



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht**
Department of Housing,
Local Government and Heritage

Peatlands Community Engagement Scheme Application Form 2022

**Closing Date for Applications:
Friday, 18 February 2022**

Prepared by the Department of Housing, Planning and Local Government

[gov.ie/housing](https://www.gov.ie/housing)

ALL APPLICATIONS ARE TO BE RETURNED:

by email to

pcengagementscheme@housing.gov.ie

or by post

Peatlands Community Engagement Scheme, Peatlands
Management Unit, Department of Housing, Local Government and
Heritage, Newtown Road, Wexford Y35 AP90,

CLOSING DATE WILL BE STRICTLY ADHERED TO.

If you have any queries, please contact us by email

pcengagementscheme@housing.gov.ie

FOR OFFICE USE ONLY

Date Received:

Reference Number:

PMU recommendation:

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

- Please familiarise yourself with the scheme terms and conditions prior to completing this application form.
- Application must be fully completed – incomplete applications will not be accepted.
- Please **type** in the relevant information, if possible. If handwritten, please use **BLOCK CAPITALS**.
- All date entries should be entered in the format **DD/MM/YYYY**
- A Method Statement must be submitted with the Project Proposal where physical works are proposed to be undertaken.
- **Ministerial consents/licenses/planning permission:** If a project is taking place in or adjacent to an SAC (Special Area of Conservation), NHA (Natural Heritage Area) or SPA (Special Protection Area) consent for the works may be required. Each group / organisation must familiarise themselves with the procedures for assessing and applying for Ministerial Consent. Details can be found at www.npws.ie. Certain works may require planning permission or licensing from the relevant regulatory body.
- Details of how the cost of the works, other than the amount of funding sought, is to be met must be stated. The applicant must indicate the matching amount total and the source of matching funds.
- Applicants must submit, 1 copy of the completed and signed application form along, with a Method Statement and any other supplementary materials, where relevant, by email to pcengagementscheme@housing.gov.ie or by post to the address above.

All questions on this form must be answered. Please write your answers clearly in block letters

SECTION 1 – YOUR ORGANISATION

Name of Group / Organisation	
Address	
Eircode	
Name of Contact Person for Correspondence	
Role in Group / Organisation	
Address for Correspondence (including Eircode)	
Telephone Number	
Email	
Website	
Social Media Page Link	

STRUCTURE OF GROUP / ORGANISATION

Does your group have/hold the following?

Chairperson Secretary Regular Meetings Annual General Meeting

Please give details:

Year established: _____

Please attach a recent financial statement **and** either a copy of group/organisation's constitution **or** minutes of your last meeting

Is your organisation affiliated or connected to any relevant local regional or national body?

YES NO

If **YES**, please give details below:

Name of organisation(s):

How does your organisation link in with other organisations in your area?

Charitable Status Number (if applicable):

Tax Reference Number (if applicable):

Tax Clearance Access Number (if applicable):

