

Peatlands Community Engagement Scheme



TERMS AND CONDITIONS OF THE SCHEME & APPLICATION FORM



An Roinn Cultúir,
Oidhreacht agus Gaeltachta
Department of Culture,
Heritage and the Gaeltacht



Peatlands Community Engagement Scheme

Circular PCE 18/1

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Form B. Recoupment Claim Form (available on request to successful applicants)

Abbreviations

DCHG	Department of Culture, Heritage and the Gaeltacht
MCHG	Minister for Culture, Heritage and the Gaeltacht
SAC	Special Area of Conservation
NHA	Natural Heritage Area
NPWS	National Parks and Wildlife Service
PMU	Peatlands Management Unit of DCHG
The Department	Department of Culture, Heritage and the Gaeltacht

** Main cover images courtesy of the National Parks and Wildlife Service of the Department of Culture, Heritage and the Gaeltacht and Tina Claffey photography.*

1. Background, Purpose and Operation of Scheme

1.1 Background

Ireland's raised bogs are special and unique places and play an important role in contributing to our biodiversity, economy, well-being, natural and cultural heritage. Ireland holds approximately 50% of all raised bogs remaining in the Atlantic region of North West Europe. Over 37% of our active raised bogs in the Special Area of Conservation (SAC) network have been lost in the last 20 years and considerable efforts are underway to reverse this decline.

The Peatlands Community Engagement Scheme seeks in 2018 on a pilot basis to encourage local communities, local groups, schools and individuals to engage with the Department of Culture, Heritage and the Gaeltacht in relation to the conservation and revitalisation of raised bog Special Areas of Conservation (SACs), Natural Heritage Areas (NHAs) and other raised bog areas and promote public engagement and awareness of our natural heritage.

There is a budget of up to €160,000 available in 2018 to support a limited number of projects under this Scheme on a pilot basis. The future of the Peatlands Community Engagement Scheme will be dependent on the outcome of this pilot and the continued provision of financial resources.

For further details on national policies in relation to peatlands and designated raised bogs please see www.npws.ie for the publications 'National Peatlands Strategy', the 'National Raised Bog Special Areas of Conservation Management Plan 2017-2022' and the 'Review of Raised Bog Natural Heritage Area Network'.

The role of the Department of Culture, Heritage and the Gaeltacht

The Department's mission is to promote and protect Ireland's heritage and culture, to advance the use of the Irish Language, to support the sustainable development of the Islands and to develop cultural tourism.

The objective of the Minister for Culture, Heritage and the Gaeltacht is to conserve and manage Ireland's unique heritage for the benefit of present and future generations, as a support to economic renewal and sustainable employment and in compliance with legal obligations. For further details please see www.chg.gov.ie and www.npws.ie

1.2 Purpose of Scheme

The Peatlands Community Engagement Scheme was developed to grant funds for a broad range of events/activities/projects/works to support the conservation and revitalisation of raised bog Special Areas of Conservation (SACs) and Natural Heritage Areas (NHAs) and other raised bog areas.

The Scheme aims to encourage communities to become involved in the enhancement of their natural surrounding areas and to raise awareness of environmental concerns.

Grants to local community groups, organisations and individuals under the Scheme will support a diverse range of initiatives with community benefit from events, education programmes, promotions, exhibitions, development of conservation management plans, monitoring or surveying work to inform peatland restoration projects, publications, invasive species and fire control measures, anti-littering initiatives to local environmental improvements in the area of the designated raised bogs.

Local authority, commercial or business projects are not eligible for funding under this Scheme.

1.3 Operation of the Scheme

This scheme will operate as an annual scheme subject to the normal budgetary processes and the outcome of the 2018 pilot scheme. Funding is to be claimed within the appropriate calendar year and by the deadline as specified by the Department.

Applications will be accepted for **2018** up until **4pm** on **Monday 16 July 2018**. This deadline may be extended at the discretion of the Department. Projects approved in 2018 must be completed by **1 November 2018** and a claim for reimbursement of funds made by 26 November 2018 as funds cannot carry over into the following year.

