROCEED? IF YES, PLEASE GIVE FURTHER DETAILS.

IF YOUR PROJECT INVOLVES DEVELOPMENT OF PROPERTY, DOES YOUR GROUP OWN/LEASE THE LAND OR PROPERTY?

HAVE YOU APPLIED FOR ADDITIONAL FUNDING OR BORROWINGS FOR THIS PROJECT? IF YES, OUTLINE FURTHER DETAILS OF AMOUNTS & FROM WHERE.

Where borrowing facilities are required from eligible projects, St Canice's CU would like to be considered as a lending option by community groups.

IF APPLICABLE: HOW DO YOU PROPOSE TO RAISE THE OUTSTANDING FUNDS REQUIRED FOR THE PROJECT?

PLEASE OUTLINE DETAILS HOW ST. CANICE'S CREDIT UNION WOULD BENEFIT FROM SPONSORSHIP OF YOUR PROJECT?



All additional information to support your application must be submitted as a separate document and attached to this application form.

St. Canice's Credit Union will ensure that community projects awarded funding are consistent with the ethos and values of the credit union movement and distributed throughout the common bond in a fair and equitable manner.

Requests should fulfil a recognised need and benefit to the community at large as well as be relevant to the majority of the St. Canice's Credit Union membership. Requests will not prohibit the organisation from applying for a loan from the Credit Union.

The outcome of the proposed project should be visible and sustainable over a significant period of time, minimum 5 years.

Funding will be awarded to groups/clubs/entities and not to individual people.

Acknowledgement of St. Canice's Credit Union's financial assistance will be required.

Approval for all funding will be given based on the information received, the purpose behind the project, the benefit to the community and the perceived benefits St. Canice's Credit Union can expect from participation.

Check List for Application Submission

- Governance documentation
- Strategic plan including outline of what the funding will be specifically used for.
- Charities registration
- Audited financial accounts
- Auditors report
- Tax clearance certificates
- Public liability insurances
- Promotional potential for St. Canice's Credit Union
- Any other specific information requested by St. Canice's Credit Union
- Other Attachments _____



Governance Documentation Check List

- Governing document (e.g. rules, constitution, memorandum and articles etc.) outlining the nature, activities or management of the Organisation.
- Signed declaration that the group adheres to the terms of that governing document.
- Records of meetings of the organisations governing body.
- Signed declaration of no 'conflicts of interest'. Whereby the Organisation, its governing body, members and employees must not use their position or influence to gain advantage for themselves or others in respect of or arising out of the funding of any project the Credit Union donates to.
- Signed agreement to notify the Credit Union where there is a change in the officers or management of the Organisation (e.g. chairperson, treasurer or secretary) or to the Organisation's external financial auditors (where applicable).
- Financial Governance Documentation and Signed Declaration
- Equality Governance Signed Declaration
- Employment Practices Signed Declaration
- Data Protection and Freedom of information Signed Declaration
- Monitoring and accounting for the activities agreement – Signed Declaration
- Signed Agreement to Dispute Resolution
- Evidence of Public indemnity insurance
- Outline of the Publicity Opportunities for the Credit Union with the Project
- Signed agreement to Publicity of the Project and the Credit Union's funding.
- Signed agreement to a full audit of Community Connect Fund projects, assessments, recommendations, funding decisions, income and expenditure account and payments.

Where relevant

- A copy of the Organisation's policies and procedures for the protection and safeguarding the welfare of children, young people and vulnerable adults and that the organisation complies with all legal requirements and national guidelines in respect of child protection, protection of vulnerable adults and reporting of actual or suspected abuse.
- Declaration that the Organisation is responsible for the monitoring and suitability of all staff, employees and volunteers and undertakes to ensure that persons with access to children or vulnerable adults in the course of their activities are adequately vetted (including clearance by the Garda Síochána or equivalent criminal background checks, where appropriate). The Organisation will provide evidence to the Credit Union of its compliance with this upon request.
- Declaration that the Organisation ensures that participants in any of their Organisation's activities are aware of their right to be free from abuse (mental, physical, emotional, sexual and financial).
- Declaration that the Organisation has and maintains a formal protection from abuse policy and complaints procedure that is accessible to all participants/advocates and carers.
- Declaration that the Organisation shall promptly take all necessary steps to fully investigate any allegation by any person of inappropriate or illegal behaviour by any employee, officer, volunteer or agent of the Organisation in respect of a participant.