SECTION 2 – Project Details

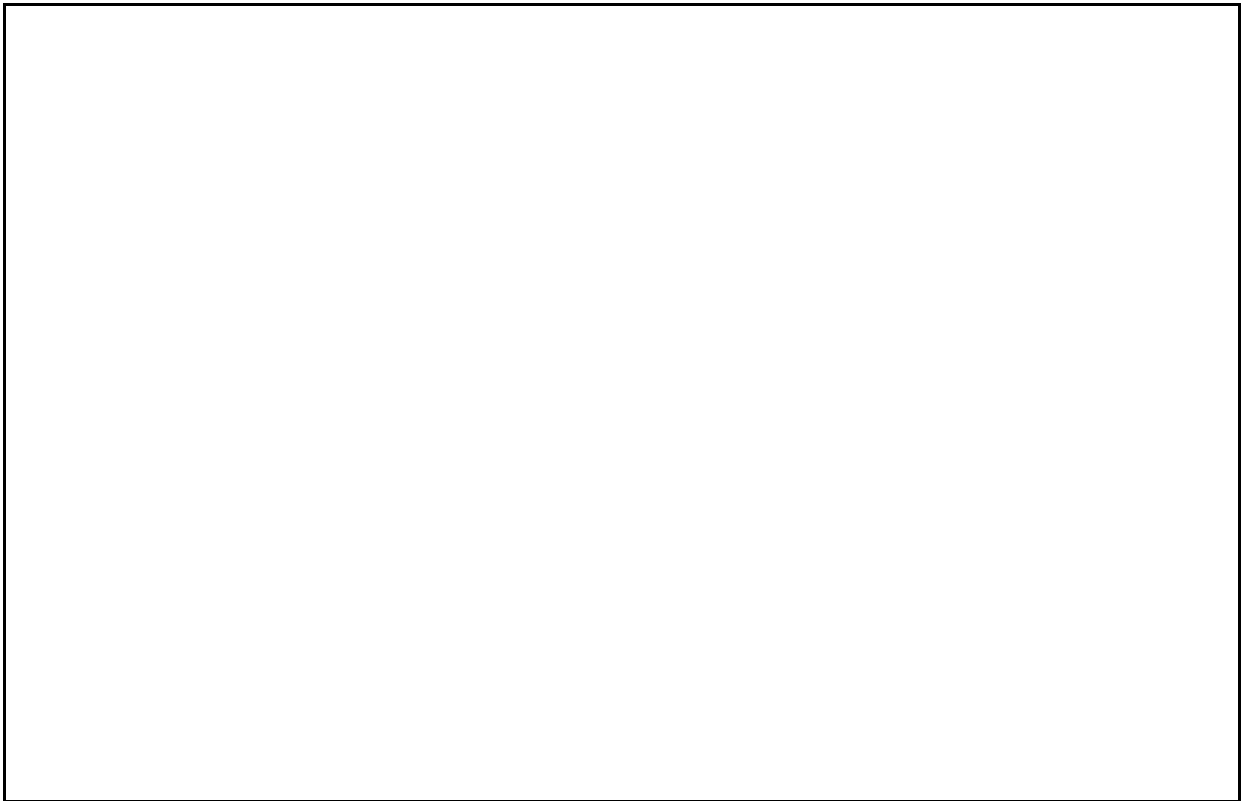
How much funding are you applying for? _____

When will your project begin? _____

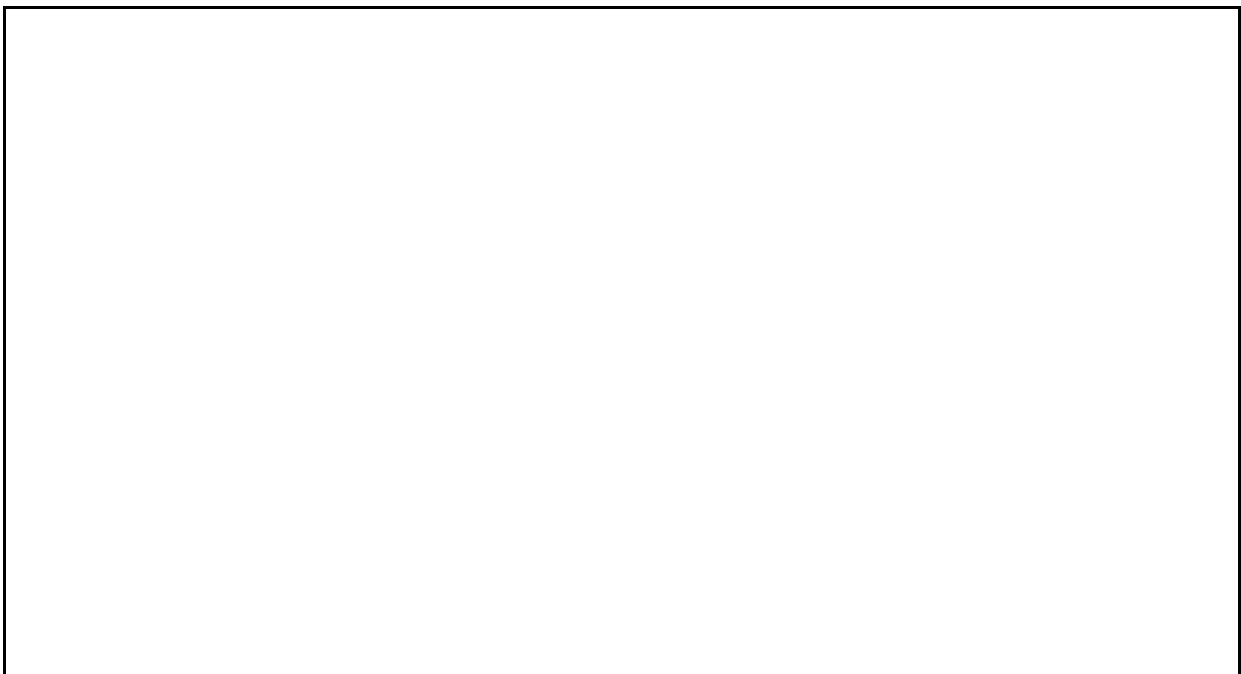
When will your project be completed? _____

