



Co-op (Trout and Coarse Fisheries Development) Funds

APPLICATION FOR GRANT ASSISTANCE 2014

Please refer to the Guidelines on Completing the Application Form for Financial Assistance (see back page) before completing this application form.

This form does not constitute any offer of financial assistance and no officer or representative of Inland Fisheries Ireland is in a position to make any commitment whatsoever to any promoter for funding. In the event that an application for funding is sanctioned, a formal letter will be issued containing conditions upon which funding is sanctioned and no further or other commitment shall be in any manner binding on Inland Fisheries Ireland.

The furnishing of inaccurate information will lead to automatic elimination from the evaluation process and will invalidate any application for funding.

Please note that any work commenced before a formal Letter of Offer has been signed, returned and acknowledged will be deemed ineligible for financial assistance.

The promoter should retain a copy of all documentation submitted to Inland Fisheries Ireland.

The closing date for receipt of completed applications is April 25th, 2014

FOR OFFICIAL USE ONLY

Project Reference Number:

IFI Supervising Officer:

Office Address:

E-Mail:

Telephone:

Mobile:

Date of Receipt of Application:

(To River Basin District)

Date of Acknowledgement of Application:

(To Coarse/Trout Angling Club/Coarse/Trout Fishing organisation)

Project rankings – To be completed by Evaluation Committee

Sustainable Fisheries Benefit (1-5)	
Sustainable Tourism Benefit (1-5)	
Capacity to undertake the project/level of IFI involvement (1-5)	
Maximum benefit to be gained from this project to the fishery (1-4)	
Match Fund (Yes = 2; No = 0);	
Total score	
Project cut – off point	
Recommended for funding (Yes/No)	

Signed: _____ (IFI Director)

SECTION A: PROMOTERS DETAILS

1. Promoter/Org. Name: _____

Address: _____

Telephone: _____ Mobile No.: _____

Fax No: _____ E-mail: _____

PPS Number (Individual promoters only) _____

2. Classification of Promoter (Where applicable please enclose Certificate of Incorporation, Memorandum & Articles of Association and/or Constitution):

Individual ☐ Club ☐

Limited Company ☐ Co-Op/Trust ☐

Other please specify: _____

3. Group Promoters - Please give details of Office Holders/Committee Member/Directors:

Name	Address	Position in Organisation/Group

4. Promoters' background and experience, including details of all relevant qualifications. (Group Promoters - Please give details of experience for all office holders/committee members/directors in the organisation/group).

(Where there is not sufficient space please attach a separate sheet)

SECTION B: PROPOSED PROJECT

1. Project Title: _____

2. (a.) Specify Project Location (inc. River/ Lake Name, Townland, Parish, County and GPS co-ordinates if possible)

(b.) **Is this part of a larger river system and if so please specify?** _____

3. Total Project Cost: _____

4. Amount of Grant Aid Sought: _____

5. Please select the chosen categories which best describe your project.

- Access and other infrastructure for angling. ☐
- Angling product development ☐
- Facilities (e.g. Disinfection) ☐
- Development of Competition Venues ☐
- Training to develop angling capacity ☐
- Fish passage improvement (e.g. removal of barriers, modification of weirs and construction of fish passes, etc.) ☐
- Spawning enhancement (addition/raking of gravel or cleaning of existing substrates) ☐
- Instream structures (weirs, deflectors, rubble mats, random bounders, etc.) ☐
- River Bank protection (rock armour, log revetment, etc.) ☐
- Fencing (protection of river banks including fences, stiles, cattle drinks, etc.) ☐
- Riparian zone improvement (tree pruning and strategic tree planting) ☐
- Removal & control of exotic invasives (e.g. Rhododendron, Japanese knotweed, Asian Clam, Chub, etc.) ☐
- Other (please specify) ☐

Please enclose digital pre-work photographs of the proposed works. Following completion of project post-works, digital photos will be required and should demonstrate the works undertaken.

6. Project Timescale

Start Date: _____ **Completion Date:** _____

7. Project Description/Nature of works *(detail the full extent of proposed works for each category selected at pt. 5 above. (Be project specific and avoid general background info. Specify for each works element, the distance in meters and where applicable the quantifiable amount of materials)).*

[illegible]

8. What specific need/requirement will the project meet? If this project has been recommended by an Inland Fisheries Ireland Report/ Scientific Survey / Tourism Development / Community Development Plan, please advise.

9. Project Plan

Timelines for Project Activities/Milestones/Project Plan

List each element of this project opposite Activity No. (each project will have many activities. Full work plan/details of each activity should be documented. Timelines for each activity must be set out with the person responsible for each activity. (Responsibility allocation does not preclude other team members contributing to task completion).