Events/activities/projects/works funded under the scheme should be commenced as soon as practicable.

The scheme will be administered by the Peatlands Management Unit within the National Parks and Wildlife Service of the Department of Culture, Heritage and the Gaeltacht.

1.4 Funds

Under the Peatlands Community Engagement Scheme, the **total value of all public funding provided for individual projects must not exceed 75% of the total project/activity/event/initiative cost**, including funding received from other public agencies together with, but not limited to, other Government Departments and local authorities.

The maximum grant available is 75% of the costs of the project **to a maximum of €25,000**. The remaining 25% must be made up by the individual or group themselves.

Peatlands Community Engagement Scheme

Grants are only payable on completion of the project/works/event/activity and on submission of vouched receipts/paid invoices, completion of recoupment sheets and when a report has been completed on the grant aided project/works/event/activity. Funds may be drawn down in instalments but will not be paid in advance of any project/works/event/activity commencing or completing.

Successful applicants will be required to acknowledge the financial assistance of the DCHG and reference must be made in any publicity relating to the activity/event/project.

The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the funding must be approved in advance by the Department.

Funds will be paid directly to the applicant only and not any third parties by means of Electronic Fund Transfer (EFT). Applicants will be required to complete an EFT Form. For groups and organisations payment will be only made to a bank account in the name of the group or organisation and not to any individual member.

Proof of the legal status of any group/body/organisation must be submitted with an application along with any relevant tax clearance certification.

2. *Eligibility*

2.1 **Types of Eligible Activities**

All works must be carried out to the best standards and overseen by suitably qualified professional as relevant.

The categories of projects/works/events/activities eligible for assistance are as follows:
(These lists are not exhaustive)

Events / Exhibitions / Promotions: i.e. funding to support the production of an event, exhibition or promotion campaign by an individual artist, art group, photographer or community group connected to raised bog conservation, restoration, awareness or promotion and that will allow the public an opportunity to engage with or experience.

Examples of potential successful applications may include, but are not limited to, events, exhibitions or promotions in formal or informal education settings or community settings.

Raised Bog Education / Awareness Programmes: i.e. funding to support the production of an education or awareness programme by an individual, group or local school/college that will promote the public's engagement with and awareness of raised bogs and our natural heritage.

Peatlands Community Engagement Scheme

Examples of potential successful applications may include, but are not limited to, tours, school day trips, historical tours or summer projects i.e. recreational and educational activity for young people.

Publications / Leaflets / Local Nature Newsletter: i.e. Funding to support the production of a publication, leaflet, newsletter by an individual or community group that promotes an appreciation for and understanding of the immense intrinsic value of raised bogs to Ireland's rich natural heritage and would contribute to national enjoyment of said heritage.

Examples of potential successful applications may include, but are not limited to, books on wildlife habitats, flora and fauna of Irish raised bogs.

Raised Bog Conservation / Enhancements / Improvements measures: i.e. funding to support and provide assistance to local volunteer groups, individuals or organisations for the completion of maintenance works to enhance the area in the vicinity of/within the Raised Bog SAC/NHA network or undertake certain conservation measures and who actively seek to improve their local environment through projects or activities of an environmental nature at community level.

Examples of potential successful applications may include, but are not limited to, removal of invasive species, improvements to recreational access by e.g. hedge cutting; gravel spreading; local bog road improvement; measures to minimise anti-social activity e.g. placing barriers; waste removal; signage; measures to improve the quality of the recreational experience e.g. benches; picnic benches; hides; viewing points; fire control measures, conservation management plan measures or wildlife survey measures.

Funding for access or road improvement measures or drains on bogs being used for turf cutting or commercial uses will not be eligible for funding under this scheme.

Improvement works must be necessary and not merely ordinary maintenance or of a kind which the applicants could reasonably be expected to do for themselves.

2.2 Scope of Projects

The minimum funding awarded for successful projects will be **€1,000** up to a maximum of **€25,000**. In exceptional circumstances the Department may award funding outside of these limits. It is recommended that the projects should directly provide a community benefit, support national conservation policies and should be in the vicinity of/within a local raised bog SAC / NHA or other raised bog areas of conservation/community value.