Note: Projects must be completed in full by 7 November 2022 (no extensions will be granted)

Describe the proposed project/works?

A large, empty rectangular box with a black border, intended for the user to describe the proposed project or works.

Give a brief outline of Proposed Actions and Timeframe (**include pre-project photographs and maps** if appropriate):

A large, empty rectangular box with a black border, intended for the user to provide a brief outline of proposed actions and timeframe, including pre-project photographs and maps if appropriate.

A method statement is also required for projects where physical works are being carried out. (See Terms & Conditions for guidelines)

Address of where Project/Event/Activity/Works will take place (including name of nearest bog/peatland):

Are proposed works within a Special Area of Conservation (SAC)/candidate SAC/Natural Heritage Area (NHA)/proposed NHA: Please tick (✓)

Yes

No

If yes, please state name:

Are all relevant permissions in place?

Planning permission **YES** **NO** **N/A**

If **YES**, please submit planning reference number and planning status.

Consultation undertaken and written consent from affected landowner/property owner if your project involves development of/near a property

YES **NO** **N/A**

If **YES**, please submit copy of written permission from land owner.

Ministerial/Authority Consent **YES** **NO** **N/A**

Are any other licence/consents required?

YES **NO** **N/A**

If **YES**, please submit copy of any permissions/consent received or **proof of application for permissions/consent.**

Has your group/organisation a valid insurance policy in place?

YES

NO

Please refer to the website of the National Parks and Wildlife Service (NPWS) for further detail on planning and consents (www.npws.ie). If you are still unsure if Ministerial Consent is required please contact your local NPWS ranger or your local authority for planning permission. A list of NPWS rangers can be found on our website www.npws.ie

