



**An Roinn Dlí agus Cirt
agus Comhionannais**
Department of Justice
and Equality

Community CCTV Grant Aid Scheme

**Application form for grant aid in relation to
establishment, upgrade or extension of a community
based CCTV scheme**

**Document Reference: CCTV Form 1 – Grant Aid Application
Form**

Please ensure that you have:

- ❑ read and understand the **Notes for Applicants** carefully before completing this application form;
- ❑ read and understand the **Code of Practice for Community Based CCTV Systems**;
- ❑ responded to every question on the **checklist** of eligibility and mandatory requirements
- ❑ included all required **documentation**
- ❑ submitted a **separate application** for each proposed CCTV system.

Applications that do not comply fully with the selection criteria will not be considered for grant aid and will be returned to the applicant. Such applications can be amended and re-submitted.

Successful applicants will be required to give an undertaking to the Department of Justice and Equality to fully comply with all relevant law, including taxation, public procurement and Government accounting rules in the expenditure of any grant monies awarded.


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

**Department of Justice and Equality
Community CCTV Grant Aid Scheme
Floor 2, Bishops Square
Redmonds Hill
Dublin 2
D02 TD99**

An electronic copy of the application must also be forwarded by email to **fundadmin-comm-based-cctv@justice.ie**

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

Checklist of mandatory requirements for applications

Please confirm that you have addressed each of the mandatory criteria below by ticking the associated checkbox;			For Official Use
	STATUTORY REQUIREMENTS FOR CCTV		
1	Has a letter of approval from the Joint Policing Committee been included with this Application?		
2	Has a letter from the Local Authority confirming that it will act as Data Controller been included with this application?		
3	Has evidence of Authorisation of the Commissioner in accordance with Section 38 of the Garda Síochána Act 2005 been included with this application?		
	FINANCIAL DETAILS		
4	Has a copy of a current Tax Clearance Access Number and Tax Reference Number or current Charitable Status (CHY) Number in respect of the Lead Group been included with the application?		
5	Does the application include the most recent accounts including balance sheet of the Lead Group?		
6	Does the Application include details of the capital costings (including VAT) of the System?		
7	Does the application demonstrate that the Lead Group have funds in place to meet their portion of the funding required for the CCTV System?		
8	Does the application provide estimated operational costs of the System?		
9	Does the application demonstrate how the Lead Group will fund the CCTV System for at least five years from the date of the commissioning of the CCTV System?		
10	Have supporting quotations from third party service providers relating to capital, maintenance and running costs of the CCTV System been included?		
	PLANNING		
11	Does the application include a detailed scaled map showing the area the proposed system will cover (illustrating the number of cameras, proposed positions and effective coverage for each camera) matching the Garda Commissioner's authorisation?		
12	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.?		
13	Is the Lead Group an existing, legally registered body?		
14	Does the Lead Group have an established track record in relation to the expenditure of public funds?	YES [] or NO []	

Part 1 Details of Applicant Lead Group

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

Where an application is being made on or on behalf of a consortium, 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.
- Each project should 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 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 authorised person should be provided with the application.

1.2 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: _____

Legal status of the Lead Group: _____

Date the lead group was established: dd//mm//yyyy

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

	Name of consortium	Name of constituent group	Role of constituent group in the Community
1.			
2.			
3.			

1.4 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.

1.5 Does the Lead Group have a current Tax Clearance Access and Reference Number?

(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 _____

1.6 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.

1.7 Does your Lead Group employ staff? Yes No

If 'Yes', how many are employed

In a full-time capacity? _____

In a part-time capacity? _____

1.8 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.

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

1.10 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

Part 2 CCTV System Proposal

2.1 Does the application relate to:

- a first-time installation of CCTV system
- extension of an existing CCTV system, or
- upgrade and replacement of an incomplete or obsolete CCTV system

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

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

2.3 Please outline your overall CCTV proposal, including the concerns the project is attempting to address and the benefit or impact the installation of CCTV is likely to have in your community or area (use a separate sheet if necessary)

2.4 Please describe 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

2.5 How will the day to day operation of the CCTV system be managed? Please note that monitoring of CCTV is not a requirement of the grant aid scheme.

2.6 Please describe the location and security of storage facilities for data recordings in the CCTV system

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 Does the installation of any aspect of your proposed system require wayleaves?

Yes No

If 'Yes', please attach documentary evidence of permission

2.9 Please provide a scaled map, clearly showing the number of cameras, the area the proposed system will cover and the proposed camera positions, in keeping with the arrangements authorised by the Garda Commissioner.

Part 3 Approvals and Authorisation required by law for Community CCTV systems

3.1 Has approval of the CCTV System been given by the relevant local Joint Policing Committee?

(Please tick relevant box) Yes No

If 'Yes', please include a copy of the JPCs approval with this application form.

3.2 Has approval of the CCTV System been given by the relevant Local Authority and its undertaking to act as Data Controller?

(Please tick relevant box) Yes No

If 'Yes', please include an original letter from the Local Authority confirming its approval and undertaking the role of Data Controller with this application form.

3.3 Has the CCTV system been authorised by the Garda Commissioner?

(Please tick relevant box) Yes No

If 'Yes', please include a copy of the Commissioner's authorisation with this application form.

Part 4 Costings

4.1 Initial capital costs and matching funding

4.1.1 Purchase of CCTV equipment/materials

€

** Inclusive of VAT

4.1.2 Installation of CCTV Equipment

€

** Inclusive of VAT

4.1.3 Construction/adaptation of premises for location and secure storage of data recording

€

** Inclusive of VAT

4.1.4 Overall Total Capital Cost of the System

€

** Inclusive of VAT

*Please attach copies of 'pre-tender' estimates or quotations to demonstrate how the figures were arrived at.

4.1.5 What committed matching funding has the Lead Group available towards the establishment of the System?

€

4.1.6 What is the source of those matching funds?

Please attach documentary evidence of same in the form of letters of undertaking, bank statements or similar, where relevant

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

4.2 Running costs

Note - Monitoring of CCTV is not a requirement of the grant aid scheme. The Data Protection Commission also confirms that local authorities are not required, as a result of their role as data controller, to monitor CCTV feeds on a continuous basis. Accordingly and while it is expected that each Project will incur operational costs, it is not envisaged that staffing costs would ordinarily arise.

4.2.1 Estimated Annual Operational Costs inclusive of VAT (please specify only those which apply):

Heat / Light / Power	€
Maintenance	€
Rent	€
Administration	€
Telephone	€
Repairs	€
Other:	€
	€
	€
Total	€

4.2.2 Please state the amount of grant you are requesting for minor maintenance and servicing. Note: the maximum allowable is €5,000, which can be used for maintenance and servicing in the first 5 years of the system.

€

4.2.3 Please provide details of the sources and amount of funding for the system over the five-year period.

Sources	Year 1	Year 2	Year 3	Year 4	Year 5
	€				
	€				
	€				
	€				
	€				
	€				
Total	€				

Please confirm if this is committed funding or potential funding identified
(tick relevant box)

Part 5 Declaration

Note - This section should be completed by the authorised contact person identified in Part 1 of this application form and to whom all correspondence will be addressed.

On behalf of (*Lead Group*) _____

I, the undersigned, apply for a grant towards the CCTV system described in this application. I 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 also agree and declare the following:

1. We accept and agree to be bound by all of the terms, conditions and eligibility and selection criteria set out in the Notes for Applicants and other documentation associated with this grant aid scheme, including the Code of Practice for Community based CCTV systems.
2. We agree to fully comply with all applicable law, including taxation, public procurement and Government accounting rules in the expenditure of any grant monies awarded.
3. We undertake to allow members of An Garda Síochána access to the CCTV system or its premises and records, in accordance with applicable law.
4. We understand that the Lead Group takes responsibility for the supply, installation and commissioning of the proposed systems and carrying out all contractual requirements with same.
5. We also accept, as a condition for the award of a grant, that this involves no commitment to any other grants from the Department of Justice and Equality.
6. I confirm that I have read, understood and accept the Disclaimer at Part 7 of this application.
7. We accept that the decision of the Minister for Justice and Equality in relation to grant applications is final.

Name of Lead Group (BLOCK CAPITALS): _____

Signatory (BLOCK CAPITALS): _____

Signed:

(Duly Authorised by Lead Group)

Date:

Part 6 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 that information clearly and complete the statement below to that effect.

The Department will consult with you about any such 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: _____

Part 7 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 Systems.

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.