GET YOUR GROUP FUNDING APPLICATION READY

Have the information on hand

Nearly every funding/grant application will ask for the same basic information; so, it makes sense to have the information all together an in an easily accessed place

Dear Community Group

Every year there are multiple funding opportunities available to community groups and it's fair to say that some funding opportunities are missed because the community groups are not prepared or do not know if the funding applies to them.

Therefore, WPPN has put together this advice document to help Community groups to be funding ready by:

Having all of the required community group information in one place and easily accessed

- Making it easier for community groups to apply for funding
- Making it easier for community group members to apply if the person who normally applies is not available
- Making it easier for 'hand-over' to new committee members

1. **Have all the required group information in one place**

   Nearly every funding/grant application will ask for the same basic information; so, it makes sense to have the information all together and in an easily accessed place. Many funding applications are now online; so, suggest that the information is kept in a soft copy (i.e. saved as a word document, which can be accessed by more than one member of a committee, to ensure that opportunities are not missed if someone is not available).

2. **Making it easier for groups to apply for funding**
   a) If all the usually required information is easily accessible and stored in one place; it can be copied or cut and pasted into funding applications; by any member of the committee, if the 'usual' person is not available.
   b) It just makes life easy and funding application become less daunting, if everything is written down, kept together and easy to access.
   c) Apart from the usual information (Name of Group, PPN number etc.) it is also very useful to have typed/written up what the group does. That means writing up what the group 'normally does' but also any other things that it does, e.g. once off events per year, or planned events. By having a record of these, groups will be able to look at funding as it becomes available and see if it fits what the group usually does or once off events/projects/etc.
   d) It is also useful to keep a record of any planned projects/events or even a wish list of what equipment/event/project the group might hope to do. Again, if it is written down, and funding becomes available, it will make it easier to apply.

3. **Making it easier for group member to apply if the person who normally applies is not available.**

   If all of the required information is written down/saved in one place it makes it easier for any member of the committee/group to apply for available funding – sharing the responsibility and taking pressure off an individual. Also ensures group does not miss a funding opportunity.

4. **Making it easier for 'hand-over' to new committee members**

   Keeping all of the required information is written down/saved in one place, makes it easier for any handover of information to incoming committee members or for a committee member to

carry on in a role even temporarily, thus sharing the responsibility and taking pressure off an individual committee member. Also ensures group does not miss a funding opportunity

It should be noted that if possible, it is always a good idea to have 2 people familiar with each committee position, to support each other and willing and able to stand in if needed. For example, Chairperson & Vice Chair; Secretary & Vice Secretary, Treasurer and Vice Treasurer.

Key information – Usually required on Funding/Grant Applications

We know that its not always possible to have all of the below recommendations in place; however, they do make sense and take the burden of responsibility off one person and improve chances of funding/grant applications being submitted correctly, completely and on time.

Name of Group
Make sure it is the same group name as registered with PPN and on Bank/Credit Union Account and/or Tax number etc.

Contact Person
Person who is making the application on behalf of the group

Group Address
If the group owns a premise, this can be used, but only if post can be delivered to it and it is regularly checked for post. If this is not possible the address should be that of one of the committee or person applying on behalf of the group for the funding.

Contact Number
Contact number of the person making the application on behalf of the group.

Contact email
Ideally a group should create generic email address(s) for the positions of Chairperson, Secretary & Treasurer – apart from anything else it is GDPR compliant & makes it easier to hand over to incoming committee member(s) – plus several people can receive the email, so all of the responsibility does not fall onto one person.

PPN Membership Number
Each community group that registered with Westmeath Public Participation Network (PPN) is issued a unique PPN membership number. This number remains the same; even if the group re-register or update contact details of committee etc. Note as many committee members as wish to can be on PPN database and receive the information about funding etc. from the PPN; again, this spreads the responsibility across the committee, as all receive the information. If you do not know Group PPN number contact PPN on info@westmeathppn.ie or 044-9332157 and we will let you know group PPN membership number.

Tax Number:
The idea of a Tax Number, does scare some groups; however, applying for a Community Group Tax number is very simple, a one-page form is submitted to Local Tax office and Tax number is created. (see appendix 3).

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Municipal District

Since 2019 there are two municipal Districts in Westmeath – Athlone/Moate & Mullingar/Kinnegad. It's important to know which of the Municipal districts your group comes under. If you are not sure contact, PPN on info@westmeathppn.ie and we will find out for you.

Has your group received funding in last year?

This question is asked for the records of the funder; its shows continuity and the activity of the group. It is suggested that a record is kept of all funding applied for and received. Again, this should be somewhere that is easily accessed by those applying for the funding. (See next page for example)

If funding was received last year what was it spent on?

Most community group funding is from public funds and must be accounted for by the funding agency. This question allows the funding authority to maintain records and also to fight for additional funding, when they can show its positive impact on communities. Being able to say how many people benefit from the funding is also helpful.

How many members in your Group/Association?

Most funding is from public funds and must be accounted for by the funding agency. This question allows the funding authority to maintain records and also to fight for additional funding, when they can show its positive impact on communities. Being able to say how many people benefit from the funding is also helpful.

