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| **Project Details** |
| **See Guidelines on Purchasing Equipment at Appendix 1** |
| Please tick **🗸** the activities which your committee plans to undertake, list the items you intend to purchase (goods or services) and the estimated cost of each activity. |
|  **Activity 🗸** | **List of Items Intended to be Purchased** | **Estimated****Cost (€)** |
| Improving or maintaining the approach roads to town or village. e.g. planting of trees, shrubs, maintenance of hedges and fences, nameplates, kerbing |  |  |  |
| Improving or maintaining a residential area in a town or village. e.g. trees, plants, small items of street furniture, natural wildlife areas, maintenance of green spaces |  |  |  |
| Improving and dealing with derelict sites or other problem areas. e.g. dealing with graffiti, posters on walls, illegal dumping of rubbish, painting of buildings |  |  |  |
| Improving or maintaining open spaces, including wildlife and recreational areas.  |  |  |  |
| Conducting a survey and developing a TidyTowns plan to improve the physical environment of a town or village. |  |  |  |
| Small equipment necessary to carry out the activities of a TidyTowns committee. e.g. mowers, strimmers, safety clothing and cleaning operations |  |  |  |
| **Total Estimated Cost** | **€** |

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| **Acceptance Form** |
| **Main Contact Details** |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **Role in Committee** |  |
| **Email Address**  |  |
| **Phone Number** *(Daytime)* |  |
| **Committee Address** |  |
| **TidyTowns Committee Bank or Credit Union Account Details** |
| Grants will not be paid into an individual person’s account. Accounts must be in the name of the TidyTowns Committee.  |
| **Name & Address of Bank or Credit Union** |  |
| **Name on account** |  |
| **Bank Sort Code** |  | **Bank Account Number** |  |
| **BIC Number***(on account statement)* |  | **IBAN***(on account statement)* |  |
| **Authorised Signatories on account:** |  |

**Before signing below, please ensure you read the terms and conditions at APPENDIX 1**

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| **Signatories** |
| **Two members of your TidyTowns Committee must sign this form to confirm that they have read and agree to the above terms and conditions and are authorised to submit this application on behalf of the Committee.** |
| Signed by |  | Signed by |  |
| Print Name |  | Print Name |  |
| Role in Committee |  | Role in Committee |  |
| Date |  | Date |  |

Please return your completed and signed form to Pobal using the Freepost envelope provided.

Any queries you may have on accepting this grant funding or completing, signing and returning the application form can be raised with Pobal via:

E-mail: tidytowns@pobal.ie

Phone: 01 5117099

Please keep a copy of this form for your own records.

**Important : Terms and Conditions enclosed at APPENDIX 1☞**

**APPENDIX 1**

**When purchasing items your committee must:**

1. Obtain verbal quotations from competitive suppliers and select the lowest or most suitable price and retain evidence of same i.e. record of quotes sought and received.
2. Retain invoices & receipts to match the amount spent as you may be asked to supply them or you may be visited to inspect your project or its books and records. Following an inspection, if ineligible expenditure is identified, you will be required to refund this part of your grant to the Department.

You may be requested to refund any of the unspent grant held after the 31st July 2018.

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| **Terms & Conditions** |
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| **By signing this acceptance form the Tidy Town Committee:**1. Confirms that the funding provided will only be used for the purposes outlined in this acceptance form. The Tidy Town Committee shall retain all information in relation to this grant until 31st July 2025.
2. Confirms that no cost, or part thereof, for the activities outlined in this acceptance form has not already been spent nor goods or services purchased.
3. Confirms that individual Tidy Town committee members or volunteers will not be paid any part of the grant awarded in return for goods or services.
4. Confirms that the Tidy Town Committee shall acknowledge the support of the Department and Pobal on all publicity material and other documents produced and in events associated with the Project in Celebrating 60 Years of TidyTowns.
5. Confirms that information provided to the Department and/or Pobal may be used by the Department and/or Pobal’s on their websites or in publications.
6. Accepts that information provided in this form may be disclosed by the Department and/or Pobal in response to a request under the Freedom of Information Act 2014
7. Accepts that the Department and/or Pobal (or any nominee of any of them) shall be permitted to inspect and copy information in relation to this grant outlined in this form.
8. Confirms that the Department and/or Pobal (or any nominee of any of them) may carry out any inspection, audit or verification procedure and may require information to be furnished or may exercise its rights of access in respect of same.
9. Agrees to comply with the provisions of Data Protection legislation in force from time to time.
10. Acknowledges that the Department and/or Pobal will ensure all due security measures will be taken to ensure the safeguarding of information as per the terms of Data Protection legislation.
11. Accepts that the Department and/or Pobal shall not be liable to the TidyTowns Committee or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from the subject matter of this acceptance form.
12. Accepts that the Department and/or Pobal, their servants or agents, shall not 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 activities outlined in this acceptance form
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