

# LAOIS KILKENNY COMMUNITY BENEFIT FUND

## HOW TO COMPLETE AN APPLICATION

### What do I need to complete the form?

#### A Constitution Document

A copy of your group's constitution signed and dated. If your group doesn't have a constitution, there is a template constitution available to download from EirGrid's website.

[www.eirgrid.ie/Laois-Kilkenny](http://www.eirgrid.ie/Laois-Kilkenny)

#### A Bank/Credit Union Account

The bank/credit union account must be in the name of the group/organisation applying to the fund.

#### Quotations

All applications should provide the relevant number of quotes for equipment/project activities at application stage. One quote will be required for items or activities under €5,000. Three quotes will be required for items or activities above €5,000.

#### Planning Documents/Exemptions/Permissions

You must supply documentation for project work relating to renovation, construction, refurbishment, groundworks or installation.

If the applicant group is not the owner of the premises or location, you must supply a lease or letter of permission from the owner to undertake the proposed works.

If relevant, you must supply details of planning permission, or a letter or email showing exemption from the relevant Local Authority. It is important to note that you are responsible for providing the relevant permissions.

### How do I start my application?

First register an account on the application portal. You will just need your email address to do this.

[Click to register or access application form](#)

OR

Scan QR code to register and access the online application platform



The application portal is called Submit.com. Please check your Spam/Junk folders for emails from the platform as they will send you an email when you have registered your account, saved a draft application and also when you have submitted your application.

### **Working on my application**

Once you have registered an account and set up a password on your account, you can then begin your application form.

You do not have to complete the application form in one sitting. The form can be saved and returned to at a later time. The form will sit as a Draft Application until you have submitted the form to the fund.

Keep a copy of the Fund Guidelines to hand when completing the form. Go to EirGrid's website where you can download a copy of the guidelines. [www.eirgrid.ie/Laois-Kilkenny](http://www.eirgrid.ie/Laois-Kilkenny)

### **Submitting my application**

Press "Submit" to submit your application to the fund. You will then receive an automatic email asking you to verify your signature, and once verified you will receive an email with a copy of your application attached. (Please check your Spam/Junk folders for these emails)

Please ensure you submit your form before the deadline as indicated on your Fund Guidelines.

### **Need any help?**

M-CO, the Fund Administrators will be happy to answer any queries on the form or the application process in general.

Phone: 01 887 0630

E-mail: [communitybenefitfund@mco.ie](mailto:communitybenefitfund@mco.ie)