Comhairle Contae Chill Mhantáin
Wicklow County Council

LEAF
(Local Environmental Action Fund)

Communities Working Together for Climate

APPLICATION FORM

This fund is to encourage collaboration between Tidy Towns and similar groups to work with other community groups and stakeholders in their locality to enhance their local environment promoting greener communities.

Tidy Towns, together with local partners such as schools, community groups, sports clubs etc. can help to deliver environmental and climate action projects of various sizes.

Please ensure that you are fully familiar with the requirements and the terms and conditions set out below before you begin filling in this form.

We can only assess forms that have been fully completed. Incomplete forms will not be considered for funding.

Terms and Conditions

- **Objective**
  Empowering Tidy Towns and other voluntary community groups to take meaningful action to enhance their local environment through impactful, community-driven projects, collaborating with community stakeholders.

- **Eligibility**

  - Tidy Towns and voluntary groups undertaking similar activities (e.g.residents associations)
  - Groups must be registered with their local Public Participation Network (PPN)

- **Project Scope**
  Projects must focus on Climate Action, Sustainable Development. Examples include but are not limited to:

  - Biodiversity conservation (e.g., creating or managing pollinator-friendly spaces).
  - Tree planting and urban greening initiatives.
  - Renewable energy projects (e.g., installing solar panels for community buildings)
  - Waste reduction and recycling initiatives
  - Water conservation projects
  - Public education campaigns on sustainability
  - Climate resilience projects. Climate adaptation projects that build local resilience such as rain gardens, ponds, beach sand ladders

Application Requirements

Community Collaboration
All applications should include collaboration with at least one other community stakeholder group (for example, local schools, youth clubs, Lions club, sports club, Men's/Women's Sheds and many more). If not possible, the application should outline the reason why.

Environmental Statement
Applications must include a clear statement detailing the project's proposed impact on the environment and local community benefit. Keep it brief, and relevant.

Evaluation

Relevance to Climate Action/Sustainable Development (40%)

- Alignment with local climate action plans
- Contribution to biodiversity and environmental improvement.
- Meeting targets in the 2030 Sustainable Development Goals

Community Engagement and Impact (20%)

- Demonstrated benefit to the local community
- Level of community engagement and participation in the project.

Feasibility and Sustainability (20%)

- Practicality and timeline of implementation

- Plans for ongoing maintenance or long-term sustainability.

Innovation and Creativity (20%)

Novel approaches to tackling environmental challenges.

Use of local knowledge and resources.

Submission Requirements:

- Completed application form (available online www.wicklowcoco.ie/environment/xx)
- Project proposal (minimum of 500 words – maximum 1000 words) outlining objectives, methodology (how they will achieve their objectives), and expected outcomes
- Budget breakdown
- Evidence of PPN registration

Submission Deadline:

All applications must be submitted by 5.00pm on 7th August 2026.

Review Process:

Applications will be reviewed by an evaluation panel in Wicklow County Council.

Awarding of Grants:

- Successful applicants will be notified by Wicklow County Council
- All projects must be completed by 27th November 2026
- Grant awards range from €1,000 up to €25,000 subject to scale of project submitted
- All grant allocations larger than €5,000 will activate a Grant Agreement between the group and Wicklow County Council.
- 50% of funding will be provided up front, and 50% of funding will be provided on completion of project

Monitoring and Reporting

Grant recipients should provide the following:

1. Final Impact Report: Provide a brief summary of activities, outcomes, and expenditure report (including invoices and receipts)

2. Before and After Photos where relevant: To visually demonstrate the impact of the project

3. Evidence of expenditure, receipts must be retained and provided to Wicklow County Council or their representative to support payment of funds.

GUIDANCE AND ADDITONAL INFORMATION

- The information supplied by the applicant group/organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- The application must be signed by the Chairperson, Secretary, Treasurer or responsible person of the group/organisation making the submission.

