

Ref No: _____

Date of Receipt of Application: _____

Bruckana Wind Farm Community Gain Scheme

APPLICATION FORM 2020

**ONLY ONE APPLICATION PER GROUP WILL BE ACCEPTED.
CLOSING DATE FOR APPLICATIONS 6th MARCH 2020.**

Please note that failure to submit your application on the correct template will result in your application being deemed invalid. Submission of this application does not guarantee funding support from the Bruckana Wind Farm Community Gain Scheme. Offers will only be made after all projects have been reviewed and scored accordingly by the Bruckana Wind Farm Community Gain Scheme Awards Committee. Funding will only be given after the project is deemed eligible, approved and a letter of offer has been sent to the applicant and formally accepted by them. All monies will be paid by Electronic Fund Transfer (EFT).

Please return completed form to: Community Gain Scheme Administrator, Edenderry Power Station, Ballykilleen, Edenderry, Co. Offaly.

SECTION A: APPLICANT DETAILS

Applicant Organisation:		
Address of Organisation:		
Contact Person:		
Tel No:	Landline:	Mobile:
Email:		
Distance from Wind Farm (km):		
Community Group Website:		
Community Group Facebook:		
Name/Title of Project:		

If your project involves construction, renovation, refurbishment or installation of ground works please complete Section B. If not, please proceed to Section C.

Please note, if your project requires planning permission, you will require a planning reference number to proceed with this application. Projects that require planning, but that have not submitted planning to the relevant Local Authority will be invalidated.

SECTION B: Planning requirements

Is Planning Permission Required for your Project? (Y/N)	
If Yes, please insert Planning Ref No.	N.B: Projects that require planning, but that have not submitted planning to the relevant Local Authority will be invalidated.
If No, have you confirmed this with your local planning authority / area engineer?	N.B: If your project is successful, you may be asked to provide a letter of exemption from the relevant Local Authority before funds are paid.
If you have not confirmed this with your local planning authority, have you sought a professional opinion?	
If you have not sought a professional opinion, please explain why you believe you do not require planning permission?	

SECTION C: QUALIFYING CATEGORIES

Please indicate under which of the following qualifying categories your organisation is applying for funding (more than one may be ticked):

Amenity Community Facilities Culture/Heritage Education/Schools Recreation/Health

SECTION D: QUALIFYING CRITERIA

In the case of your organisation:

	YES	NO
Is it: Satisfactorily constituted*		
Is it: Not – for – profit		
Is it: Tax compliant		
Is: Membership open and non-discriminatory		
Does the project: espouse any political, religious or social exclusion philosophy, doctrine or policy		

***Please attach an up to date copy of organisation's constitution/rules that outlines the organisation's purpose as well as its governance/committee structure. Failure to provide copy will invalidate application**

Please provide the following information where applicable:

Tax Reference Number (if seeking over 10k in funding):		
CHY number (applicable to Charity Organisations):		

SECTION E: PROJECT DETAILS

Project Description (max 100 words).
This should address the qualifying criteria

***Project Purpose (max 100 words).
This should address the comparative criteria***

Project Benefits (max 300 words).

SECTION F: BUDGET DETAILS

Overall project cost:	€ _____		
Amount of funding sought from scheme*: <i>*This cannot be left blank. Marks will be deducted otherwise</i>	€ _____		
Project financial sources:	Own funds	€ _____	Funding secured: YES NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Other grants	€ _____	
	Loans	€ _____	
	Bruckana CGS	€ _____ (Should equal amount sought)	
	Total:	€ _____	
If there is an ultimate shortfall* between overall project cost and total project financial sources please indicate plan to finance this gap: *For example the CGS award is less than amount sought or “other grant” falls through or “loan” is not approved			
Is planning permission required for your project: (Y/N)			
If yes, has planning permission been received*: (Y/N)	<i>*Please provide copy of planning permission if received</i>		
Expected date of project completion: <i>(Note all monies received under the CGS must be used within 12 months from date of lodgement)</i>			
Project Quotations:	PLEASE ATTACH QUOTATIONS. AT LEAST ONE QUOTATION REQUIRED FOR APPLICATIONS REQUESTING UP TO €5,000. ALL APPLICATIONS OVER €5,000 MUST BE ACCOMPANIED BY AT LEAST TWO QUOTATIONS		
Is your organisation VAT Registered? (Y/N)			
If yes, please provide VAT No.			
IF REQUESTING MORE THAN €10,000 FUNDING, AS A LEGAL REQUIREMENT A CURRENT TAX CLEARANCE CERTIFICATE MUST BE AVAILABLE FOR BOTH THE ORGANISATION SEEKING FUNDING AND THE PRODUCT/SERVICE PROVIDER. PLEASE NOTE, IF APPLICATION IS SUCCESSFUL THESE DETAILS WILL RE REQUIRED BEFORE PAYMENT CAN BE ISSUED.			