Declaration that the in the event of any employee, officer, volunteer or agent of the Organisation having behaved illegally, wrongfully or inappropriately or in breach of the Organisation's applicable policies and procedures, whether by act or omission, in respect of a participant or the Organisation becoming aware of any allegation or complaint that any such person has behaved in such a manner in respect of a participant, the Organisation shall take all necessary actions (including disciplinary action if appropriate) in respect of such person to ensure safety and protection of the participant and participants generally and report the matter to all relevant authorities.

Financial Governance Documentation Checklist for Project Funding Request.

The Organisation must maintain proper accounting arrangements and systems and practices to assist it with the proper management and administration of its finances. This must include:

- Maintaining a bank account in the name of the Organisation (with appropriate bank mandates) to receive the fund payment;
- Income and expenditure reports for the Organisation's work (including regular checks or reconciliation by the Organisation against its annual budget);
- Regular reporting to the Organisation's governing body (including the provision of up to date financial and budgetary information on the Organisation);
- Arrangements for paying taxes and pensions as appropriate;
- Wherever possible, payments will be made by cheque or electronic transfer;
- Arrangements for the secure handling and accurate recording of petty cash; and
- Adopting appropriate financial procedures relating to cash receipts and income collection.

The Organisation must be able to provide evidence of expenditure in respect of the fund payment to the Credit Union.

The Organisation must retain these records for the period of time required by relevant legislative requirements or for a minimum period of three years, whichever is longer.

At the request of the Credit Union, the Organisation will provide the Credit Union with reasonable access to accounts, data, and records of all transactions arising out or related to the purpose of the fund payment

The nature of the Organisation's accounts may vary according to the size and nature of the Organisation and the requirements of its governing documents and the Organisation will ensure that its accounts are examined or audited in accordance with relevant legal, regulatory and accountancy requirements and practices, as appropriate.

The Organisation will ensure that the fund payment (and expenditure related thereto) is separately identified in its accounts.

The Organisation must submit annual accounts (including an income and expenditure and a balance sheet).

These accounts must be independently audited not later than nine months following the end of the relevant financial year by a person who is qualified to be appointed as an auditor pursuant to the Companies Act and these audited accounts must be submitted to St. Canice's Credit Union within ten months of the Organisation's financial year end.

Please note that the accounts are required to be audited regardless of exemptions under S358 of the Companies Act 2014. It should also be noted while organisations may fall within the abridged reporting thresholds of the Companies Act, the accounts to be submitted to St. Canice's Credit Union, and filed with the CRO, (where relevant) must be the unabridged version.





Any changes to the Organisation's bank account details must be notified to St. Canice's Credit Union immediately.

The Organisation must seek the advance written approval of the Credit Union to sell or dispose of any asset or equipment where the fund payment has been used to purchase or improve the asset or equipment. The Credit Union may attach a condition to any such sale or disposal that the Organisation must repay all or part of the fund payment used to purchase or improve the asset or equipment.

The Organisation will immediately notify the Credit Union and will ensure that all necessary notifications and actions are undertaken in the event that fraud or misappropriation is suspected or if the Organisation becomes aware of circumstances suggesting fraud or misappropriation within or, in respect of, the Organisation or its activities or arising out of the fund payment. The Organisation shall cooperate with any directions of the Credit Union in this regard.

Governance requirements; Equality

The Organisation must undertake to comply with the Equal Status Acts 2000 to 2015; the Employment Equality Acts 1998 and 2015, the Disability Act 2005, as amended from time to time and all legal obligations in respect of equal opportunities and the Organisation must establish and maintain appropriate structures and systems to ensure it complies with its obligations.

The Organisation will not discriminate on the grounds of gender, civil or family status, age, race, religion, disability, sexual orientation or membership of the traveller community.

Without prejudice to the above, the Organisation may target some or all of its activities at specific groups, where its intention is to address discrimination or social exclusion.

Governance requirements; Employment Practices

The Organisation is responsible for the employment and recruitment of staff and will comply with its statutory employment obligations including obtaining any necessary clearance from the Garda Síochána or equivalent vetting and/or criminal background checks.

For the avoidance of doubt, the Organisation shall be solely responsible for any and all remuneration (including pension arrangements) and making all statutory deductions in respect of its remuneration of employees or staff and remitting such deductions in a timely manner to the relevant authorities. The Credit Union shall be under no obligation or liability in respect of the Organisation's staff or employees.

Governance requirements Data Protection and Freedom of information

The Organisation shall comply with the Data Protection Acts 1988 and 2003 (the "DP Acts") as amended from time to time; comply with its obligations as a "data controller" under such DP Acts and comply with all rules and policies as may be set out in the Credit Union's Codes of Practice in respect of data protection.



Monitoring and accounting for the activities

The Organisation must, if required, be able to demonstrate to St. Canice's Credit Union that: it is carrying out the work funded by the Community Connect Fund as described the proposal for funding is providing a quality service.