Full involvement by community interests will be an important feature of successful projects. Contributions in kind, e.g. voluntary work, free materials, will not be accepted as eligible for reimbursement or as matching expenditure.

2.3 Statutory Requirements

Works approved under this scheme must meet all statutory requirements including Safety, Health and Welfare legislation, employment and environmental legislation and the need for planning permission, where appropriate.

Where works are proposed to areas protected under the Wildlife Act 1976, the Wildlife (Amendment) Act 2000, the European Communities (Birds and Natural Habitats) Regulations 2011 and/or the National Monuments Acts, proof must be provided by the applicant that the statutory requirements for notification or for Ministerial consent under these Acts/Regulations have been complied with.

Depending on the nature of the works/project/event/activity permission may be required from other consent authorities.

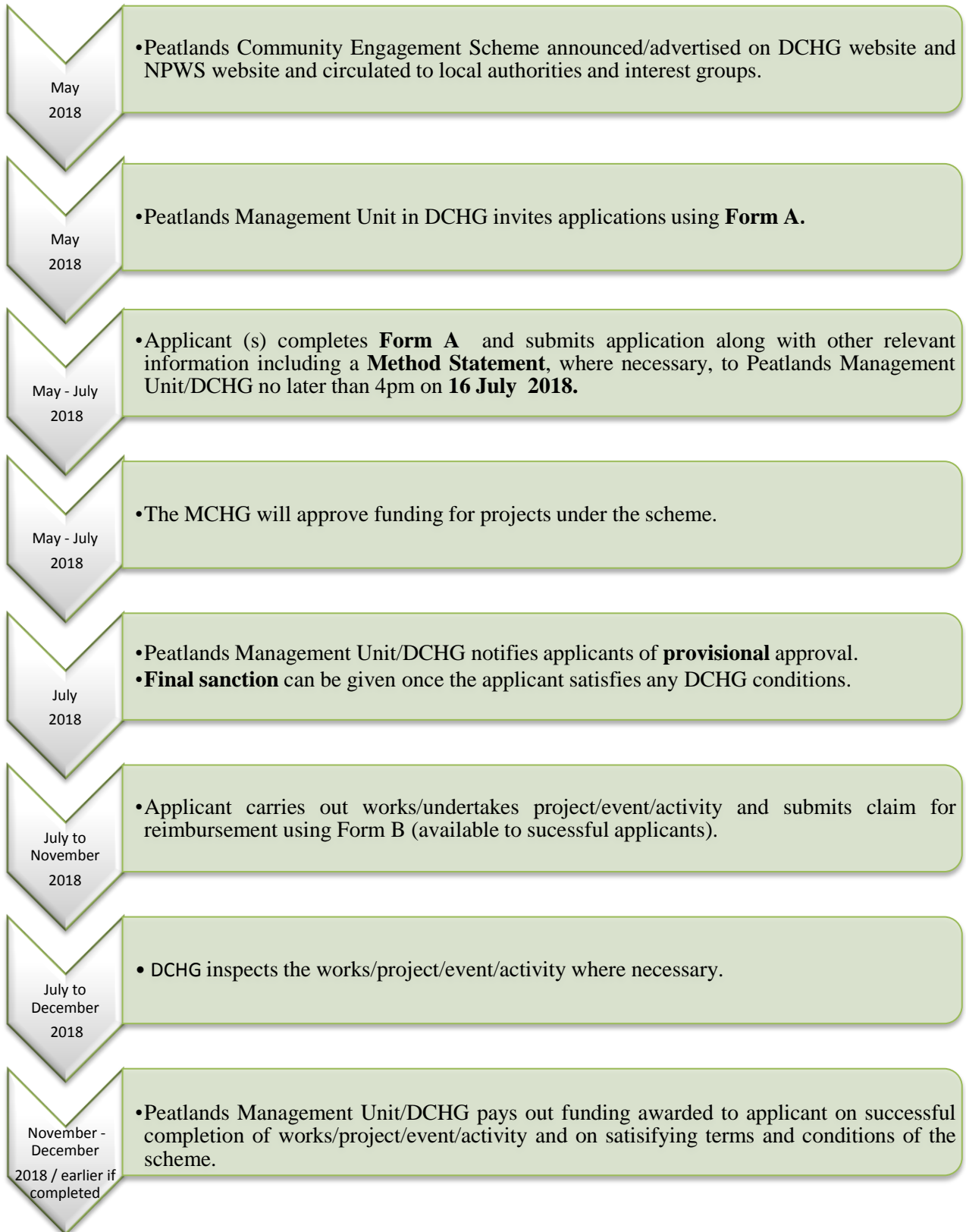
Confirmation of required notifications, Ministerial consents and/or planning permissions must be provided by an applicant when making a claim for funding under this scheme.