Activity No. 1		Start date		Responsibility
		Finish date		
Full details of activity				
Activity No. 2		Start date		Responsibility
		Finish date		
Full details of activity				
Activity No. 3		Start date		Responsibility
		Finish date		
Full details of activity				

Activity No. 4		Start date		Responsibility
		Finish date		
Full details of activity				
Activity No. 5		Start date		Responsibility
		Finish date		
Full details of activity				
Activity No. 6		Start date		Responsibility
		Finish date		
Full details of activity				

SECTION C: PERMISSIONS AND SOURCES OF FINANCE

1. Please confirm:

(a) Is this project located within an SAC or NATURA 2000 site? Yes ☐ No ☐
(Check with NPWS if in doubt).

(b) Does this project require NPWS approvals? Yes ☐ No ☐
(If yes, please furnish a copy of the NPWS approval).
(Check with NPWS if in doubt as this could hold up application).

(c) Does this project require OPW approvals? Yes ☐ No ☐
(If yes, please furnish a copy of the OPW approval).

(d) Does this project require Planning Permission? Yes ☐ No ☐
(If yes, please furnish a copy of Planning Permission and identify promoter's Engineer).

(e) Does this project require Landowner permission? Yes ☐ No ☐
(If yes, please furnish a copy of the Landowner Permission granted).

(f) Does this project require ESB permission? Yes ☐ No ☐
(If yes, please furnish a copy).

(g) Do you own the fishery? Yes ☐ No ☐
(If yes, please submit evidence of Title. If no, please supply Leasehold or Licence agreement – whichever is applicable)

(h) Tax Clearance Certificate/Income Tax Declaration/V.A.T? Yes ☐ No ☐

(For funding in excess of €650 relating to instream/construction works or where funding does not relate to instream/construction works and the value of grant requested exceeds €10,000, please provide a current up to date tax clearance certificate. Where funding does not relate to instream/construction works and the value of grant requested is less than €10,000, please provide your tax district and tax reference number and confirmation that your tax affairs are in order. If you are registered for VAT please supply your VAT No.

2. Breakdown of Financial Contributions (please furnish written confirmation of finance where applicable).

Sources of Finance	Amount €	Finance Confirmed
Coop Fund sought from this application ₁		
Promoter's own Funds		
Borrowings		
Grants		
Own Labour contribution		
Other		
Total Project Costs₂		

₁ This figure should match figure supplied in SECTION B4

₂ This figure should match figure supplied in SECTION B3 and D1

3. (a) Have the promoters' sought/received grant aid/financial assistance from other sources in respect of this project? Yes ☐ No ☐

If yes, please give details:

Source	Amount	Sought or Received?	Date

(b) Have you received previous grant aid or assistance? (e.g. IFI, Leader, FAS, Trout and Coarse Development Society? etc.) If yes, please provide details below.

Agency	Amount	Date	Purpose

4. Would this project proceed without funding from the Co-op Fund?

Yes ☐ Yes, but on a lesser scale ☐ Not at all ☐

SECTION D: FINANCIAL DATA

Please provide a detailed breakdown of proposed financial expenditure to your project: Items listed above €500 must have 3 quotations supplied. Estimates are not acceptable.

1. Project Costs

BUDGET		
Notes	Details <i>(Itemise each element of expenditure)</i>	Costs
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	Total Project Costs	
	Total Funds Requested	

Please indicate if VAT is included in the above costs Yes ☐ No ☐

<i>Notes to Budget</i>					
Detail how you arrived at each of the above figures					
Note	Quantity	Item	Description of Works	Unit Price	Total
1					
				Total	
2					
				Total	
3					
				Total	
4					
				Total	
5					
				Total	
6					
				Total	
7					
				Total	
8					
				Total	
9					
				Total	

SECTION E: PUBLICITY

All publicity must recognise the support of the Co-op Fund. Please indicate which of the following will be applicable to the project:

- a) Permanent site signage at an agreed location– please furnish proposed map showing which location it is proposed to erect this sign. (These signs will be provided by Inland Fisheries Ireland and must be erected by the promoters.) ☐
- b) Acknowledgement in all press and media releases. Please specify how funding will be acknowledged in all project documentation/marketing materials. ☐
- _____
- _____
- c) Other (Please Specify) ☐
- _____
- _____

SECTION F: DISCLOSURE CLAUSE

Inland Fisheries Ireland hereby reserves the right, at its sole discretion, to disclose to any third party, and through any medium, and at any time, full details of the financial support hereby offered by Inland Fisheries Ireland to the promoter in connection with the project, and the promoter consents to such disclosure and waives any right it may have to prevent or restrict disclosure on grounds of commercial confidentiality or otherwise in the financial details of the system.

SECTION G: DECLARATION & RELIABILITY CHECKS

I/We wish to apply for financial assistance. The above is an accurate outline of the proposed work. On completion of the work, I/we will submit a Financial Claim Form to Inland Fisheries Ireland attaching the required documentation. I/We are willing to co-operate in the monitoring of the scheme and to meet with Inland Fisheries Ireland representatives if required to do so.

