



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development



An Roinn Iompair
Department of Transport

Community Services Programme 2021 Up-cycling of Bicycles and eBikes Pilot Initiative

Call for Proposals

Application Form

Closing date – 12 noon, 28th May 2021

APPLICATION FORM

Please ensure all sections of the form are completed, and requested documentation provided, before submitting your form

Section 1: Applicant Information

| | |
|---|--|
| (a) CSP Supported Organisation Name (b) Consortium/Partnership Name(s) | |
| (c) Pobal URN | |
| (d) Main Contact person | |
| (e) Address | |
| (f) Eircode | |
| (g) Direct Telephone Number (mobile) | |
| (h) Main Email Address | |

Section 2: Organisation Information

| | |
|--|---|
| (a) Organisation Category | Which of the following best describes your organisation <input type="checkbox"/> (i) Charity <input type="checkbox"/> (ii) Local community development organisation <input type="checkbox"/> (iii) Social Enterprise <input type="checkbox"/> (iv) other (describe below) |
| (b) Companies Registration Number: | |
| (c) If organisation is a Charity, please give Charity Registration Number: | |
| (d) Charity Exemption Number, if applicable: | |
| (e) Organisation Tax Registration Number: | |
| (f) Which sector/activity best describes the main services which your organisation currently provides? | |
| (g) What is the main objective of your organisation? | |
| (h) Is your organisation required to have audited annual accounts? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If Yes, please provide your 2019 audited accounts.

If No, please provide such financial statements as are available for 2019. As per [DPER Circular 13/2014](#).

Please also provide an income and expenditure report for 2020.

Section 3:- Business Planning

Please provide a detailed 3-year Business Plan for your proposed project including a detailed cash flow statement. The Business Plan should include a detailed description of the project proposal including how the project will contribute to the achievement of the programme objectives including;

- The specific groups to be targeted under this pilot initiative.
- How participants/trainees will be selected and the anticipated outcomes, number of jobs created for specific disadvantaged individuals etc.
- How the training programmes will be identified/provided and anticipated outcomes, modules delivered and/or participants trained/certified.
- How the pilot project could be replicated in other parts of the country.
- How raw materials/bicycles will be sourced, verification of origin of bike donations.
- Clear, attainable and measureable targets in relation to upcycled bikes, individuals trained and to what level, individuals employed, individuals who moved on to other employment.
- The number of up-cycled bicycles to be redirected to relevant end users i.e. those on low incomes, disadvantaged individuals/communities and those in Direct Provision Centres or similar and the basis on which these will be redirected (use/sale/rent/lease).
- A detailed breakdown of costings associated with the pilot including details of all staff costs, training costs and other associated costs as outlined in the information booklet.
- Details of how the project will progress to becoming self-sufficient.
- Evidence of alignment with government policies and strategies, including how your project demonstrates a commitment to the UN Sustainable Development Goals, in particular those with a climate action or decent work and economic growth focus
- Confirmation that the issue of displacement will not arise - services provided under CSP must not displace commercial services and are required to address this issue in their CSP Business Plan/application.
- Details of relevant experience, qualifications, track record and achievements of your organisations in working with and developing a social enterprise in the recycling/upcycling industry and in the delivery of training to marginalised individuals and groups, if applicable to your proposal.
- Details of the corporate governance structure of your organisation/consortium.
- Details of the operational management and control systems that will be established for this project, including budget and cashflow management.

- Any additional information that you feel is relevant to your application.

Section 4: Use of Data

The information on this Application Form will be used by the Department of Rural and Community Development, the Department of Transport and Pobal for the purposes of processing the application. Further information may be sought by the Department to clarify aspects of the project proposal.

The Applicant and the Department are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation (“GDPR”).

The Department retains the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded project(s) –

- i. any information supplied by the Applicant to the Department,
- ii. any relevant data gathered by the Department in administering grant aid to the project, except where the information is considered to be personal or commercially sensitive.

Section 5: Applicant Declaration

This declaration must be signed by an officer authorised by the applicant organisation to make such funding applications.

- i. I confirm that I have read and understood this document.
- ii. I declare that the information given in this application is true and correct.
- iii. I request that assistance be given in support of the project as outlined and certify that, if awarded, the funding will be solely used for the purpose for which it is approved.
- iv. I can confirm that this project is not funded from any other source.

| | |
|------------------|--|
| SIGNATURE | |
| NAME | |
| POSITION | |
| DATE | |