The contributors and any other persons whose lands or interests appear to be affected by the proposed works/project/event/activity must, when required, prior to the commencement of works/project/event/activity, give written consent to the execution of the works/project/event/activity including for entry to their lands. This written consent must be submitted with the application form.

Any measures undertaken to improve access to raised bog areas must have consideration to relevant safety and liability implications and be universally accessible.

3. *The Application and Assessment Process*

Overview of Process



3.1 Overview

The Department will advertise for, assess and recommend applications for consideration by the Minister for Culture, Heritage and the Gaeltacht for funding under the scheme. The Department may inspect the works/project/activity/event to ensure it has been completed in accordance with best practice/statutory obligations. It may also inspect the works/project/activity/event being considered for funding under the scheme.

The scheme will be advertised on the National Parks and Wildlife Service website www.npws.ie and on the website of the Department www.chg.gov.ie. An electronic copy of the Terms and Conditions of the scheme, the public information leaflet and the application form will be circulated to local authorities, national parks, Department visitor centres, and to interest groups and parties.

The Department will assess each application using the criteria set out in **Section 3.4**.

3.2 The Application Process

Applications for funding under the Peatlands Community Engagement Scheme must be made by the applicant no later than **4pm on 16 July 2018**. The Department may at its discretion accept applications after the closing date.

Applicants must submit 1 copy of the completed and signed application form along with a **Method Statement** for works where relevant and any other supplementary materials, where relevant, preferably by post to:

**Peatlands Management Unit,
Department of Culture, Heritage and the Gaeltacht,
Newtown Road,
Wexford.
Y35 AP90**

Electronic applications will be accepted by the deadline of 4pm on 16 July 2018 to peatlandsmanagement@chg.gov.ie but hard copies of the application must be submitted within one week of this date.

Incomplete and unsigned applications will not be considered.

3.3 Photographs/Quotes for Works/Tax Clearance Compliance

The Department requests that the applicant(s) provide where relevant good quality digital photographs of the project before any works/measures commence and after the project/work is completed, which may be used later for a 'before and after' comparison for reporting purposes.

Please note that DCHG may use any or all images supplied by the applicant(s) to advertise or publicise the Peatlands Community Engagement Scheme. Applicants are advised to obtain permission to use images (if necessary) before they submit them to DCHG.

Detailed written quotes for the works/project/activity/event must be submitted with your application. Evidence of tax clearance compliance or charitable status must be submitted with your application where relevant, together with evidence of the legal status of the organisation/group. Written consent of owner/affected owners for proposed works/project/event/activity (if applicable) must also be submitted.

3.4 Method Statement

A **Method Statement** must be submitted by applicants with Form A where it is proposed for works to be undertaken. Further details are set out below as to what should be included in the Method Statement.

Brief Guidance Note on Method Statements

The Method Statement should describe the condition of the area and detail the methodology, scope and sequence of works that will be undertaken.

The Method Statement should be appropriate to the nature and scale of the proposed works.

A Method Statement should include:

1. A concise description of the existing area where works are planned.

This should be a concise description of the area as it currently exists, noting all its salient features, its appearance, setting, form, condition, present function and significance.

A site location map of suitable scale and quality clearly marked must also be provided.