What is the main purpose (reason for being) of your community group?

It is useful to have a paragraph and/or bullet point on what the main purpose of the community group /association. Whether its an Active Retirement Group /Tidy Town/ Residents Association/ Sports Club etc. Remember that it is important to keep a note of all of the various things /projects /events that your group does, as there may be different funding streams available at different times of the year that could suit, and you would not want to miss an opportunity. For example, A Residents Association might put together the following example:

Should know:
- Know how many houses in the estate(s)
- Approx. how many people live in the estate?
- How much green areas need tending? (Size)

Main purpose:
- Maintenance and upkeep of communal green spaces
- Care of communal lawns
- Care and planting of communal flower beds
- Care and maintenance of communal hedging/fencing etc.
- Litter picking
- Etc.

Secondary purposes:
- Social inclusion of new residents
- Social inclusion and assistance to older residents
- Improve/maintain Community involvement/spirit

Possible additional Events/Projects:
- Summer get together (Party on the green)
- Senior citizens Christmas Party or packs

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- Children's Easter Egg Hunt/ Summer Picnic/Halloween Party

Educational
- Creation of Residents Association Newsletter
- Green Dog Walker information
- Recycling/composting workshop
- Ride on Lawn Mower/Strimmer training course

Wish List
- New Lawnmower
- Community Garden
- Community Shed
- Specimen trees

Its important to try and keep a record of all that the groups does or is hoping to do if funds etc. allows; so that the information is to hand when funding opportunities are announced.

Funding Received (Keep a record)
Below is a sample of a table that could be created to record funding which has been received in previous years. (appendix 2 has a blank table)

Funding Source	Year	Amount	Purpose	Notes
Westmeath Co Co Community Action Scheme (CAS) Grant	2020	€300	General expenses	Paid service lawnmower & plants
Westmeath Co Co Community Enhancement Programme (CEP Grant)	2020	€500	Buy new lawnmower	Bought New Lawnmower Invoice No: 1234
Westmeath Co Co Christmas Lights	2020	€200	Buy new lights for entrance	Purchased 20/11/2020 invoice no: 1234
Westmeath Cathaoirleach Award	2020	€500	General Expenses	Used to refurbish entrance gates
Westmeath Co Co. CAS Grant	2019	€250	General expenses	Paid service lawnmower & plants
Westmeath Co Co. CEP Grant	2019	€400	Buy new strimmer & safety equipment	Bought New Strimmer/face shield & boots. Invoice No: 1234

Please and Thank you goes a long Way!
Remember if possible, any funding received should be recognised by:
1. Thank you, email/letter, to funder
2. Thank you in newsletter or publicity
3. Thank you in signage etc as appropriate

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Appendix 1. Template of suggested information (this is not an exhaustive list)
Key information – Usually required on Funding/Grant Applications

We know that it is not always possible to have all of the below recommendations in place; however, they do make sense and take the burden of responsibility off one person and improve chances of funding/grant applications being submitted correctly and in a timely manner.

Name of Group

Contact Person

Group Address

Contact Number

Contact email

PPN Number

Tax Number:

Municipal District

Has your group received funding in last year from same source?

If funding was received last year what was it spent on?

How many members in your Group/Association?

What is the main purpose (reason for being) of your group?

Should know: -
                            -
                            -

Main purpose: -
                            -
                            -
                            -

Secondary purposes: -
                            -

Possible additional Events/Projects:
                            -
                            -

Wish List   -
                            -
                            -

Appendix 2: Sample Funding received table

Funding Received

Funding Source	Year	Amount	Purpose	Notes

Please and Thank you goes a long Way!

Remember if possible, any funding received should be recognised by:

1. Thank you, email/letter, to funder
2. Thank you in newsletter or publicity
3. Thank you in signage etc as appropriate

Appendix 3: Sample Tax number Application Form

Registration Form for voluntary non-profit making organisations

This form should only be used where a voluntary non-profit making organisation wishes to register for tax (see **B** below). It should not be used by profit making groups, partnerships, companies, etc. who must register using either a form TRI or TR2. Complete all parts of this form as required in BLOCK LETTERS, sign the declaration and return it to the organisation's Revenue District Office. Without accurate information the registration will be delayed and/or you may experience delays with regard to the documentation you require.

A   Name and Address

Name of group

Address of group

B   Reason for seeking tax registration

Indicate the reason why the group is seeking tax registration at this stage - tick relevant box.

Application for tax clearance certificate

Application for Section 980 certificate

Other, specify

C   Responsible Person

Name of Responsible person of group

Address of Responsible person

D   Group Details

What is(are) the objective(s) of the group?

How is the group funded?

If any individual will benefit from the activities or finances of the group/organisation give details

How are any surplus funds to be utilised?

Will the group/organisation apply for Charity/Sports exemption?   Yes (tick box)

E   Declaration

I declare that the particulars supplied by me in this application are true in every respect.

Signed

Capacity

Date (dd/mm/yyyy)   /   /

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