



**DEPARTMENT OF JUSTICE AND EQUALITY**  
**AN ROINN DLÍ AGUS CIRT AGUS COMHIONANNAIS**


**APPLICATION FORM FOR GRANT AID**  
**FOR A COMMUNITY BASED CCTV SYSTEM**

**NOTE**

- Please ensure that you have responded to every question on the checklist of eligibility criteria and mandatory requirements overleaf and that the required documentation is included with your application.
- Consideration will only be given to applications that fully comply with the eligibility criteria. Applications should be submitted by registered post. Applications will be managed at the discretion of the Minister by reference to the assessment criteria [Form No PD 002] and having regard to the need for a geographical dispersal of grant aid within the limits of available funding. *Accordingly, there is no guarantee that all applications meeting the eligibility criteria will be successful.*
- Applications that do not comply fully with the eligibility criteria (see checklist on page 2 and 3) will not be considered for grant aid and will be returned to the applicant. If such applications are amended to comply with the eligibility criteria they can be re-submitted.

**THE DECISION OF THE MINISTER IS FINAL IN RELATION TO ALL APPLICATIONS FOR  
FUNDING UNDER THIS SCHEME.**

## Eligibility Criteria and Mandatory requirements for all applications – CHECKLIST.

| Please confirm that you have addressed each of the mandatory criteria below by ticking the associated checkbox; |  |  | For<br>Official<br>Use |
|---|--|---|------------------------|
| 1   | Has this application been completed in accordance with the Guidelines Document <b>(Form No PD 002)?</b>  |   |                        |
| 2   | Has a steering committee for the project been established as required by the mandatory funding conditions in the Guidelines for Application Document <b>(Form No PD 002)?</b>  |   |                        |
| 3   | Does the application include a completed Assessment of Need by the local Divisional Officer of An Garda Síochána <b>(Form No PD 005) ?</b>   |   |                        |
| 4   | Has a letter of approval from the Joint Policing Committee been included with this application?  |   |                        |
| 5   | Has evidence of Authorisation of the Commissioner in accordance with Section 38 of the Garda Síochána Act 2005 been included with this application?  |   |                        |
| 6   | Has a letter from the Local Authority confirming that it will act as Data Controller been included with this application?  |   |                        |
| 7   | Has evidence of Garda vetting in respect of the proposed Data Controller and others who will have access to the system been included with this application?  |   |                        |
| 8   | Has a copy of a current Tax Clearance Certificate or Charitable Status (CHY) number in respect of the Lead Group been included with the application?   |   |                        |
| 9   | Does the application make clear that the requirements of the Technical Specification Document are being complied with?   |   |                        |
|   | <b>FINANCES</b>  |   |                        |
| 10  | Does the application clearly demonstrate that funds are in place to: <ul style="list-style-type: none"> <li>• meet the applicant’s portion of the funding required for the CCTV system; and</li> <li>• sustain the project for a period of 5 years?</li> </ul> |   |                        |
| 11  | Does the application provide detail of the financial control and management systems appropriate to the project?  |   |                        |
| 12  | Does the application provide detail of the organisational and management structure with regard to the normal operations of the Lead Group?   |   |                        |
| 13  | Does the application provide detailed costings (including VAT), quotations etc. of the project?  |   |                        |
| 14  | Does the application include the most recent accounts including balance sheet of the Lead Group?   |   |                        |

|    |  |                         |  |
|----|--|-------------------------|--|
|    | <b>PLANNING -</b>  |                         |  |
| 15 | Does the application include a detailed scaled map showing the area the proposed system will cover – illustrating the proposed camera positions and showing effective coverage for each camera?              |                         |  |
| 16 | Does the application include evidence that the necessary planning permissions and wayleaves have been secured, to allow for the installation of cameras or related equipment and the routing of cables etc.? |                         |  |
| 17 | Is the Lead Group an existing, legally registered body?  |                         |  |
| 18 | Does the Lead Group have an established track record in relation to the expenditure of public funds?   | YES [ ]<br>or<br>NO [ ] |  |

## Important Notes

**Please read the Community Based CCTV Scheme Guidelines for Application (Form No PD 002) carefully before completing this form.**

- ❑ A separate application must be submitted in respect of each proposed CCTV system in an area.
- ❑ It is a requirement that each project will have a local Project Steering Committee to manage the implementation of the scheme in their area.