2. A concise description of the works proposed

This should identify any issues that are causing risk, what works are proposed, how the work will be done, necessary safety measures and what materials will be used. It must include relevant plans, drawings and supporting visual media such as photographs or other illustrations and should typically address the following (but by no means exclusive) issues:

- a) Are the works temporary or permanent?
- b) What types of work are being proposed and in which locations?
- c) Details of on-site supervision and monitoring
- d) A brief schedule or sequence of works
- e) Is there adequate access/egress?
- f) An estimated project cost
- g) Estimated start date and completion date

3. An impact statement and proposed mitigation measures (if applicable)

This should address any likely impact of works and outline ways of mitigating adverse impacts.

3.5 The Assessment Process

Proposals will be examined on merit and considered subject to sufficient funding being available. Projects should also represent good value for money and be in line with the overall aims of the scheme.

Eligible applications received by the Peatlands Management Unit of the Department will be assessed by a Departmental Panel in a timely manner in order to meet the deadline stated.

All eligible applications will be assessed under the following equally weighted criteria:

1. *Quality of the application (including structure & layout)* (20 marks)
2. *Value for Money* (20 marks)
3. *Capacity to deliver the works, project, event or activity* (20 marks)
4. *Raised Bog Conservation Education and Awareness raising potential* (20 marks)
5. *Community Engagement Benefits* (20 marks)

Following assessment of the applications, the panel will recommend projects for funding to the Minister for Culture, Heritage and the Gaeltacht for her approval. **The Minister's decision on the grant of funding is final.**

3.6 Notification of Funding Awarded

Following the approval of projects for funding by the Minister, the Peatlands Management Unit of the Department will notify successful applicants of **provisional** offers of funding. This notification will detail the level of funding approved, the timeline for the completion of the works/project/event/activity and the terms and conditions of the funding awarded in sufficient time to enable the applicant to complete the works/project/event/activity and recoup funding by the required deadline. Final sanction will be given by the Department once the applicant satisfies any outstanding conditions.

Details of projects/events/activities/works awarded funding under this scheme will be published on the DCHG website and on the NPWS website.

3.6 Monitoring of Project Progress

Projects funded under the scheme should be commenced as soon as practical. Please note that DCHG may request further information, carry out inspections of

works/projects/events/activities being considered for funding or inspections of works/projects/events/activities approved for funding if deemed necessary.

4. *The Recoupment of Funding*

4.1 Overview of payment process

The Peatlands Management Unit of the Department of Culture, Heritage and the Gaeltacht is responsible for the payment of funds approved under the scheme to successful applicants.

Any funds offered will be solely for the works/activity/project/event described in the letter of approval from the Department.

All works/activities/projects/events must be completed and certified where necessary by a relevant professional before the applicant may seek the payment of funding.

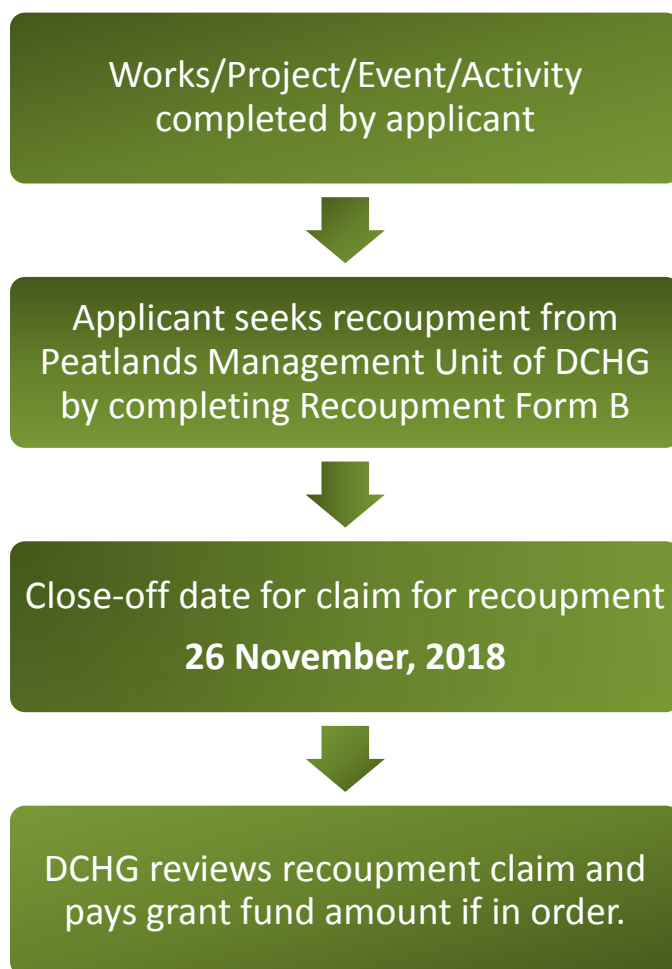
Scheme funding is only payable on submission of vouched paid invoices, completion of recoupment form, together with the provision of supplementary information including photographs and a copy of any materials produced (e.g. books, booklets, leaflets) where necessary before the final draw down of the funding aid is made.