I/We wish to authorise any individual, company, statutory body or organisation presented with a copy of this application to release to Inland Fisheries Ireland any information or documentation requested to verify any information given therein.

I/We understand that furnishing an inaccurate or incomplete application form will invalidate the application and result in elimination from the process.

PROMOTER CHECK LIST

	Yes	No
Have you fully completed all sections of the application?		
Have you adequately explained each budget element?		
Have you included evidence of statutory approvals/landowner agreements?		
Have you included a copy of club constitution/memorandum of agreement?		
Have you included 3 quotations for all items of expenditure above €500?		
Have you included a valid tax clearance cert/VAT status where required?		
Have you included evidence of title/ownership status of fishery?		
Have you included pre photos of the site pre works in softcopy (email/CD)?		
Have you signed and dated the application?		
Have you had approval by your local IFI RBD Director		
You understand that you/the club (as project promoter) finances the project and will be reimbursed following project completion and submission of the required paperwork.		

If you have answered 'No' to any of the above your application may not be evaluated and be returned to the applicant.

Signed: _____ Date: _____

Capacity: _____

(e.g. Chairman/Secretary etc)

GUIDELINES ON COMPLETING APPLICATION FORM FOR FINANCIAL ASSISTANCE

All sections of the application form should be accurately and adequately completed. Where a section is not applicable this should be clearly indicated. No sections should be left blank, as uncompleted application forms will be returned to the promoter.

Submitting a signed application form is a formal statement by the promoter that all details in the application form are factually correct. It is also confirmation that, if financial assistance is awarded, the promoter is committed to carrying out the project as described in the application form.

SECTION A	SECTION C
<p>Promoters Details</p> <p>Name, Address & Telephone</p> <p>Include Club/Organisation name and contact person as the main point of contact for future enquiries about the project. This person should have a thorough knowledge of the project.</p>	<p>Permissions/Approval required</p> <p>It is the responsibility of each applicant to ensure Landowner Permissions and other statutory approvals are required prior to commencement of works. If Planning Permission, NPWS, OPW or other approvals are required, details of each should be provided. Promoter's application will not be evaluated until all statutory approvals have been successfully resolved. If in doubt contact the relevant state bodies.</p>
<p>SECTION B</p> <p>Project Title</p> <p>This should be the name by which the project is commonly known.</p> <p>Project Description/Nature of Works</p> <p>This section should include a concise description of proposed works. Promoters should ensure that the information provided can be understood clearly by individuals who may not possess a detailed knowledge of the project and works to be undertaken. Continue on a separate sheet if necessary.</p> <p>Project Location</p> <p>This should state the river name and exact location of where the project will be based or the geographical area that the project will cover.</p> <p>Project Timescale</p> <p>Please indicate the anticipated start date, financial drawdown dates and completion dates. Any expenditure incurred before the start date will not be eligible for financial assistance.</p> <p>Project Plan</p> <p>Projects should be well thought out with details setting out each phase of the overall project</p>	<p>E.g. Is your proposed project located within an SAC? Your local NPWS officer will clarify. If 'Yes' you will require written permission from NPWS to carry out works and submit evidence of such permission with this application.</p> <p>Fishery</p> <p>Specify if fisheries are owned, rented, licensed or otherwise.</p> <p>Tax Clearance</p> <p>Please provide current tax clearance certificate, tax reference number or VAT registration where required.</p> <p>Insurance</p> <p>Successful applicants will be advised to submit evidence of relevant insurance prior to a letter of funding offer. Insurance details are therefore not required at this stage.</p> <p>Financial Contributions</p> <p>All sources of financial support should be itemised. This information allows IFI to confirm there are sufficient funds committed to the project to allow it to proceed. Promoters should ensure, where possible, that all other funding for the project has been formally committed before an application is submitted. In the event that additional grant funding has been sought, please advise timeline of award.</p>

<p style="text-align: center;">SECTION D</p> <p>Project Costs</p> <p>Budget/Expenditure should be clearly broken down into key elements to show the relative costs and different aspects of the project works.</p> <p>Notes to budget</p> <p>The notes to the budget should detail how you arrived at each of the figures set out in the budget. This will ensure the project has been well planned out and avoid any over runs or funding shortfalls.</p> <p style="text-align: center;">SECTION E</p> <p style="text-align: center;">Publicity</p> <p>All publicity must recognise the support of the Co-op Trout and Coarse Fisheries Development Fund.</p> <p style="text-align: center;">SECTION F</p> <p>Disclosure Clause</p> <p>Letters of Offer issued by IFI will contain a clause reserving the right to disclose information on individual grants.</p> <p style="text-align: center;">SECTION G</p> <p>Data Protection Declaration</p> <p>By signing the Declaration, you are agreeing to comply with the conditions of the Application process.</p>	<p><i>Please return Application Forms for the attention of Bridie Fleming.</i></p> <p><i>Only fully completed application forms approved by your local IFI office will be processed. All others will be returned to you.</i></p>
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