- It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Photographic evidence of the project may also be required to facilitate draw down of grants.
- Wicklow County Council may carry out unannounced site visits to verify compliance with Programme terms and conditions.
- No third party or intermediary applications will be considered.
- In order to process your application it may be necessary for Wicklow County Council to collect personal data from you. Such information will be processed in line with Wicklow County Council's privacy statement which is available to view on https://www.wicklow.ie/Portals/0/adam/Content/2Fwa3BFE60yEf3eLpjg_YQ/Text/General%20Privacy%20Notice.pdf
- A grant agreement/MOU will be put in place between successful applicants (over €5,000) and Wicklow County Council.
- A webinar will be held for interested applicants to learn more about the fund and what type of projects groups can apply for. Date to be confirmed once the window for application opens.
- IMPORTANT: Projects must be implemented and completed before end of November 2026.
- The application form must be sent by email to EAO@wicklowcoco.ie along with any queries relating to the fund.
-

LEAF (Local Environmental Action Fund)

This application is being processed by Wicklow County Council.

If you have any questions or need any assistance, please contact us on 0404 20100 ext.2294 or email EAO@wicklowcoco.ie

---

Provide details of who will deal with queries relating to this application on behalf of your group. Tell us if these contact details change throughout the duration of your application.

Name of Group / Organisation	
Address	
Eircode	
Contact name	
Contact number	
E-mail	

SECTION 1 – Group / organisation further details.

Year Established	
Website (if applicable) / social media handle	
Description of the geographic area that you cover	
PPN registration number	
Are you a registered supplier with Wicklow County Council? (a group that has received funds from WCC in recent years)	

Successful applications for funding under this programme will **only be paid to the applicant group/organisation's Bank Account**. Ensure you have your Bank Account details to hand if you're a
pplication is successful.

SECTION 2 – Project Details

2.1 HOW MUCH funding are you applying for? Tick the appropriate box.

Under €5,000	
€5,000 - €25,000	

2.2 Environmental Statement (minimum 500 words, maximum 1000 words). Outline the project's proposed impact on the environment and local community benefit. Keep it brief, and relevant. It would also help if you included which SDGs you aim to incorporate in your project.

2.3 PURPOSE of the Grant/RELEVANCE of Project: Describe your project. Outline how the project reflects collaboration between Tidy Towns and similar group/s to work with other community groups and stakeholders in their locality to improve their local environment promoting greener communities and addressing sustainable development.

2.4 Indicate the LOCATION of your project using an Eircode or an exact location (X-Y co-ordinates) as appropriate: (Google maps can be used to find this if needed)

Eircode		
Co-ordinates:	**X ITM**	
	Y ITM	

2.5 What is the estimated length of TIME FOR THE PROJECT?

When will project begin?	
When will project be completed?	
Total approximate time (weeks)	

2.6 ACHIEVABILITY: What are the milestones in the project? Set out details of partnerships that you will enter into.

2.7 PROJECT COSTS: Provide the financial details requested below. Consider inclusion of a Contingency Sum (to allow for a rise in prices or other unforeseen costs).

TOTAL PROJECT COST (inclusive of VAT)	
AMOUNT OF FUNDING REQUESTED (inclusive of VAT)	

Provide a breakdown of main project costs below:

Item (Specify the expenditure item - materials, equipment, goods)	**Cost in €**

2.9 IMPACTS: What are the climate and environmental benefits of your project?

SECTION 3 - AUTHORISATION AND STATUTORY CONSENT

Where a project will be delivered from a site/building(s)/floor space that are not in the ownership of the Local Authority, it must be in the ownership of the partner organisation of the Local Authority or either party must have a minimum five years lease must be in place from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years.

3.1 Do you have all required planning and regulatory permissions and consents and have you secured the necessary authorisations and/or rights of access to all required land, buildings and property for all associated work required for your project? Can you provide proof of above?

YES	
NO	

3.2 Declaration

- I declare that the information given in this form is correct.
- I confirm I have read and fully understand the Terms and Conditions of the Fund on earlier pages of this form.
- I confirm that I have read and fully understand any guidelines prior to completing this form.

- I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
- I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate more work which the group would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).
- I confirm that paid invoices / receipts will be retained for inspection by Wicklow County Council.
- I acknowledge that any false or misleading statement or the withholding of essential information from Wicklow County Council (as determined by Wicklow County Council) will result in cancellation of any grant approved under this scheme and could later give rise to the grant being recovered in full.

Name <u>on behalf</u> of group / organization (block capitals):	
Signature:	
Position held in group / organisation (block capitals):	
Date:	

WICKLOW COUNTY COUNCIL USE ONLY

Date received:	
Receiving Officer:	
Grant size:	
SDGs:	
MD: (Bt) (Wk) (Ak) (Br) (Gr)	