**Community Water Development Fund 2024**

**Grant Drawdown and Project Completion Report**

**Form to be completed by Grantee in conjunction with your Community Water Officer**

**(form can be completed via email or site visit)**

**Deadline for submission: 15th of November 2024**

1. General Information

|  |  |
| --- | --- |
| Name of Applicant (Grantee) |  |
| Reference Number |  |

1. (a) Project Title:\_

|  |
| --- |
|  |
| Your title should describe what the project delivered. Please use no more than 25 words.  2(b) For analytical purposes, please rank what your project delivered according to options set out in the table below. Please rank maximum three options in accordance with their relevance (insert 1, 2 or 3).  Note: only one may apply.   |  |  |  |  | | --- | --- | --- | --- | | Project Type delivered | Rank  (max 3) | Project Type delivered | Rank | | Bank Stabilisation |  | Litter Clean Up |  | | Bog Restoration |  | Raingarden |  | | Citizen Science |  | Rainwater Planter |  | | Drain Blocking |  | Reports/Plans |  | | Feasibility Study |  | Signage/Water Literacy |  | | Fencing |  | Tree Planting |  | | Fish Passage |  | Water Butt |  | | Gravel Installation |  | Weir Removal |  | | Hard Surface Removal |  | Wetland |  | | Invasive Species |  | Woody Debris |  | | Leaky Dam |  |  |  | | Other |  | | | |

1. (a) Details of project delivered (outline the process e.g. how the project was planned, procedures used, permissions, who you engaged with, etc.) Max 200 words

|  |
| --- |
|  |

(b) Please attach or upload a copy of anything produced such as:

1. Project completion report
2. Financial report
3. Studies
4. Reports
5. Plans
6. Signage pdf
7. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The LAWPRO logo must be included on any promotional material and publications such as reports, surveys or studies.

*The Local Authority Waters Programme may contact you for higher resolution images or additional information as required and may use information provided for use in publicity material.*

4 (a) Which of the following media channels did you use to promote your project:

|  |  |
| --- | --- |
| Media Channel | Number of followers/link or other information |
| Facebook |  |
| Twitter |  |
| Instagram |  |
| Blogs |  |
| Youtube |  |
| Website |  |
| Direct phone messages |  |
| Other digital/social media |  |
| Local radio |  |
| Local newspaper(s) |  |
| Newsletters |  |
| Catchments Newsletter [www.catchments.ie](http://www.catchments.ie) |  |
| Public meetings |  |
| Other, please specify |  |

4(b) How many water related events did your group hold in 2024, if applicable?

Details of event(s):

4 (c) How many people attended these events in total?

1. Did you work with other groups or gain any knowledge or experience from the funded project to share with other groups – key learnings?
2. In one sentence, what was the biggest success of your project?

**Optional Questions**

Testimonial or feedback

Do you have any comments on the administration of the fund to help us improve it?

1. Financial Reporting

**Please upload a copy of Grantee Bank Statement as evidence that invoices were paid.**

Cost Items(attach an excel sheet if available)

|  |  |
| --- | --- |
| Project expenditure  (invoices, list name of supplier) | Amount  € |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Invoices** (please submit all invoices listed above **and** receipt of payment) | € |
| Total grant payment due | € |
| Less stage payment (if applicable) | € |
| GRANT TO BE PAID  (cannot exceed grant offered in letter of offer) | € |
| *Note: the level of grant aid will not exceed actual vouched expenditure incurred during project delivery or grant awarded.* | |

1. Asset Register - details of equipment purchased:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost item | Supplier | Unit Price | Units | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: Equipment purchased for project delivery becomes the property of the Grantee and its use covered under relevant Policies of the Grantee

1. Compliance Checklist

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| --- | --- |
| Is the project complete? |  |
| Were the funds allocated used solely for the activities set out in the project application? |  |
| Have there been any changes to the proposed project since the funding application? |  |
| Have you retained all original invoices and are copies attached? |  |
| Is the voluntary labour schedule complete (see Appendix 1 below)? Note: this is not compulsory. |  |
| Is a bank statement(s) or a screenshot showing all items of expenditure relating to the project attached? |  |
| Were the publicity requirements in respect of the Grant Agreement adhered to? |  |
| Has Planning Permission been sought and obtained; if applicable please submit details. |  |
| Have all Appropriate Assessments, Environmental Impact Assessments and any other relevant assessments been carried out prior to any works commencing?  If applicable, please submit details. |  |
| Have special permissions, consents or approvals been obtained as appropriate (eg. from IFI, NPWS, landowners)?  If applicable, please submit details. |  |
| Was the project part-funded from other funding sources? *Note: there should be no duplication of funding for the same activity.* |  |
| Is proof of Tax Clearance or Charitable Status of Grantee on file (for grants in excess of €10,000)? |  |

1. **Voluntary Labour Schedule**

*We ask that you complete this form for information purposes. It will show us the importance and value of volunteerism*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person contributing the labour | Nature of contribution | Estimated number of voluntary hours to be contributed | Value of voluntary labour (number of hours’ x by rate per hour\* |
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**\*Maximum rate per hour is €14**

I hereby certify that the information provided here is correct and accurate. That all qualifying expenditure claimed is vouched and actually paid for the purposes, and in conformity with the terms and conditions, of the Community Water Development Fund 2024. I confirm that the claim is accompanied by invoices, receipts for payments made, timesheets in respect of voluntary labour and Bank Statement(s). These may be scanned versions of original invoices, receipts or bank statement(s). Originals must be maintained on file by the Grantee and be inspected upon request for audit purposes for a period of 6 years after completion of project.

|  |  |
| --- | --- |
| Signature on behalf of the Grantee |  |
| Position Held |  |
| Signature of Community Water Officer |  |
| Date |  |