

**RURAL SOCIAL SCHEME**

**COMMUNITY GROUP APPLICATION & PROPOSED WORKPLAN  
2016-2017**

**Section 1: Group Details**

**Name of Community Group** \_\_\_\_\_

**Location of Community Group (area covered)**

\_\_\_\_\_

**Contact Details:**

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Please provide a brief background to your Group or Organisation detailing information such as when established, brief history to date and a summary of the group's current key areas of activity and general objectives (include mission statement if available):

Please indicate below the legal status or category which best describes the nature of your Group or Organisation:

Recognised informal structure, a parish/community committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a documented constitution	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Not-for-profit Company Limited by Guarantee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Not-for-profit co-operative or friendly society	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered Charity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trade Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sporting Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cultural Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Section 2 (a): Legally Required Documentation - Legal Ownership**

Please note the following important information.

**LEGAL OWNER PERMISSION:**

Work cannot commence on any project unless a letter is obtained annually from the legal owner stating that permission is granted for the Rural Social Scheme to assist in the duties outlined in your Work Plan.

Permission Letter Submitted?                      Yes                       No

**Applications cannot be put forward for approval where permission has not been submitted.**

**Section 2 (b): Legally Required Documents - Record of Monuments and Places (RMP)**

APPLICABLE    Yes                       No

**Applications cannot be put forward for approval where permission has not been submitted.**

Please note the following important information.



In relation to the proposed work intended to be undertaken by the placement, please indicate if this work is currently being undertaken at present, and if so, how is the group currently resourcing the work? (i.e. voluntary activity, under another scheme or by paid employee):

**Section 4: Signatories**

**“I hereby confirm that I have read the eligibility criteria as outlined in this document and declare that the information and documentation supplied in this application is true. I hereby undertake to supply such further information as might be required for evaluation purposes or to further determine eligibility. Information provided will be used only for the purposes registered by the Company under the Data Protection Act 1988 and this includes evaluation of applications for the Rural Social Scheme as well as the promotion, appraisal, monitoring and inspection of the Rural Social Scheme by Meath Partnership, the Department of Social Protection, Pobal, European Commission and/or their agents.”**

**“I understand that the Participants are employees of and managed by Meath Partnership and will be allocated to projects at the discretion of the company.”**

**“I understand that Government funded programmes such as the Rural Social Scheme are not in a position to provide any materials/equipment at present. I also agree to meet the cost of materials and equipment required in the carrying out of our allocated participants work for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.”**

This application **must** be signed by the Chairperson and one other Board/Committee member

<b>Chairperson Signature:</b>	_____
<b>Print Name:</b>	_____
<b>Date:</b>	_____
<b>Board/Committee Member Signature:</b>	_____
<b>Print Name:</b>	_____
<b>Date:</b>	_____

## **Returning your Application:**

The community group application form should be completed in full and returned to Meath Partnership. This form **must** be accompanied by a proposed work plan (in Attachment 1). If your community group has given consideration to the possibility of a joint work programme with other groups, then please also submit Attachment 2.

## **Send completed application forms and relevant attachments to:**

Barbara Gaynor  
RSS Co-ordinator  
Meath Partnership  
Muintir na Tire Hall  
Moynalty  
Kells  
Co. Meath

**Community Group Annual Workplan Proposal**

**As per Rural Social Scheme Guidelines, the following works can be undertaken. Please tick which measure(s) your project falls under:**

- Maintaining and enhancing way marked ways, agreed walks and bog roads
- Energy conservation work for the elderly and the less well off
- Village and countryside enhancement projects
- Social care, care of the elderly, community care for both pre/after-school groups
- Environmental maintenance work, maintenance/caretaking of community/sporting facilities
- Projects relating to not for profit cultural and heritage centres
- Secretarial/Administration duties
- Other

**Please explain how your project falls under one of the above categories.**

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**Community Group Annual Workplan Proposal**

**Attachment 1: Proposed Work Plan for 12 Month Period**

<b>Project</b>	<b>Activity</b>	<b>Number of Hours per Week</b>	<b>Number of Weeks per Annum</b>	<b>Total Number of Hours</b>

## Community Group Annual Workplan Proposal

### Attachment 1: Proposed Work Plan for 12 Month Period

Project	Activity	Number of Hours per Week	Number of Weeks per Annum	Total Number of Hours

Total Number of Hours Work Needed on the Proposed Project	
Total Number of Weeks Work Needed on the Proposed Project	
Total Number of Personnel Required	

- Step 1:** Identify projects that are deemed suitable
- Step 2:** Identify a list of activities that are associated with each project;
- Step 3:** Determine the number of weeks that the activity will require on an annual basis, or the number of weeks that it will take to complete an activity;
- Step 4:** Determine the number of hours that the activity will require on a weekly basis, or the number of hours that it will take to complete an activity;
- Step 5:** Calculate the total number of hours work available under the proposed project;
- Step 6:** Divide the total number of hours for the year by 19.5 (the number of hours participants work per week) to obtain the total number of weeks it will require to complete the proposed activities;
- Step 7:** Divide the total number of weeks (the last sum) by 48 (the number of working weeks per annum) to obtain the number of personnel it will require to complete the proposed projects



## Community Group Annual Workplan Proposal

### Attachment 2: List of Prospective Partners

Please list of any groups that your community group has identified as being suitable prospective partners.

	<b>Name of Community Group</b>	<b>Location</b>	<b>Contact Name</b>	<b>Contact Number</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				