In the event of any significant change in the works/project / activity /event as proposed, the applicant must notify the Peatlands Management Unit/DCHG immediately before proceeding with the works/project/activity/event. In the event of the works/project/ activity / event being abandoned, the applicant must notify the Peatlands Management Unit/DCHG immediately and also refund the full amount where funding has been provided.

Applicants making claims for grant funding on the basis of vouched expenditure are required to state that:

- the invoices used to support their claims relate to activities and services appropriate to the scheme objectives;
- the amounts invoiced have been paid; and
- the invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in an agreed joint-funding arrangement).

Funding Process



4.2 Cross-check Procedures

In some cases projects may be eligible to receive funding from more than one publicly funded scheme/programme. In such cases to ensure that the limit of the total project cost from public funding –inclusive of VAT- is not exceeded, save in exceptional circumstances, information provided by the applicant may be cross-checked with other public bodies within data protection guidelines.

4.3 Eligible Expenditure

Value Added Tax (VAT) is allowable as eligible expenditure under this scheme. However, it is only allowable for that portion of works which is being funded and only in circumstances where such VAT is not recoverable by the beneficiary by any other means.

Professional Fees are allowable as eligible expenditure under this scheme. However, they are only allowable for that portion of works which is being funded. These may include fees

Peatlands Community Engagement Scheme

for surveys and method statements, on-site supervision and monitoring, reasonable travel and subsistence costs and sign-off on project.

General information

Financial Management Requirements

The Peatlands Community Engagement Scheme operates under the principles of the public spending code whereby all Irish public bodies are obliged to treat public funds with care and ensure that the best possible value-for-money is obtained whenever public money is being spent or invested. <http://publicspendingcode.per.gov.ie> .

Particular attention by grantees should be paid to **Circular 13/2014: Management of and Accountability for Grants from Exchequer Funds. Please see <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>** for further details. Grantees must ensure that there is proper financial management and that an adequate audit trail exists and is maintained for funding awarded under this scheme. Financial Statements will be required to be submitted to the Department at the end of the financial year. Where audited accounts are not available the Department must be satisfied that suitable financial statements are acceptable as an alternative.

In addition, successful applicants will be required to report in their financial statements, where they produce such statements, on funding received from the scheme as below:

- The name of the Department, specifying the exact title that is to be used in the report i.e. Department of Culture, Heritage and the Gaeltacht;
- The actual name of the Scheme i.e. Peatlands Community Engagement Scheme;
- The amount of funding accounted for in the current financial statement;
- Whether and how the use of the funding is restricted (i.e. is it for a particular project or for the delivery of a service).

Tax Clearance Procedures

Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be adhered to. Please note that Revenue have introduced new Tax Clearance procedures. Please refer to www.revenue.ie for further details. In line with Section 4(1) of Department of Finance *Circular 44/2006: Tax Clearance Procedures: Grants, Subsidies and Similar Payments*, please ensure that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors.