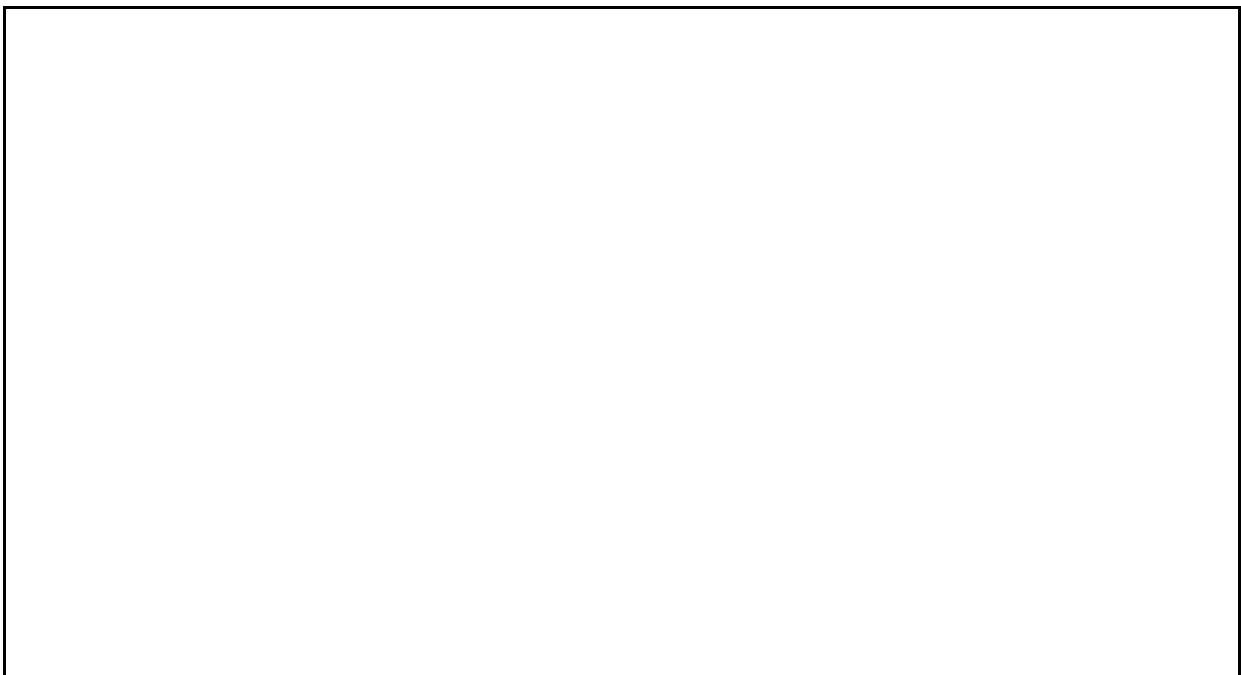
Project/Event/Activity/Works **Proposal Aim, Objective, Significance:**

(Please provide a brief outline of the aims, objectives and significance of your project, further detail to be provided in Method Statement (where applicable))

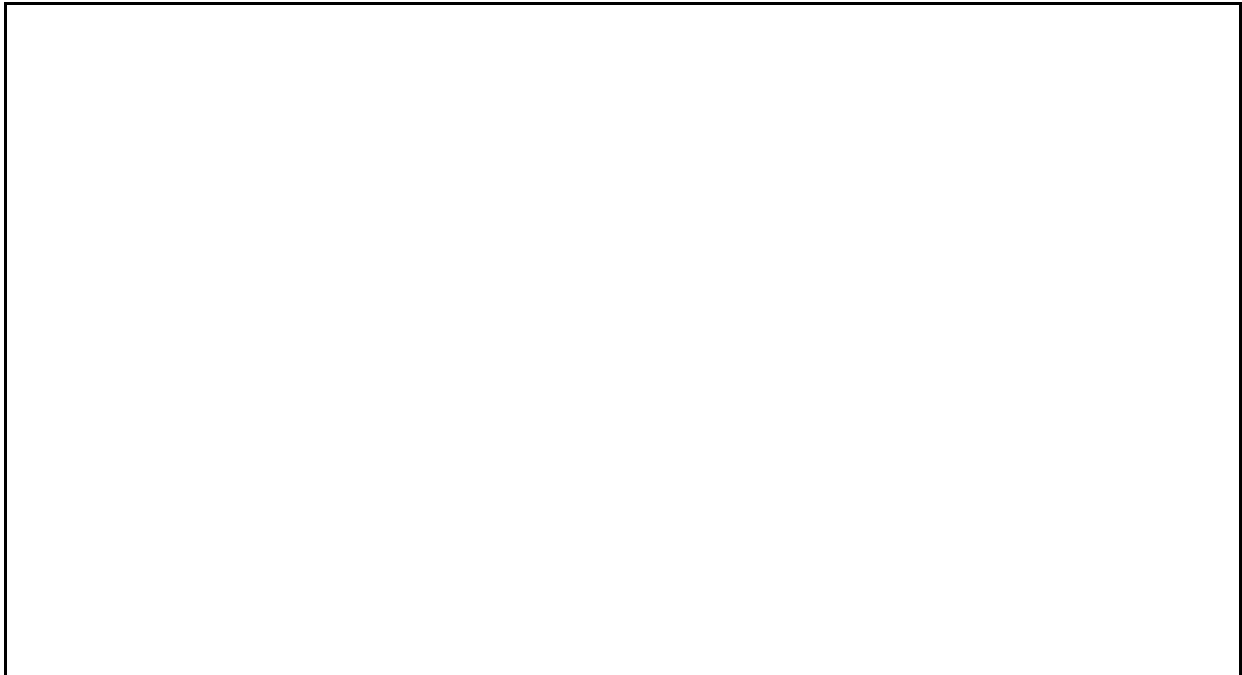
Demonstrate the **activities** involved in the proposed project/works and timeframes/milestones involved:

A large, empty rectangular box with a black border, intended for the user to describe the activities, timeframes, and milestones of the proposed project or works.

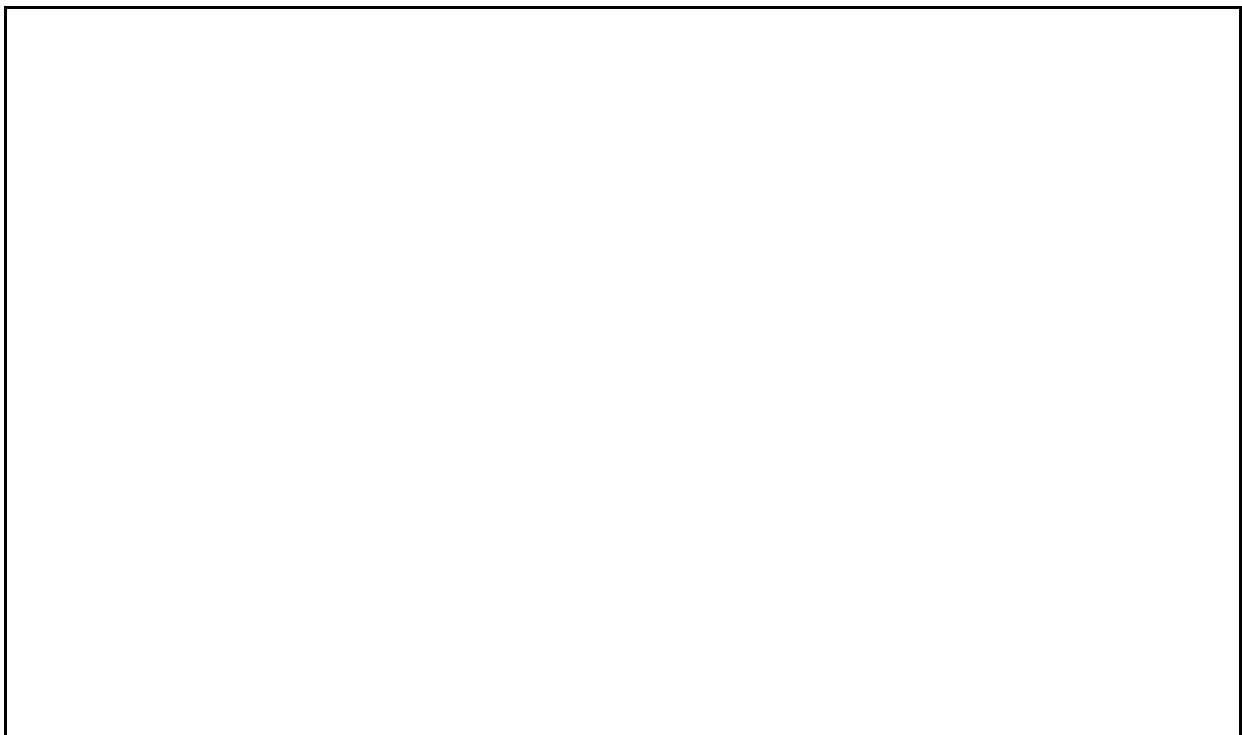
Demonstrate the **benefits** of the project/works in relation to the community and how it will contribute/raise awareness of national conservation targets & objectives:

A large, empty rectangular box with a black border, intended for the user to describe the benefits of the project or works, particularly in relation to the community and national conservation targets and objectives.

