



Let's Make
it Happen!

Application Form

Application Number:
For office use only

- Please read the associated How to Apply Guide and terms and conditions of the Dublin Airport Community Fund before completing this form.
- Please use **BLOCK CAPITALS**
- If you need assistance completing the form, please contact communityfund@daa.ie
- Applications should be returned:
 - by e-mail to communityfund@daa.ie
 - or by post to
Dublin Airport Community Fund,
Dublin Airport, Co. Dublin



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ORGANISATION DETAILS

Organisation			
Lead Contact Person			
Organisation Address			
Mobile number		Eircode	
Telephone No. Daytime		E-mail	
Telephone No. Other		Website	

Type of Organisation

- | | |
|--|--|
| <input type="checkbox"/> Voluntary Community Group or Club | <input type="checkbox"/> Residents' Association |
| <input type="checkbox"/> Established Club | <input type="checkbox"/> School/College |
| <input type="checkbox"/> Company Limited by Guarantee | <input type="checkbox"/> Other. Please provide further information |

Please provide proof of organisation e.g. website, social media presence or copy of official documentation such as a utility bill, headed paper, or copy of the organisation's Annual General Meeting record.

How many people are involved in your organisation?

Full-time Staff

Volunteers

Part-time Staff

Members

Please provide a short summary of the main activities of your organisation

Does your organisation have a bank account?

Yes

No

Has your organisation previously received funding from the Dublin Airport Community Fund?

If 'yes' please provide the amount of funding awarded, the year in which it was awarded and for which project/activity

Yes

No

If your organisation has received funding in the past, have you submitted a completed Outcome Report?

Yes

No

Please note – if your organisation has received funding and you have not submitted a completed Outcome Report you will not be eligible for further funding.

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PROJECT/ACTIVITY DETAILS

Project/Activity Title

Proposed Start Date

Proposed Completion Date

Project/Activity

Brief description

Which area(s) does your project/activity cover?

- | | |
|---|--|
| <input type="checkbox"/> Ballymun | <input type="checkbox"/> Rolestown |
| <input type="checkbox"/> Cloghran | <input type="checkbox"/> Santry |
| <input type="checkbox"/> Forrest Little | <input type="checkbox"/> St. Margarets |
| <input type="checkbox"/> Greater Baskin | <input type="checkbox"/> Swords |
| <input type="checkbox"/> Hollystown | <input type="checkbox"/> The Ward |
| <input type="checkbox"/> Malahide | <input type="checkbox"/> Tyrrelstown |
| <input type="checkbox"/> Portmarnock | |

Project Address: Please provide the exact address, including Eircode, where the project/activity will take place.
Please include copy of proof of project address. e.g. google maps, letter or webpage showing address.

In which category does the project/activity principally fall? *Please mark one category*

- | | |
|---|---|
| <input type="checkbox"/> Environment & Sustainability | <input type="checkbox"/> Sports & Recreation |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Social Inclusion & Community Development |
| <input type="checkbox"/> Health & Wellbeing | <input type="checkbox"/> Culture & Heritage |

Other. *Please provide details*

b) Benefit

Please outline how your project/activity benefits your organisation and/or the wider local community?

What are the expected outcomes/outputs to be achieved from this project/activity?
i.e. how many people will benefit and how will you measure your success

Any other comments you wish to make in support of your application.

Please attach additional pages if required

c) Publicity

Please demonstrate how your project/activity will ensure colleagues, the community and the media will know about the support from the Dublin Airport Community Fund?

e.g. mentions in press, radio, television and social media, newsletters, website, programme etc.

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DECLARATION

We confirm that

- We have read the guideline documentation associated with the Dublin Airport Community Fund.
- This application is accurate to the best of our knowledge, and we agree to abide by the terms and conditions of the Dublin Airport Community Fund.
- We have included all required supporting information including proof of organisation, proof of project location, and copies of the cost information to support our application.
- Our organisation has formally agreed that we can act on their behalf.
- Where requested, we are able to submit further relevant documentation to support this application.
- Our organisation complies with the requirements of the Children's First Act, 2015.

PRIMARY SIGNATORY

Signed			
Print Name			
Date		Position	

SECONDARY SIGNATORY

Signed			
Print Name			
Date		Position	

TERMS AND CONDITIONS

1. Applicant's applying on behalf of an organisation should ensure a bank account exists in the organisation's name.
2. Only one application per organisation will be accepted during each funding allocation cycle.
3. Funding must be used exclusively for the purposes of implementing the project/activity as stated in the application form.
4. Every applicant in receipt of funding must inform the Dublin Airport Community Fund immediately of any change to their circumstances e.g. cancellation of project/activity, organisation disbandment. Any change must be reviewed, acknowledged, and agreed by the Grant Making Panel where a specific change to the use of the grant is requested.
5. Applications must be submitted in advance of costs being incurred. The Fund will not consider costs already incurred.
6. Typically, the Dublin Airport Community Fund will fund up to, but no more than, 80% of the total cost of the project.
7. Successful applicants have one year from the date of approval in which to draw down funds; for Major Grants, the allocated funding is based on the submission of original quotes.
8. At the discretion of the Grant Making Panel and Dublin Airport, payment of funding may be provided in installments.
9. No organisation or group will receive funding for the same event or programme for more than three years.
10. Applicants seeking a Major Grant must partake in a second stage process where further information and documentation will be requested.
11. Applications received after the closing date for any round of funding will not be accepted.
12. Successful applicants must acknowledge the support of the Dublin Airport Community Fund in any published materials relating to the project/activity, including newsletters or public presentations about the project. Dublin Airport will provide the relevant logos and materials to assist with this.
13. For events, consideration and provision must be made for Dublin Airport branded materials which should be returned post event.
14. Applicants must also consent to the use of the project's/activities logo, photos and funding details in Dublin Airport Community Fund and associated Dublin Airport and daa publications; your organisation's name will appear on the Dublin Airport Community Fund webpage.
15. The Grant Making Panel may wish to meet with the applicants directly to more fully understand the application.
16. The Grant Making Panel reserves the right to carry out an audit of expenditure in a reasonable timeframe after the granting of funds. Therefore, all records relating to the expenditure of the funding e.g. invoices, receipts and any other relevant documents, must be retained by the signatories for a period of six years after the receipt of funding.
17. All applicants will be required to submit an Outcome Report to the Grant Making Panel upon the completion of the project/activity or one year into the project/activity lifecycle, whichever comes first. Failure to complete an Outcome Report may impact future funding requests made by the applicant.
18. Canvassing by applicants will automatically result in their application being rejected.
19. Failure to comply with these terms and conditions may lead to a reduction in, or withdrawal of funds.
20. The Dublin Airport Community Fund Grant Making Panel's decision is final.
21. Organisations seeking funding from the Dublin Airport Community Fund must confirm that they have complied with the requirements of the Children's First Act, 2015.