Publicity

Recipients of funding under the Peatlands Community Engagement Scheme will be required to acknowledge the contribution of the Department of Culture, Heritage and the Gaeltacht and Natura 2000 (where relevant) in all their printed and online publicity channels that relate to the project/event/activity/works being funded along with the inclusion of the relevant logos. These include the following:

- Site signs, hoardings, information boards and interpretation panels;
- Printed and online publications;

Peatlands Community Engagement Scheme

- Printed publicity materials such as flyers, event programmes and posters, brochures, leaflets, newsletters and press releases;
- Advertising;
- Educational materials and presentations;
- CD and DVD sleeves and related product packaging; and
- Film, television and online video credits.

The relevant logos will be provided by the Peatlands Management Unit of the Department.

Freedom of Information Act

Applications for funding under this scheme are subject to the *Freedom of Information Acts*.

Document Retention

All documentation regarding this scheme must be kept on file for at least 7 years after the closure of this scheme. If documents are stored electronically procedures used to do so should be in compliance with the *E-Commerce Act, 2000*.

Child Protection

Grantees shall adhere to the Children's Act 2015 and 'Children First – National Guidance for the Protection and Welfare of Children'. Where projects/events/activities funded involve children assurances will be sought from grantees that the proper child protection policies/arrangements are in place.

Reallocation of Funding

The decision of the Minister for Culture, Heritage and the Gaeltacht regarding funding awarded under this scheme is final. The DCHG may reallocate funding if projects have not commenced by the specified dates and completed by the deadline. Any issues regarding the administration of this scheme should be addressed in the first instance to the Peatlands Management Unit/DCHG. In the event of a complaint, applicants may refer the matter to the Office of the Ombudsman, if they feel that their complaints have not been dealt with satisfactorily.

Contact/Enquires

For further information or enquiries regarding the operation of this scheme, applicants may contact the **Peatlands Management Unit** of the Department of Culture, Heritage and the Gaeltacht, Newtown Road, Wexford, Y35 AP90. Tel: 053 9117456 or 053 9117384 or email peatlandsmanagement@chg.gov.ie .



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Department of
Culture, Heritage and the Gaeltacht



APPLICATION FORM A

TO BE COMPLETED BY APPLICANT

Peatlands Community Engagement Scheme

Pilot 2018

Peatlands Community Engagement Scheme - Form A

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

- **Form A** must be fully completed – incomplete applications will not be accepted
- Please **type** in the relevant information, if possible
- If handwritten, please use **BLOCK CAPITALS** or ensure script is legible
- All date entries should be entered in the format **DD/MM/YYYY**
- A **Method Statement** must be submitted by applicants with Form A where it is proposed for works to be undertaken. Further details are set out above as to what should be included in the Method Statement.
- Where Ministerial consent has been applied for but no decision has been made at the time of application to the scheme, state this in **Section 3 including the case reference number issued.**
- Details of how the cost of the works, other than the amount of funding sought, is to be met must be stated in **Section 5**. The applicant must indicate the matching amount total and the source of matching funds.
- Applicants must submit by **4pm on 16 July 2018**, 1 copy of the completed and signed application form along with a Method Statement for works where relevant and any other supplementary materials, where relevant, preferably by post to:

Peatlands Management Unit,
Department of Culture, Heritage and the Gaeltacht,
Newtown Road,
Wexford.
Y35 AP90
- Electronic applications will be accepted by the deadline of **4pm on 16 July 2018** to **peatlandsmanagement@chg.gov.ie** but hard copies of the application must be submitted within one week of this date.

Peatlands Community Engagement Scheme - Form A

1. Applicant (s) Details

Name:	
Address:	
Telephone/Mobile Number:	
Charity Number: <i>(if applicable)</i>	Email:
Applicant Group Status:	
Tax Reference Number together with Tax Compliance Access No.:	Date:
Please indicate if the consent of the owner/affected owners has been obtained to apply for this scheme (Note: written consent must be submitted with the application)	

2. Project/Event/Activity/Works Details

Type of Project/ Event/Activity/Works:	
Address of where Project/Event/Activity/Works will take place:	