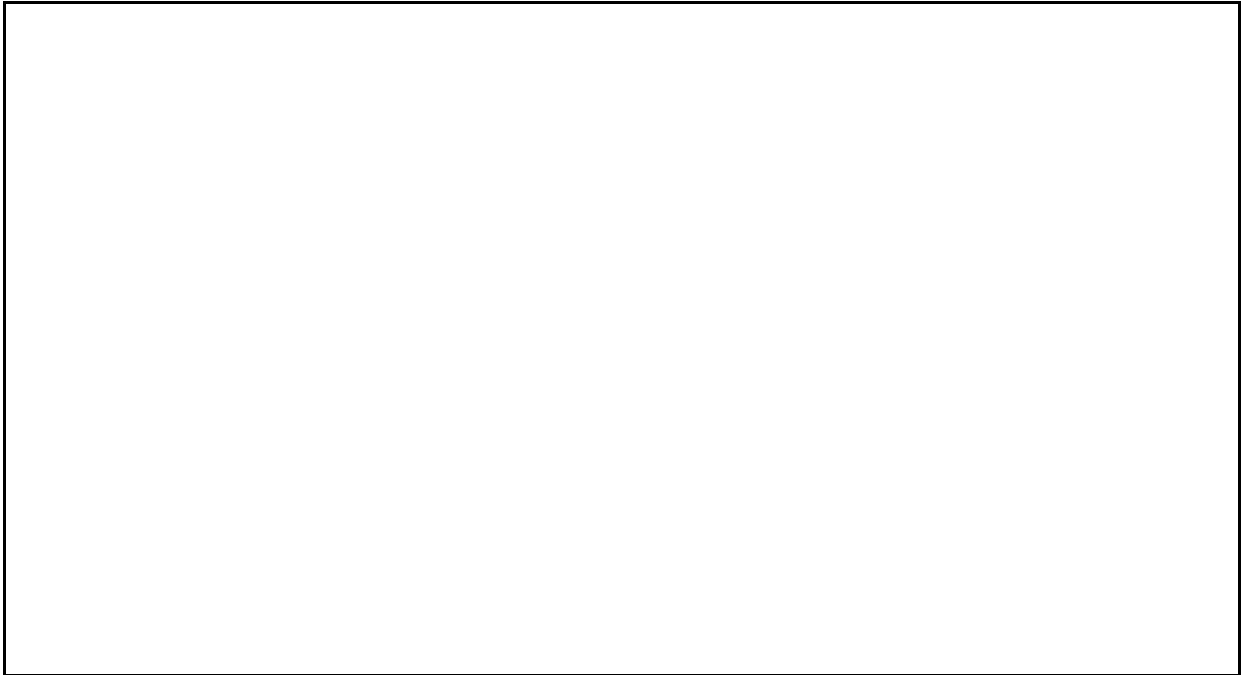
Detail the **current condition of the project area** and any affected **landowners/parties**:




Detail the **capacity to undertake and manage** the project (during and after completion) and the **previous experience** of the project team and the contractors/suppliers engaged with similar projects:



Detail the **methodology, scope and sequence** of works/project that will be undertaken and any future phases planned:

A large, empty rectangular box with a black border, intended for the user to provide details on the methodology, scope, and sequence of the project.

Outline any **potential risks** to or as a result of the project, or, as a result of the project not proceeding. Where risks are identified outline how these will be mitigated against:

A large, empty rectangular box with a black border, intended for the user to outline potential risks and describe mitigation strategies.

Section 3 - FUNDING

Important note: Please ensure that you follow best practice procurement guidelines and seek a minimum of 3 written quotations/estimates and retain these for your project with preferred quotation to be submitted with the application. **Please note brochures will not be accepted as quotations.**

For auditing purposes the Department may require sight of these quotations/estimates.

