

## 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. For capital projects, a permanent plaque, supplied by the Dublin Airport Community Fund, must be displayed in a position agreed with the Dublin Airport Community Fund.
16. The Grant Making Panel may wish to meet with the applicants directly to more fully understand the application.
17. 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.
18. All applicants will be required to submit an Outcome Report, including photograph, 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, including photographs, may impact future funding requests made by the applicant.
19. **Canvassing** by applicants will **automatically result** in their application being rejected.
20. Failure to comply with these terms and conditions may lead to a reduction in, or withdrawal of funds.
21. The Dublin Airport Community Fund Grant Making Panel's decision is final.
22. 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.