**Please ensure that you have:**

- ❑ completed **all the questions** on this application form; **(Form No PD 003)**;
- ❑ read and understand the **Community CCTV Guidelines**; **(Form No PD 002)**;
- ❑ read and understand the **Code of Practice for Community Based CCTV Systems**; **(Form No PD 001)**.
- ❑ read and understand the **Technical Specification for Community Based CCTV**; **(Form No PD 004)**; and
- ❑ arranged for the completion of an Assessment of need by the local Divisional Officer of An Garda Síochána; **(Form No PD 005)**.

Successful applicants will be required to give an undertaking to the Department of Justice and Equality to fully comply with taxation, public procurement and Government accounting rules in the expenditure of any grant monies awarded – see declaration at Part 7

**\*\*Completed application form together with supporting documentation should be sent by Registered Post to:**

**Department of Justice and Equality  
Policing Division (Community CCTV Scheme)  
51 St. Stephen's Green  
Dublin 2  
D02 HK52**

**\*\*An electronic copy of the application must also be forwarded by email to [communitycctv@justice.ie](mailto:communitycctv@justice.ie)**

## Part 1                      Details of Applicant Lead Group

This section relates to information about the Lead Group applying for grant aid.

Where an application is being made on or on behalf of an organisation the application form should specify the Lead Group which will act as the fund holding body for the purposes of the application. In these circumstances the application should be made by that Lead Group.

### Note:

- Applicants can be individual legally constituted groups within the community, statutory or voluntary organisations, publicly funded groups or a consortium which has come together to formulate an application.
- Applicants will have to nominate an established legally constituted group as the 'Lead Group' and fund holding body for payment of any grants awarded.
- It is a requirement that each project will have a local Project Steering Committee to manage the implementation of the scheme in their area.

### 1.1 Details of Lead Group

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

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**NOTE: The contact person should normally be the person who is duly authorised to act on behalf of the Lead Group and to sign the Declaration at Part 7. If the contact person for this application is not authorised in that regard, then full details of the person so authorised should be provided with the application.**

**1.2 If your group is a consortium, please list the constituent groups and provide details of their respective roles in the community.**

|    | <b>Name of consortium</b> | <b>Name of constituent group</b> | <b>Role of constituent group in the Community</b> |
|----|---------------------------|----------------------------------|---|
| 1. |                           |                                  |   |
| 2. |                           |                                  |   |
| 3. |                           |                                  |   |
| 4. |                           |                                  |   |

**1.3 Has a dedicated Project Steering Committee been established to manage the project?**

Yes  No

If 'Yes' will this Steering Committee be different to the consortium members identified at the beginning of this Section? If so, please list.

Yes  No

|    | <b>Name</b> | <b>Name of Organisation</b> | <b>Address</b> |
|----|-------------|-----------------------------|----------------|
| 1. |             |                             |                |
| 2. |             |                             |                |
| 3. |             |                             |                |
| 4. |             |                             |                |

**1.4 Identify the type of organisation/group that best describes the Lead Group e.g. local community, statutory, local authority, chamber of commerce/business association, voluntary organisation, Area Partnership, Enterprise Development Group, CDP, etc.**

Type of Organisation: \_\_\_\_\_

1.5 When was the Lead Group established? Month   Year

1.6 What is the legal status of the Lead Group? \_\_\_\_\_

1.7 Does the Lead Group have a Constitution or Articles & Memorandum of Association?

(Please tick relevant box) Yes  No  Newly Formed

If 'Yes', please enclose a copy.

1.8 Does the Lead Group have a current Tax Clearance Certificate?

(Please tick relevant box) Yes  No

If 'Yes' please enclose a copy.

If 'No' does the Lead Group have a Charitable Status (CHY) Number?

(Please tick relevant box) Yes  No

If 'Yes' please state number \_\_\_\_\_

1.9 What is the most recent year for which audited accounts are available? \_\_\_\_\_

Please enclose a copy of the most recent audited accounts including balance sheet.

1.10 Does your Lead Group employ staff? Yes  No

If 'Yes', how many are employed

In a full-time capacity? \_\_\_\_\_

In a part-time capacity? \_\_\_\_\_

1.11 Does your Lead Group have management experience of running publicly funded projects?

Yes  No

If 'Yes' please provide details of the types of projects and the budgets involved.