PROJECT COST BREAKDOWN	
DESCRIPTION	COST €
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
TOTAL PROJECT COST	€

PLEASE ATTACH QUOTATIONS

AT LEAST ONE QUOTATION FOR APPLICATIONS REQUESTING UP TO €5,000.

ALL APPLICATIONS REQUESTING OVER €5,000 MUST BE ACCOMPANIED BY AT LEAST TWO QUOTATIONS.

Applicant Confirmation:

On behalf of _____, I confirm that I have read and understood the Summary Scheme Rules and Scheme Criteria. I declare that all information supplied in this application is true and accurate.

Signature of Applicant:

Applicant Name:

Date:

Acknowledgement

I understand that any personal data as outlined in the application form for the Scheme will be processed for the purposes and in the manner set out in this Notice and will make third parties whose personal data or information I disclose aware of this Privacy Notice.

Signature of Applicant:

Applicant Name:

Date:

APPLICATION CHECKLIST

	YES	NO
Copy of constitution attached		
Quotations attached		
Copy of T&Cs retained		
All sections fully completed		

SECTION B: For Office Use Only:

Application Valid: (Y/N)		
Total Score:		
Quotations Included: (Y/N)		
Amount Requested:	€ _____	Conditions attached to award:
Amount Awarded:	€ _____	
Additional Info:		

Publicity Notice

Bord na Móna is committed to operating the Community Gain Scheme (the “Scheme”) in an open and transparent manner. In compliance with the Code of Practice for Wind Energy Development in Ireland: Guidelines for Community Engagement, Bord na Móna will publish details about the Community Gain Scheme on its project website and share relevant information with the local authority. Where appropriate we will use social media and local media to highlight the benefits of the Scheme to the local community.

Data Protection

Any personal data you provide to the Community Gain Scheme Committee and Bord na Móna Plc in connection with your application to the Community Gain Scheme will be processed in accordance with our obligations under the Data Protection Acts 1988-2003.

Disclaimer

The Community Gain Scheme Committee and Bord na Móna Plc shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. The Community Gain Scheme Committee, Bord na Móna Plc, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

Privacy Notice (“Notice”)

In connection with your application for participation in the Bruckana Wind Farm Community Gain Scheme (“Scheme”) it will be necessary for Bord na Móra plc to process personal data (which may be held on paper, electronically, or otherwise) regarding your nominated point of contact within your organisation. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable data protection laws. The purpose of this Notice to make you aware of how such personal data will be processed in this context. You agree to make third parties whose personal data or information you disclose aware of the terms of this Notice.

What is Bruckana Wind Farm Community Gain Scheme?

The Bruckana Wind Farm Community Gain Scheme is an annual fund of €42,000, based on the installed capacity of the wind farm. On an annual basis applications are sought from clubs, associations, and other such groups in the locality for support for various community-based initiatives and improvement projects. Bord na Móra administers each scheme and an awards committee is drawn from the local communities.

Who collects your data?

When you apply for the Scheme, personal data and information that you provide will be held by Bord na Móra who will be the Data Controller.

Bord na Móra is committed to ensuring that the personal data of an individual as outlined in the application form for the Scheme is handled in accordance with the applicable data protection laws.

If you have any queries about how your data are processed please contact Stephanie Tao Legal Department Bord na Móra.

What data will be collected?

When you apply for the Scheme you will be asked to provide Bord na Móra with the name and address of name and details of the contact person for the organisation.

Bord na Móra will process personal data and information that you provide and, in some instances where relevant, information provided to them by third parties such as the Awards Committee for the Scheme and Government/public sector bodies

Why and how do we process the information you provide?

