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| Note to Applicants – How your grant application is assessed.  |

The following assessment criteria will be used to rank eligible proposals. Decisions on funding will be based on this ranking.

1. **Partnership arrangements**

Does your proposed project involve working closely and in partnership with local authorities, local business, NGOs, and other local interests? How will you ensure a high level of interest and involvement with the project? Projects with strong partnership arrangements and local involvement will be given a higher rating.

1. **Awareness raising potential**

Will your project raise environmental awareness in your local community? Is it educational, with a focus on national environmental concerns? Proposals are more likely to be given a higher rating where environmental awareness is brought to a wider audience.

1. **Practical promotion of Local Agenda 21**

Will your project promote good environmental practice and sustainable living? Projects will be given a higher rating where they provide practical solutions to environmental issues and involve local communities in developing a more sustainable society.

1. **Value for money**

How will the funding be spent and what outcomes will be achieved? Projects providing excellent value for money and efficient use of resources will be given a higher rating.

1. **Widely replicable**

Does the project deal with issues common to other communities and will it involve solutions that can be applied elsewhere? Projects which demonstrate that they are replicable elsewhere will be given a higher rating.

1. **Feasibility of project targets**

Are the project targets feasible and how will the project be managed to achieve those targets? Have similar projects been undertaken in the past and have they been successful? Proposals demonstrating good management to achieve feasible objectives will be given a higher rating.

1. **Structure and layout of proposal**

Proposals should be well structured, clearly defining project aims and objectives. Proposals should also demonstrate how the local community will be involved. Project budgets should be well set out and arrangements for managing the project should be detailed. Clear, well-structured proposals will be given a higher rating.

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| Note to Applicants – Additional Information including Data Protection  |

LA21 is jointly funded by local authorities and the Department of Communications, Climate Action and Environment. We take our role in Data Protection seriously. Therefore, the information you provide will not be shared with any third party. However, it should be noted that this form and any subsequent correspondence may be subject to release under the Freedom of Information Acts and under the European Communities (Access to Information on the Environment) Regulations.

Your application form will be retained on file (print and electronic) in compliance with the local authority’s data retention policy.

**General Note to Applicants**

1. Tax Clearance / Tax Reference Number: Applicants should be advised that approval of funding will be conditional on tax clearance / tax reference requirements being met. Applicants are required to list the number and name of all grant applications they have submitted to each local authority.
2. Approved projects receive two equal payments, one at the beginning of the project and the remainder once the completion report has been submitted. The funding partners may engage with the successful applicant throughout the implementation of the project.
3. In order to ensure that the fund prioritises locally identified environmental needs, it should be noted that no single project may apply to more than eight local authorities.
4. Expenditure on the carrying out of works (e.g. environmental improvements) is not specifically excluded but the main focus should be in accordance with the overall spirit of Local Agenda 21.
5. Projects are not eligible for funding if already received via another grant scheme e.g. Anti-Litter & Anti-Graffiti Grant Scheme etc.
6. Applicants must ensure that relevant projects are carried out in accordance with all Child Protection Policies and Procedures currently in place in each local authority. Applicants may be subject to Garda vetting procedures – your local authority will discuss this with you.
7. Commercial/business projects / for profit projects are not eligible for funding.
8. **Completed application forms should be returned to the relevant local authority by 20 June 2018 at the latest. Submission of applications by email is preferred.**