Have you received funding under the Peatlands Community Engagement Scheme previously?

YES NO

If **YES**, please tick relevant year:

2018 2020
2019 2021

Expenditure in relation to proposed project/event/activity/works:

Estimated Total Cost of Project	€ <i>(excluding Vat)</i>	€ <i>(including Vat)</i>
Estimated Professional Fees	€ <i>(excluding Vat)</i>	€ <i>(including Vat)</i>
Total Funding Sought	€	
Is prefunding of 30% Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Purpose of pre-funding (See "Startup Funding" page 5 of T&C for guidelines)		

Type and Value of Matching Fund/ Contribution in Kind (See page 5 of T&C for guidelines)	Type: Value: €
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Please note that each Group / Organisation must have access to a minimum of 5% of the total cost of the project on deposit.

Other Grants/Funding & Reliefs

Is VAT recoverable (Y/N)	
Have you applied for other EU/Exchequer funding/Tax Reliefs (Y/N)	
Have other EU/Exchequer funding/Tax Reliefs been received/refused (Y/N)	

Impacts and Evaluation:

Please explain how a contribution from the Peatlands Community Engagement Scheme will enable activity/outcomes that would not otherwise take place:

Please outline your plans to sustain the Project/Event/Activity/Works in the longer term to make a lasting impact:

Please state how your group proposes to publicly acknowledge the Peatlands Community Engagement Scheme and the Department of Housing, Local Government and Heritage;

Section 4 - Declaration

- I declare that the information given in this form and the supporting documentation is correct and I will notify the Department of Housing, Local Government and Heritage if there is any change in the information.
- I confirm I have read and fully understand and fulfil the Terms and Conditions of the Peatlands Community Engagement Scheme.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).
- I confirm that the applicant group/organisation can provide financial statements on request to show cash reserves available of 5% of the total project cost.
- I confirm that the project shall be undertaken in compliance with government public health guidelines/protocols in relation to the Covid 19 pandemic should it be successful in obtaining funding from the Department of Housing, Local Government and Heritage.
- I understand that the Department of Housing, Local Government and Heritage may retain and process personal information contained within this form and any associated documents provided and I understand that it will be used only for the purposes of the administration of this scheme and to establish eligibility for funding under this scheme.
- Successful applications for funding under this scheme will only be paid to the applicant organisation's Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.

Name in block capitals: (on behalf of group / organisation):	
Signature: (Printed signatures will <u>not</u> be accepted)	
Position held in group / organisation (block capitals): (Chairperson <u>or</u> Secretary)	
Date:	

PRIVACY STATEMENT

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. The Department's Privacy Statement in relation to individual suppliers, payees and grantees can be found on our website at: <https://www.chg.gov.ie/help/legal-notice/privacy-statement/suppliers-payees-grantees> Further information on Data Protection can be found on our website at: <https://www.chg.gov.ie/help/legal-notice/data-protection/>

Application Checklist

Your application cannot be processed without the following (please tick (√))

Application Form – Fully Completed	
Copy of Groups/Organisation's Constitution or Minutes of most recent meeting attached	
Method Statement attached (if relevant)	
Photographs showing the proposed project site prior to works commencing (if relevant)	
Maps/Drawings/Plans/Specifications attached (if relevant)	
Planning Permissions/Ministerial Consents/other consents e.g. NPWS, IFI, National Monuments attached	
Written consent from local residents	
Written consent of owner/affected owners/parties for proposed works/project/event/activity attached	

Evidence of Tax Compliance attached	
Evidence of Legal Status (e.g. Charity Status) attached	
Appropriate No. (Minimum of 3 is best practice) of Quotations/Tenders based on Project Costs for each goods /services sought with preferred quote submitted with application form.	
Have you contacted your local NPWS Ranger if relevant (Y/N)	

ANY FURTHER INFORMATION BY ORGANISATION/GROUP:

gov.ie/housing