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

**1.12 Please outline the management and decision-making procedures that are in place with particular reference to financial management and control.**

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**1.13 Does your Lead Group currently work in a community development capacity with other local groups?**

Yes  No

If 'Yes' please list the groups below and provide details.

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**1.14 Is your application linked to any existing development initiatives or measures regarding crime prevention and/or support for persons who are considered to be 'at risk'?**

Yes  No

If 'Yes', please outline the nature of the links

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**1.15 Please provide details of any previous experience your Lead Group has had which required co-operation and co-ordination with other community groups.**

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## Part 2                      Project Proposal

This section relates to information about the CCTV system which you propose to install.

- 2.1    Please outline your overall CCTV proposal including the reason(s) why you consider there is a need for this project, what it will be used for and include a list of the persons involved in the assessment of need. (use separate sheet as necessary)**

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- 2.2    What concerns or issues will the project attempt to address? (use separate sheet if necessary)**

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- 2.3    What benefit or impact will the installation of a CCTV system be likely to have upon your community/area? (use separate sheet if necessary)**

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**2.4 Please describe the geographical area that the proposed CCTV will cover including the specific areas within field of vision of each camera which will be the main focus of attention (use separate sheet if necessary)**

*Please attach a scaled map, showing the area the proposed system will cover and the proposed camera positions for effective coverage for each camera.*

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**2.5 Provide details and supporting evidence of the consultation process you have undertaken in order to ascertain that the residents in the area affected by the proposed CCTV scheme are broadly supportive of the scheme.**

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**2.6 Is it proposed to monitor the CCTV system?**

(Please tick relevant box) Yes  No

If 'Yes' please describe the type and location of the monitoring centre and the arrangements that are in place including staffing and security. (Use extra sheets if necessary)

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**2.7 Does the installation of any aspect of your proposed system require planning permission?**

Yes  No

If 'Yes', has permission been applied for? Yes  No

Granted? Yes  No

Please state planning register Number: \_\_\_\_\_

**2.8 How will the day to day operation of the CCTV system be managed?**

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**2.9 Briefly describe how the system complies with the requirements of the Technical Specification Document. (Form No PD 004)**

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## Part 3 Project Costs

### Initial Capital Set-up Costs

3.1 Construction/Adaptation of premises for monitoring centre

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3.2 Purchase of CCTV equipment/materials

€

3.3 Installation of CCTV Equipment

€

3.4 Overall Total Capital Cost of the project

€

3.5 Are these ‘pre-tender’ estimates or quotations? (*Please tick relevant box*) Yes  No

If ‘yes’ please attach details.

If ‘No’ please attach full details of how the figures were arrived at.

3.6 What percentage of the overall capital cost of the project has been raised by the Lead Group?

\_\_\_\_\_ %

3.7 Please state the amount of grant you are requesting (max allowable €40,000) and how you arrived at this figure.

€

## Part 4 Matching Funding

4.1 Please provide full details how the Lead Group will supply the balance of funds required to implement the project, within the specified timeframe?

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4.2 What committed matching funding has the Lead Group available towards the establishment of the project?

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Please provide details of the sources and amounts of the matching funds:  
 Where funds have been collected, or commitments to funding the proposed project have been secured, from a source other than this Department, please attach documentary evidence of same in the form of letters of undertaking, bank statements or similar.

|   | Amount  | Source               |
|---|---|----------------------|
| € | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> |
| € | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> |
| € | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> |

## Part 5 Operational / Staffing Costs

Note - While each project will incur operational costs it may not necessarily incur staffing costs.

### 5.1 Estimated Annual Operational Costs (please specify):

|                      |   |
|----------------------|---|
| Heat / Light / Power | € |
| Maintenance          | € |
| Rent                 | € |
| Administration       | € |
| Telephone            | € |
| Repairs              | € |
| Other:               | € |
|                      | € |
|                      | € |
| <b>Total</b>         | € |
|                      |   |

Note - Paragraph 5.2 needs to be completed only where the project will involve the employment of staff.