It may be necessary to process personal data you provide in connection with your organisation’s application for the Scheme. By submitting the application you acknowledge that the personal data of the contact person for the organisation may be processed for those purposes, including but not limited to the following:

1. To contact you about your application for the Scheme;
2. To administer the application and to assess the organisation’s eligibility for the Scheme;
3. To follow up with you after the application is received, as required;
4. Maintenance of your application;
5. Management of Scheme processes (including commencement, completion, progressions);
6. To contact you after the Scheme completes in order to measure the impact of the Scheme;
7. To comply with all legal obligations relating to the Scheme;
8. To prevent fraud or reporting potential crimes;
9. To comply with European Union monitoring and reporting requirements.
10. To carry out audits as necessary
11. For notification of events relevant to the organisation

Bord na Móna as Data Controller undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data on the application will be disclosed to relevant staff of Bord na Móna on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure personal data is appropriately protected. The Awards Committee for the Scheme will have access to the personal data as outlined in the Application form however no third parties will have access to personal data unless there is a legal obligation for Bord na Móna to provide the data.

To support efficient processing of the application, Bord na Móna may need to check the accuracy of personal information you provide with external data sources. For example tax clearance verification.

Retention of Data

Bord na Móna will keep your personal data for the purposes of on-going administration, audit, and review but only for as long as is necessary to meet the purposes set out in this Notice.

Your Rights

Under the General Data Protection Regulation (GDPR) together with the Data Protection Acts 1988 and 2003 (DPA) you have a number of rights with regard to your personal data. You have the right to request from Bord na Móna access to, rectification to, and erasure of your personal data, the right to restrict processing, object to processing as well in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the office of the Data Protection Commissioner if you believe that Bord na Móna has not complied with the requirements of the GDPR or DPA with regard to your personal data.

Identity and contact details of the Data Controller

Bord na Mona plc is the controller of the data under the Scheme for the purposes of the data protection laws. If you have any queries about this Notice or how your data are processed please contact Stephanie Tao Legal Department Bord na Móna.

Summary Scheme Rules

1. This Community Gain Scheme will operate as follows:
 - a. Bord na Móna will oversee the overall running of the Scheme
 - b. An Awards Committee (see 2 below) will decide on funding allocations under the chairmanship of Bord na Móna
 - c. The Scheme Administrator will carry out the routine administration of the Scheme
2. The communities of Crosspatrick and Moyne-Templetuohy have, at the request of Bord na Móna, nominated three representatives each to sit on the Awards Committee for this Community Gain Scheme. These nominees are as follows:

Bergin, Tim
Butler, John
Gorman, John
O'Grady, Jim
Phelan, Jerry
McEvoy, Pat
3. The Administrator will arrange an annual call for applications to benefit from the Community Gain fund; this will be made through local print media and will have a deadline date
4. Submissions received on time will be screened by the Administrator on the basis of the qualifying categories and the qualifying criteria (both attached) and a copy of each qualifying application will be sent to each member of the Awards Committee in advance of the Awards Committee Meeting
5. The Awards Committee will then:
 - a. Consider all qualifying submissions
 - b. Score these submissions against the comparative criteria (attached)
 - c. Decide to make specific awards on the basis of the results of the scoring
 - d. Decide the amount of each award on the basis of a tiered and percentage approach:
 - i. Tier 1: $\leq \text{€}5,000$ up to 100% grant
 - ii. Tier 2: $> \text{€}5,000 \leq \text{€}10,000$ up to 90% grant
 - iii. Tier 3: $> \text{€}10,000$ up to 80% grant
6. All decisions of the Awards Committee are final
7. The amount available for disbursement will be €42,000 annually, index linked
8. Awards will initially be made in June 2014 and thereafter in April each year
9. Unallocated funds will be carried over and added to the following year's fund
10. Benefiting cases will be subject to audit and receipts of expenditure will be requested
11. Payments under Tier 2 and Tier 3 grants may be subject to additional conditions
12. All applicants will be informed in writing of the outcome of each year's awards process

Scheme Criteria

Qualifying categories:

Qualifying categories will be applied as an initial screen on submissions; for a submission to be considered for funding under the Scheme it must satisfy at least one of the following:

- a. Amenity
- b. Community facilities
- c. Culture/Heritage
- d. Education/Schools
- e. Recreation/Health

Qualifying criteria:

The following qualifying criteria will apply:

- a. Benefiting entity must be satisfactorily constituted
- b. Benefiting entity must be not-for-profit
- c. Benefiting entity must be tax compliant (where relevant)
- d. Membership of the benefiting entity must be open and non-discriminatory
- e. Benefiting project must not espouse any political, religious or social exclusion philosophy, doctrine or policy

Comparative criteria:

The following comparative criteria will apply:

- a. Proximity to wind farm (this carries the most weight)
- b. Range and number of people served
- c. Range of categories served
- d. Sustainability aspect
- e. Robustness of application
- f. Capital spend before operating spend
- g. Degree to which socially marginalised are catered for
- h. Flagship project (where relevant)