****

 **Ref:**

**Application for Closed/Vested Burial Ground Maintenance Grant**

(1) Name of Group/Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Name and Address for Correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(3) Contact Person for Group/Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4)(a) Contact Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b) Alternative contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(5) Contact Email for Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(6) Details & Locations of Proposed Works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location of Proposed Works** | **Outline of Proposed Works** | **Estimated Cost €** | **Start Date** | **End Date** |
|  |  |  |  |  |

(7)Is there a C.E./TÚS/SOLAS (FÁS) or any other scheme involved in this work? If so,please detail what work they are carrying out and what work is being carried out on a voluntary basis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Declaration**

I confirm that I have completed this application and declare that the information provided is true and correct, and is in compliance with grant objectives, eligibility conditions (including disclaimer), as outlined in this application form, under.\*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The completed application form and accompanying documentation should be returned to the **Burial Ground Administrator, Community Development, Wexford County Council, Carricklawn, Wexford Y35 WY93.**

**The following must be included as part of the Application:**

* Application Form to include bank/credit union details and signed data protection form.
* Details and/or map of location (for inspection purposes).
* Photographs of maintained burial ground.
* Where relevant - proof of compliance e.g. planning, Historic Monument notification)

**Inspections may be carried out to assess the on-going maintenance work.**

**Group Account Details**

**Payment of grants are made directly to the Account of the Group**

|  |  |
| --- | --- |
| Group Name |  |
| c/o  |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Contact Name  |  |
| Telephone No.  |  |
| VAT Reg No. and/or PPS No. |  |
| Email of the Group |  |
| **Is this a Bank or Credit Union Account?**  |  |
| **Their Account details:** |  |
| Name  |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Account No. for Group |  |
| Sort Code  |  |
| IBAN |  |
| BIC |  |

Signature on behalf of group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held within the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Acts, 2018 and GDPR Regulations**

**Computerised Records**

Wexford County Council supports community development initiatives and projects throughout County Wexford and is required to collect information from individuals and community groups who it assists with associated grant aid, etc.

Some of the information sought is personal data and sensitive personal data which will be processed and securely stored by Wexford County Council in paper and electronic form in compliance with the above Acts.

Information subsequently received may be added to such records. You, as a Data Subject, have a number of rights under the Acts, including access to your information at any time. A fee of €6.35 is payable for each request.

Requests should be addressed to: Wexford County Council, Freedom of Information Office, County Hall, Carricklawn, Wexford Town, Y35 WY93.

The information we record will be used only for the following purposes:

* Processing applications
* Compiling statistical information
* Analysing information about applicants for other bodies such as Government Departments
* Publication of applicant and project details (including photography) for publicity and promotional purposes.

Personal data will be disclosed only in accordance with Wexford County Council’s duties under the Data Protection Acts. The purpose for which we hold data and to whom we may disclose it are listed in the Register of Data Controllers.

This is a public register kept by the Office of the Data Protection Commissioner at Canal House, Station Road, Portarlington, Co. Laois, R32 AP23 (Phone 057-868 4800 or Lo Call number 1890 252 231) which can be inspected free of charge at

<https://www.dataprotection.ie/docs/Home/4.htm>

## DECLARATION

I have read and understand the above statement and give consent to Wexford County Council for the use and disclosure of data and information as outlined above.

Name:

Date:

**\*VESTED BURIAL GROUND MAINTENANCE GRANT – OBJECTIVES, ELIGIBILTY AND CONDITIONS**

1. The purpose of the grant scheme is to allow the Council to contribute financially to local voluntary groups such as Resident’s Associations, Tidy Village Groups etc., who carry out burial ground maintenance/improvement works, and incur expenses associated with that work **within Wexford County Council vested closed burial grounds.**
2. It is expected that groups or individuals availing of the maintenance grant would maintain the associated burial ground(s) to a reasonable standard throughout the year.
3. A grant up to €400 may be available to successful applicants. Wexford County Council reserves the right to vary the grant amount payable.
4. Prior to any payments being made to successful applicants, bank account details must be provided as part of the group’s application form. Please note completion of this form does NOT imply payment will be made of a maintenance grant.
5. Before giving a grant for any project, the Council must be satisfied that the applicant is a bona fide group, representative of the area to which the application relates. Priority will be given to local voluntary groups over individuals.
6. The grant can be used for the purposes of purchasing trees, shrubs, petrol for a lawnmower and other items, which are required to carry out the environmental maintenance works in the burial ground. This list is not exhaustive.
7. All works in burial grounds carried out under the scheme must comply with the Department of the Environment, Heritage and Local Government – Historic Monument Service requirements. These are detailed in a booklet called “Guidance for the Care, Conservation and Recording of Historic Graveyards” which can be viewed under the publications section of the following link: [www.heritagecouncil.ie](http://www.heritagecouncil.ie). Before commencing any works, consult with the Local Authority Conservation Officer/Heritage Officer who will provide advice on best practise. If the site is within a zone of archaeological potential any works that cause ground disturbance or works to the built fabric (including walls, buildings or boundaries) will require two months written notification to be submitted to the National Monuments Service. Where a graveyard is in the care/ownership of a local authority, ministerial consent along with notification is required under Section 14 of the Act (as amended) where the graveyard is a national monument.
8. As per instructions in the “Care and Conservation of Graveyards” broad spectrum weed killers should not be used and advice on dealing with the flora and fauna aspect of the site should be sought from the Heritage Officer, Wexford County Council.
9. Taking ‘before and after’ photographs is recommended to applicants to provide a record of the progress that was made during the season. Inspections may be carried out to assess the on-going maintenance work in cemeteries.
10. The management of all open burial grounds with County Wexford is governed by the relevant Wexford County Council bye-laws. “Burial ground” is as defined in Section 44 of the Local Government (Sanitary Services) Act, 1948.
11. Individuals and groups carry out works associated with the grants payable under this grant scheme in a private capacity and not as employee of Wexford County Council. See disclaimer below for further details.
12. Individuals and groups are not covered by Wexford County Council employers liability insurance in relation to works carried out in connection with grants payable under this grant scheme. See disclaimer below for further details.
13. Individuals and groups must carry out works associated with grants payable under this grant scheme using their own tools and equipment, and outside any role they may have as an employee of Wexford County Council.
14. Individuals and groups who receive a burial ground maintenance payment are solely responsible for any revenue tax implications associated with same.

**Disclaimer – Please read carefully**

It will be a condition of any application for funding applied for to Wexford County Council using this form that the applicant has read, understood and accepted the following:

Wexford County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature directly or indirectly from:

* The application or the subject matter of the application.
* The rejection for any reason of the application, Wexford County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Wexford County Council, the council does not undertake the role of ‘’Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005. All relevant public liability insurance, event management and required permissions are the responsibility of the event organisers.

Wexford County Council requires the procurement of goods and services, in a manner, to ensure at all stages of the development and / or retrofit of publically funded facilities that accessibility and equality (access and equality for end user) is accounted for, In line with Disability and Equality Legislation.

#### For Office Use Only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Name

 £€

 £€

Amount Requested € Amount Allocated €

Application Evaluated by

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRN :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_