



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](mailto:communityfund@daa.ie)
- Applications should be returned by post to:  
Dublin Airport Community Fund, External Communications Department,  
Level 5, Terminal 1, Dublin Airport, Co. Dublin  
or by e-mail to [communityfund@daa.ie](mailto:communityfund@daa.ie)



## 1

### ORGANISATION DETAILS

Organisation			
Lead Contact Person			
Organisation Address			
Mobile number		Eircode	
Telephone No. <i>Daytime</i>		E-mail	
Telephone No. <i>Other</i>		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. <i>Please provide further information</i>		

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.*

**2**

## PROJECT/ACTIVITY DETAILS

Project/Activity Title

Proposed Start Date  
*If applicable*

Proposed Completion Date

Project/Activity  
*Brief description*

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

 Ballymun Rolestown Cloghran Santry Forrest Little St. Margarets Greater Baskin Swords Hollystown The Ward Malahide Tyrrelstown Portmarnock

If possible, please provide the exact address where the project/activity will take place

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

 Environment & Sustainability Sports & Recreation Education & Training Social Inclusion & Community Development Health & Wellbeing Culture & Heritage

Other. *Please provide details*

## a) Budget

What is the total cost of the project/activity?

€

Amount requested from the Dublin Airport Community Fund?

€

Please list the items and estimated cost for each, under which funding assistance is sought from the Dublin Airport Community Fund

Item

Cost €

How will you fund the balance of your costs?

*Please state if you are applying for funding from any other sources and provide details of same*

What approval/permission do you need (if any) for this project/activity?

*e.g. planning permission, Gardaí consent, premises/landowner's consent*

Has permission been granted? *If yes, please attach a copy of the relevant documentation*

Yes

No

## b) Benefit

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

What are the expected outcome/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.*

3

### 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
- Our organisation has formally agreed that we can act on their behalf
- Where requested, we are able to submit 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 six months 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.