### 5.2 Estimated Salary Costs (incl. PRSD).

| Job Title    | No. of Persons | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|----------------|--------|--------|--------|--------|--------|
|              |                | €      |        |        |        |        |
|              |                | €      |        |        |        |        |
|              |                | €      |        |        |        |        |
|              |                | €      |        |        |        |        |
|              |                | €      |        |        |        |        |
| <b>Total</b> |                | €      |        |        |        |        |

### Five Year Funding Sources Analysis

5.3 Please supply detailed information with regard to how the Lead Group will fund the operational, maintenance and running costs of the CCTV system for at least five years from the date of the commissioning of the CCTV system? (please use separate sheet as necessary)

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**5.4 Please provide details of the sources and amounts of committed funding for the project over the five-year period.**

| Sources                      | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|------------------------------|--------|--------|--------|--------|--------|
|                              | €      |        |        |        |        |
|                              | €      |        |        |        |        |
|                              | €      |        |        |        |        |
|                              | €      |        |        |        |        |
|                              | €      |        |        |        |        |
|                              | €      |        |        |        |        |
| <b>Total Committed Funds</b> | €      |        |        |        |        |

**5.5 Please list potential sources of funding which you have identified for the five-year period of the project.**

| Sources | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------|--------|--------|--------|--------|--------|
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |
|         | €      |        |        |        |        |

## **Part 6 Project Timeframe**

**6.1 What was the start-up date for the project? – dd//mm//yyyy**

**6.2 What is the completion period for the project? - dd//mm//yyyy**

**6.3 Please give a detailed breakdown of the work/progress carried out on the Project to date (use a separate sheet as necessary).**



## Part 7 Declaration

This section should be completed by the contact person referred to in Part 1 to whom all correspondence will be addressed.

On behalf of \_\_\_\_\_

I, the undersigned, apply for a grant towards the project described in this application and declare that all the information given is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used for the purpose stated. I also understand that the information supplied in or accompanying this application may be made available on request under the Freedom of Information Act 2014.

I have read and understand the information and requirements contained in the Community Based CCTV Capital Grant Scheme Guidelines in relation to Tax Clearance Procedures, Code of Practice for Community Based CCTV Systems, Data Protection Act, Disclosure under the Freedom of Information Act, Technical Specification, Statement of Principles for Grantees and agree to be bound by them.

I undertake to fully comply with taxation, public procurement and Government accounting rules in the expenditure of any grant monies awarded.

I also undertake to allow members of An Garda Síochána access to the CCTV system as required.

I understand that the Lead Group mentioned below takes responsibility for the supply, installation and commissioning of the proposed systems and carrying out all contractual requirements with same.

I also accept, as a condition for the award of a grant, that it involves no commitment to any other grants from the Department of Justice and Equality. The Lead Group are agreeable to have the project monitored by An Garda Síochána or its agents or to allow access to its premises and records as necessary for that purpose.

I confirm that I have read, understood and accept the Disclaimer at Part 9 of this application.

Contact name for all correspondence in connection with this application:

**Name of Lead Group (BLOCK CAPITALS):** \_\_\_\_\_

**Signatory (BLOCK CAPITALS):** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Duly Authorised by Lead Group)

**Position in Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

## Part 8 Disclosure under the Freedom of Information Act

The Department of Justice and Equality wishes to remind applicants that the information supplied in the application form and supporting documentation may be released, on request, to third parties, in accordance with the Department's obligations under the Freedom of Information Act 2014.

You are asked to consider if any of the information supplied by you in applying for funding under the Scheme should not be disclosed because of sensitivity. If you consider that some of the information is sensitive, please identify clearly such information when submitting your application.

If you consider that none of the information supplied by you is sensitive, please complete the statement below to that effect. Such information may be released in response to a Freedom of Information request.

The Department will consult with you about sensitive information before making a decision on release of such information. The Department may release, on request, information to third parties, without further consultation with you, unless you identify the information as sensitive with supporting reasons.

Name of Lead Group: \_\_\_\_\_ hereby agrees that none of the information supplied is sensitive, and acknowledges that any, or all, of the information supplied, can be released in response to a Freedom of Information request.

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

Position within Lead Group: \_\_\_\_\_

## **Part 9      Disclaimer – (Please read carefully)**

The Department of Justice and Equality shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- the application or the subject matter of the application:
- the rejection for any reason of any application.

The Department of Justice and Equality, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

It will be a condition of any application for funding under the terms and conditions of the Community Based CCTV Scheme that the applicant has read, understood and accepted the above: