



# Inland Waterways Association of Ireland

## Central Project Funding Application

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### Introduction

The IWAI has approved a central development fund with a view to building and further develop the goals of the IWAI. Given the wide scope that such development could have, it is necessary to be selective in selecting areas for support. It is important to align any projects with the general aims of the IWAI.

**Please note that this application form is to request additional central funding for a branch sponsored project only.**

In general, the following project areas have been selected for consideration:

- Restoration work
- Providing infrastructure
- Lobbying for specific projects from various agencies
- Campaigns to promote or defend local water oriented interests or to defend locally the interests of the Association
- Education and Training
- Miscellaneous

Projects are not specifically limited to such areas and any project will be considered on its merits.

### Procedures and Criteria

The application form, for the scheme is attached. The applications will be considered by a panel of reviewers drawn from a IWAI Executive and one non-executive member, called the Review Panel. The over-riding criterion for all schemes will be the likely beneficial impact on the inland waterways or the Association. Please read the form carefully and answer it as fully as possible. This saves time and effort and speeds up the process.

*Please note the preference is to use the Electronic version of this form.*

## Rules and Regulations

The Executive will accept such applications at any time. However the Review Panel will review such applications when time is available and consistent with the workload of the Panel and the IWAI Executive. No specific approval date or time frame for decision can be given in advance, but the Review Panel will not seek to delay the project, but time is not of the essence in regard this application process, or any subsequent decisions, or the distribution of any central funds so allocated.



**No contracts, legal undertakings or other such undertakings, purchases etc should be undertaken, that rely on such central funding, can be entered into, before the approval of the project. In certain cases, the specific consent, of the board of Directors may be required. Note that in general any legal undertaking that binds the IWAI must seek approval from the Board of Directors of the IWAI.**

Approval may be given for all or part of the funding sought. The Review Panel may suggest alternative amounts, propose stage payments, offer alternative solutions or in some cases withdraw the Association's approval for the project completely.

Funding may be made subject to any necessary planning or statutory approvals, outcomes of legal challenges or any other impediments, real or perceived. In such cases funding will be released only after the Review Body has been satisfied. Such conditions will be set out.

Careful consideration must be made to ensure that the project is achievable, that the branch has resources to complete such a project and that the project can be completed in a reasonable timeframe. The Review Panel may suggest alternatives in this regard.

The Review Panel will monitor the application of central funds and the progress of the project. It may request status updates, seek receipts, invoices, other documents or reports on progress as required. It may request to interview of the project sponsor or other persons and request further information written or verbal. It may visit the project works to ascertain the correct application of funds. At any stage the Review Panel or the Board of Directors may suspend payment of funds and in extreme cases may request that the project be halted.

In all projects, care must be taken to ensure the health and safety of members and the public are maintained. Projects must be carefully analysed in relation to this need any associated costs factored in. The Association has a very good safety record and this must be maintained.

The funds available for such projects are limited and are available to all branches, hence financial constraints may limit the funds available at any time and exceptional circumstances may reduce the funds available. Applications that exceed the available budget at the time will be speedily returned and the branch informed.

Where projects incur annual ongoing costs, such as maintenance, repairs, etc, the approval of this application in no way commits further central funding annually or other wise in relation to this application. The amounts agreed will be the maximum allowed under the application for the considered project and any further funds will require a separate application process



**The Review Panel may at any time during the review process, request further information, seek specialist advice or any other measure so as to ascertain the viability and suitability of the proposed project or to verify the veracity of the application.**

## 1. Project and Sponsor Details

**Project Name**

**Sponsoring Branch**

**Primary Contact Person**

**Address of Contact Person**

**Contact Phone No. (Landline)**

**Contact Phone No. ( Mobile)**

**Email**

**Legal Representatives Name or other consultants** ( N/A if none)

**Address of above** ( N/A if none)

Where a branch has engaged specific consultants, or the work is primarily done by external contractors or other specialist advisors ( PR companies, market research groups etc), then please use the above boxes to outline their contact details as the Review Panel may seek their input in reviewing the application.

## 2. Summary Project Information

### Project Category

Tick one box that closely corresponds to the proposed type of project

**Restoration work**

**Providing new infrastructure**

**Lobbying for specific projects from various agencies**

**Campaigns to promote or defend local water oriented interests**

**Campaigns to defend locally the interests of the IWAI**

**Education and Training**

**Miscellaneous**


### Project Summary

*Outline in a short number of sentences the overall nature of the proposed project*

### Project Goals

*Outline the overall gains and benefits that you hope to achieve with the proposed project*

### Specific use of the funds

*Outline what specific items or use you wish to Use the IWAI central funding for*

*( purchase of jetties, specific restoration activities, marketing, brochures etc)*



**Please indicate the currency being used in this application.** ( Enter the € or £ symbol in the box. *All figures must be quoted in the currency so indicated*)

### Project Start Date

**Project Completion Date**

**Total Estimated Cost of the Project**

**Branch contribution amount** (*direct branch funds only*)

**Grant Aid/State amount support/sought** (*Leader funds, local grants etc*)

**Contributions or other funding amounts** (*local fund raising, local collections ,etc*)



**Amount sought from Central IWAI Funds**

**Is this the first time central funding has been sought** (*yes/no*)

### 3. Benefits and Gains

Outline what are the specific benefits of this project

#### Specific Benefits to the IWAI

*Mark 1 to 10 , 10 being highest, how this benefits the IWAI in the following categories, fill all boxes*

- Provides new navigation opportunities**
- Protects or restores existing navigation assets**
- Enhances the waterways for water based users**
- Enhances the waterways for non water based users ( walkers, cyclists,etc)**
- Protects or enhances the associated industrial heritage**
- Protects or enhances the local environment or wildlife**
- Improves the visibility/reputation of the IWAI nationally**
- Improves the visibility/reputation of the IWAI locally**
- Improves Member pertinent education or training standards**
- Improves Branch or member safety**
- Improves the provision of knowledge of the waterways**
- Enhances or adds to the assets of the IWAI**
- Enhances Local knowledge of a waterway issue**
- Enhances the National knowledge of a waterway issue**
- Contributes to a National IWAI campaign**


How does this project benefit the local branch of the IWAI

**How does this project benefit the IWAI as a whole**

**In summary explain and outline how this project meets the goals of the IWAI both locally and nationally**

**Any other comments you wish to make in relation to the project**

*( write "NONE" if no such comments)*

## 4. Specific Project Cost Breakdown

	Total Budget	IWAI Central
Capital Costs <i>(physical things that have to be bought)</i>		
Plant Hire/Contractor Hire <i>( see Note 1)</i>		
Construction or Project Labour costs		
Personnel Costs or Expenses <i>( see Note 2)</i>		
Marketing costs <i>( web site , preliminary brochures, etc)</i>		
Planning or other statutory payments <i>( see Note 3)</i>		
Legal Costs		
Insurance Costs		
Misc Costs		

Note: 1. This cost is specific to non-volunteer labour that may have to be directly employed where such skills are not available as volunteers. Further information may be requested

Note: 2. The Association generally goes not remunerate volunteers, except in exceptional circumstances. Additional information may be requested

Note: 3. The Executive reserves the right to query such costs, request further information or specific breakdowns as required

The IWAI does not fund projects that are primarily hospitality based, or have significant proportions of their costs in such areas, i.e. provision of food, drink, entertainment etc.

**Does this project have a ongoing annual cost (maintenance, etc) *( Yes/No)***

**What is the amount of the ongoing annual cost**

**Outline the nature and reasons for such an annual cost**

*( Note even if the annual cost is not being sought from central funding, but is being provided from other funds, please complete this section, or "N/A")*

**Can the Branch meet this annual cost from its own resources *(Yes/No)***

**If “No” where will the Branch raise the necessary annual funds**

*(N/A is previous answer was “Yes”)*

**Can this project proceed if Central funding is NOT received** *(Yes/No )*

**Outline why it can under such circumstances**

**If it proceeds under reduced funding, what can be achieved?**

*( please outline if a reduced project is possible as if may not be possible to fully fund the project)*

## 5. Detailed Project Information

**Project has any aspect that requires planning permission ?** *(Yes/No)*

**If “Yes” , Has planning permission been sought** *(Yes/No or N/A)*

**Has planning permission been granted** *(Yes/No or N/A)*

**Project requires Environmental Impact Assessments** *(Yes/No or N/A)*

**Has such Assessment been drawn up and submitted** *(Yes/No or N/A)*

**Any other regulatory requirement or documentation process** *(Yes/No or N/A)*

**Has such work been done and accepted** *(Yes/No or N/A)*

**Can This project go ahead in advance of such permissions** *(Yes/No or N/A)*

**Outline why it go ahead without such permissions**

*( In general where projects require statutory prior approvals, the Association will only fund subject to such approvals being obtained)*

**Has any necessary landowners permissions or waivers or rights of access been obtained** *(Yes/No or N/A)*

**Outline any other legal or statutory barriers to project completion**

*( Or other problems that prevent the project starting or completing)*

**Waterways Ireland Permission Required** *(Yes/No or N/A)*

**Waterways Ireland Permission Received** *(Yes/No or N/A)*

**Encroachment license required** (Yes/No or N/A)

**Encroachment license received** (Yes/No or N/A)

**Does this project require Public Liability Insurance Cover** (Yes/No or N/A)

**Insurance Cover is in place, See Note 1** (Yes/No or N/A)

**Is any person likely to be considered an Employee of the IWAI** (Yes/No or N/A)

Note: 1. The Association has conventional insurance that is designed to cover its normal activities, such as rallies, get-togethers and meetings. Projects that have significant labour activity in general fall out side that insurance and will require special cover. Contact the IWAI Central Hon. Treasurer for more details

The Association does not in general have employees. The hiring of people likely to be classed as employees requires the specific assent of the Board of Directors. Part time or casual labour can fall into this category. Please seek advice for the Board of Directors of the Association before proceeding.

**Any other information you might want to add**

Please note that a summary letter of approx 200 words may accompany this application should you wish to do so.

We look forward to receiving your application.

***Please Sign and Date the application***



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*For Internal Use only, do not write here*

**Date Received**

**Principal Reviewer Name**

**Date Reviewed #1**

**Date Reviewed #2**

**Decision Date**

**Amount Approved** ( NOTE application currency)

**Approval Name**

**Approval Signature** ( where the approval person if NOT the chairperson of the Review Panel)

**If the Approval is subject to conditions, set these out below**

**Review Panel Additional Comments**

**Name , Signature and Date of Review Panel Chairperson**

*I the undersigned have review the Panels findings and I grant such approval subject to the conditions set out*

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date