The Organisation must keep records of any complaints received from users and staff and shall provide reports on any complaints received to the Credit Union upon request.

The Organisation shall co-operate with any review or reporting arrangements, as may have been specified in the funding agreement.

The Organisation will permit the Credit Union reasonable access to the Organisation's premises, personnel and records and shall permit the Credit Union to carry out inspections of same and observations of the Organisation's activities and shall cooperate with and respond to queries of the Credit Union in respect of the fund payment, the use of the fund payment, validation of expenditure and the Organisation's activities.

The Credit Union may make such enquiries, visits or inspections in addition to the normal monitoring arrangements where it has serious concerns about the Organisation or its use of the fund payment and the Organisation shall comply with any such enquiries, visits or inspections.

The Organisation will acknowledge and quantify the Credit Union's fund payment in the Organisation's annual report, in its accounts and in any publicity or other written material produced by or on behalf of the Organisation in relation to the activities funded (wholly or partly) by the Community Connect Fund.

The Organisation agrees to co-operate with the Credit Union where they may engage in publicity of selected beneficiaries.

At the end of the year, the Chairperson of the Organisation must submit a signed written statement certifying that the fund payment was spent for the purposes intended.

Dispute Resolution

Any issues arising for the Organisation in respect of the fund payment should be discussed, in the first instance with the Credit Union's nominated officer. Any matters which are not resolved at that level should be the subject of a formal letter addressed to the Credit Union's Community Connect Committee.

The Credit Union accepts that difficulties and disputes within the Organisation are the responsibility of the Organisation's governing body. However, if such difficulties or disputes are likely to materially affect activities supported by the Community connect fund, the Organisation will notify the Credit Union and inform it of any corrective action being taken or to be taken by the Organisation.

The Credit Union reserves the right to review the fund payment and/ or the Agreement at any time in particular where the Credit Union is of opinion that any of the following apply:

- The Organisation is failing to meet the terms and conditions;
- The Organisation is failing to carry out the activities that the Credit Union agreed to fund;
- The Organisation uses or used the fund payment for a purpose that the Credit Union has not agreed to;
- The Organisation provided misleading or inaccurate information during the application process or the term of the fund payment agreement;
- Any member of the Organisation's governing body, staff or volunteers has acted or is acting dishonestly, inappropriately or negligently in relation to the Organisation during the term of the agreement; or
- The Organisation is at risk of closing down, becoming insolvent, going into liquidation or becoming unable to pay debts as they fall due.

The Credit Union will give the Organisation reasonable opportunities to respond to any concerns raised in the course of a review. However if it is not possible to reach agreement with the Organisation in respect of the conduct of a review or addressing the findings and/or recommendations of a review, the Credit Union may decide to terminate the Agreement and cancel the fund payment and require the Organisation to make appropriate repayments to the Credit Union in respect of the fund payment. In the event of termination by the Credit Union, the Credit Union shall notify the Organisation in writing of the termination of the Agreement and provide details of any requirements to repay any fund payments made.

Payment and Indemnity

The Organisation must have sufficient insurance coverage in respect of all services or activities it delivers when using the fund payment. The extent and adequacy of the insurance cover is a matter for the Organisation and its insurance advisers.

The Credit Union will not be liable in respect of any loss, damage, claim, cost, injury or death whatsoever arising out of or in connection with the provision of services or activities by the Organisation.

An authorised officer of the Organisation must sign and accept the terms of any funding agreement.

Subject to any specific conditions set out in the Fund Agreement, the Credit Union shall make the fund payment to the nominated bank account of the Organisation.

Audit Requirements

The Community Connect Fund projects, assessments, recommendations, funding decisions, income and expenditure account and payments are required to be audited by external and internal auditors on an annual basis to ensure board policy and process was followed.

Publicity Requirements

As an acknowledgement of its support, St. Canice's will expect that the community group/ project being supported will give ample exposure to its involvement.

Examples of exposure or publicity include:

- Photo shoot opportunity, news release or press launch.
- St. Canice's Credit Union logo or advertisement in printed literature.
- Verbal acknowledgment of St Canice's Credit Union's participation.
- St. Canice's Credit Union representation at any community project's function/event; and/or
- St. Canice's Credit Union promotional literature to be on display at the community project's function/event.
- Any plaque or lasting sign will carry the St. Canice's Credit Union logo.

I confirm that I have read and agree with the conditions of the scheme. I certify that the information given in the Expression of Interest Form is to the best of my knowledge true and accurate.

Signed on behalf of the organisation:

Organisation Name: _____

Print name: _____

Signature: _____

Date: _____

Organisation Stamp (if available)