Peatlands Community Engagement Scheme - Form A

3. Statutory Notifications

	Yes or No	If yes: enter date applied/received
Does the proposed project/event/activity/works require or has it been granted planning permission?		Date applied:
		Planning Status:
		Planning Ref. No:
Does the proposed project/event/activity/works require Ministerial Consent or permission from other consent authorities?		Date applied:
		Date received:
		Reference No:

4. Project/Event/Activity/Works Summary

	Summary
<p>In no more than 300 words, summarise the proposed project/event/activity/works having regard to:</p> <p>(a) The significance of the project/event/activity/works</p> <p>(b) The effectiveness of the project/event/activity/works</p> <p>(c) The capacity to deliver the project/ event/ activity/works</p> <p>(d) How the project/event/activity/works will benefit the community and promote raised bog conservation awareness</p> <p>(e) How the project meets national conservation objectives for raised bogs</p> <p>(see www.npws.ie for the following publications ‘National Peatlands Strategy’, ‘the National Raised Bog Special Areas of Conservation Management Plan 2017-2022’ and the ‘Review of Raised Bog Natural Heritage Area Network’)</p>	

Peatlands Community Engagement Scheme - Form A

Start and finish dates of proposed project/event/activity/works?	Start:	Finish:

5. Expenditure in relation to proposed Project/Event/Activity/Works

Estimated Total Costs of Works:	€ <i>(excluding VAT)</i>	€ <i>(including VAT)</i>
Estimated Professional Fees:	€ <i>(excluding VAT)</i>	€ <i>(including VAT)</i>
Total funding sought:	€	
Amount of matching funds:	€	
Source of matching funds		

Peatlands Community Engagement Scheme - Form A

6. Other Grants/Funding & Reliefs

Is VAT recoverable?	
Have you applied for other EU/Exchequer funding/Tax Reliefs?	
Have other EU/Exchequer funding /Tax Reliefs been received/refused?	

7. Contractors/Tradespersons/ Personnel employed on the project/works/event/activity

Contractor(s)/Tradesperson(s)/(Personnel) 1

Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:
Satisfactory level of subcontractor tax compliance demonstrated: <i>(if applicable)*</i>	Yes:	No:

Contractor(s)/Tradesperson(s)/(Personnel) 2

Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:
Satisfactory level of subcontractor tax compliance demonstrated: <i>(if applicable)*</i>	Yes:	No:

Peatlands Community Engagement Scheme - Form A

Contractor(s)/Tradesperson(s)/(Personnel) 3

Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:
Satisfactory level of subcontractor tax compliance demonstrated: <i>(if applicable)*</i>	Yes:	No:

If necessary, copy this page to include additional contractors/tradespersons/personnel.

PLEASE ATTACH DETAILED WRITTEN QUOTES FOR THE PROJECT/EVENT/ACTIVITY/WORKS ALONG WITH A METHOD STATEMENT WHERE NECESSARY.

8. Declaration by Applicant/Group

I, the applicant, certify that:

1. I understand and fulfil all the terms and conditions of the Peatlands Management Community Engagement Scheme.
2. The information provided in the application form and supporting documents is correct and I will notify the Department if there is any change in that information.
3. I am providing at least €_____ from my/<insert group/body's name> own resources towards the Project/Event/Activity/Works.
4. I am/Group are /<insert groups/body's name> are tax compliant.
5. I understand that the Department of Culture, Heritage and the Gaeltacht 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.

Applicant's Signature: _____ Date: _____

Block Capitals: _____

Peatlands Community Engagement Scheme - Form A

12. Checklist for Applicants (Insert Yes or No accordingly)

The following must be included in all applications	Applicant Yes/No	Comment
Form A - Fully completed		
Method statement attached (if applicable)		
Site location map with location of works clearly marked in red (if applicable)		
Evidence of Tax Compliance/Charity Status submitted (if applicable)		
Written consent of owner/affected owners for proposed works/project/event/activity (if applicable)		
Provide photographs which illustrate the project before works commence, which may be used later for a 'before and after' comparison for reporting purposes where applicable		
Detailed written quotes attached		
Legal status of organisation/group/body attached		

DCHG OFFICAL USE ONLY