



Tionscadal Éireann
Project Ireland
2040



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

Connected Hubs

Call for Proposals

An initiative under the Town and Village Renewal Scheme

All queries should be addressed to rdi@drctd.gov.ie

**Scheme Outline for the
2021 Connected Hubs Call**

Department of Rural and Community Development

29 April 2021

Closing date for receipt of applications: 17 June 2021

2021 Connected Hubs Call

1. Introduction

The Town and Village Renewal Scheme was introduced in 2016 and is one of a number of measures designed to rejuvenate rural towns and villages throughout Ireland under the Department of Rural and Community Development's "*Rural Development Investment Programme*".

In 2021, the Rural Development Investment Programme's Town and Village Renewal Scheme includes a Connected Hubs Call. This call is intended to develop and leverage the capacity and quality of existing remote working facilities (hereinafter referred to as 'hubs') across the State in support of the National Hub Network initiative. The total indicative funding available for the Connected Hubs Call is €5 million. The fund will provide grants from €10,000, up to €250,000 for multi-hub applications, in accordance with the criteria set out below.

Projects seeking funding for the building of new hubs or the regeneration of derelict or vacant buildings as hubs are directed to apply to the main Town and Village Renewal Scheme or the Rural Regeneration and Development Fund which will be announced in due course.

The enhancement of remote working hubs in rural areas can have a transformative impact on rural and underserved areas of the country. Notwithstanding the clear benefits to individuals and families in terms of quality of life indicators, remote working from hubs will also support local economies, reduce carbon emissions and may arrest or reverse the depopulation of certain areas.

Remote working hubs have the potential to be key economic assets for towns and villages throughout Ireland. By acting as a locus for sustainable economic activity and local job opportunities, hubs can help to drive both urban and rural regeneration. Hubs also can contribute to the economic proposition of towns and villages by supporting place-making through the provision of educational services and cultural and recreational amenities.

The remote working ecosystem in Ireland is diverse in terms of the capacity, scale of facilities, and services offered by hubs. A wide range of government Departments, agencies and other bodies, including the Department of Rural and Community Development (DRCD), the Western Development Commission (WDC), Enterprise Ireland (EI), Údarás na Gaeltachta, and the National Association of Community Enterprise Centres (NACEC) recognised this potential some time ago and have been working to support the development of Connected Hubs facilities.

2. Connected Hubs Call

The Connected Hubs Call is funded by the Department of Rural and Community Development.

The primary objective of the Connected Hubs Call is to support and complement the development of a National Hub Network, which is a key action of the Rural Development Policy - Our Rural Future and the National Remote Working Strategy – Making Remote Work.

The Connected Hubs Call aims to add additional capacity to the existing remote working infrastructure in Ireland by upgrading existing hubs and Broadband Connection Points (BCPs), while continuing to support COVID-19 measures.

The development of a National Hub Network, linking and supporting remote working hubs throughout the country, represents a unique opportunity to recognise the scale of the remote working infrastructure in Ireland. Through the centralised development of shared booking and client relationship management applications and the development of a supportive peer community, the National Hub Network will help to maximise the benefit these hubs can deliver to their clients, their communities and the country. Successful applicants to the Connected Hubs Call must commit to a three-year membership of the National Hub Network; the first step of which is to complete the National Hubs Survey [here](#).

Further details of the network, and the benefits and requirements of the membership are outlined in Appendix 1. Hubs that make this commitment before end-2021 will not be charged for use of the platform for 36 months.

The Connected Hubs Call will provide owners, operators and managers of existing remote working facilities and BCPs with the opportunity to identify and develop their own solutions in consultation with local authorities, local business interests (e.g. Chambers of Commerce), Town Teams (or similar bodies) and community groups as appropriate.

Eligible costs will involve expenditure on supplies and services of a capital nature and some smaller scale works that can be delivered quickly, rather than the large scale capital works, or proposals involving the development of new hubs, which will be eligible for consideration under the main 2021 Town and Village Renewal scheme or the Rural Regeneration and Development Fund.

In light of the potential economies of scale and beneficial network effects that may be delivered the Department encourages applicants to, where possible, identify opportunities to deliver projects or works of a similar nature across multiple hubs or BCPs.

Given the likely nature of the projects and the straightforward application procedure, it is intended that these projects will be approved and announced by the Department within a short timeframe.

Projects under this Connected Hubs Call **must be completed before the end of 2021** and applications must demonstrate credible project timelines to this effect.

This call is operated in accordance with EU Commission Regulation (EU) No 1407/2013 (De Minimis Aid). The De Minimis Aid is applied to the hub as the beneficiary of the funding.

3. Qualifying and Eligibility Criteria

The Connected Hubs Call provides an opportunity to develop existing remote working hubs and BCPs with the aim of adding capacity to the nascent National Hub Network. The hubs may be in public ownership, community ownership or private ownership. The Department is

keen to see existing hubs/BCPs improve their service offering, as well as works to further mitigate the impact of COVID-19. Solutions can be tailored to individual hubs or the same solution can be provided to multiple hubs/BCPs.

Qualifying Requirements

Applications that fail to meet the following criteria will not be evaluated:

- Applications that are received after the closing date.
- Applications that do not meet the minimum eligible funding threshold, i.e. minimum of €10k grant per individual hub.
- Projects with a completion timeframe beyond end of year 2021.
- Applications that fail to indicate a commitment to joining the National Hub Network for a period of 3 years. Clawback of funding (on a pro-rata basis) will be sought from any successful applicant who leaves the network before the end of the 3 year period. Further details regarding this commitment are provided in Appendix 1 and will be outlined in the funding agreement between the Department and successful applicants.
- Applications that are not supported by a completed National Hubs Survey questionnaire (<https://westerndevelopment.ie/2021/02/19/national-hubs-survey-launched/>).
- Applications that are incomplete, illegible or otherwise inaccessible will not progress to assessment. An 'incomplete' application may include an application that includes elements that exceed maximum word/page count requirements, or fall short of minimum information requirements.
- Where applicants are operating on a commercial basis, a short business plan must be provided that demonstrates the financial viability of the entity (limited to 10 pages or less).

Eligible Activity

Applicants must be BCPs or existing hubs which provide, or will provide, remote working facilities and can demonstrate they have been in operation for 6 months (NB: this 6 months requirement does not apply to BCPs). Where hubs have been unable to operate due to public health restrictions a short note of explanation should be provided with proof of operation prior to these restrictions.

The Department welcomes application from BCPs or existing hubs irrespective of the ownership or legal structure of the body.

Projects which may be funded under this call include, **but are not limited to:**

- Expansion of existing remote working infrastructure.
- Installation of privacy booths in existing hubs.
- Installation of access control and security systems.¹

¹ Applicants who are awarded funding for access control systems must liaise with the Western Development Commission to ensure their chosen provider has an Application Programming Interface (API) that would allow integration into the National Hub Network booking system currently under development.

- Conversion of existing open plan space to modular offices.
- Audio Visual upgrade facilities.
- Building Control Systems.
- Energy Efficiency Upgrades.
- Electric Car Charging Points.
- Disability Access Upgrading
- Upgrade of meeting rooms.
- Upgrade of external signage.
- IT Network upgrades, wiring, access points and a secure control system.
- Innovative measures to assist existing hubs to deal with COVID-related challenges.
- Promotion & marketing campaigns to raise awareness of improvements made to drive increased hub usage.²

These measures should not be read by applicants as anything other than a list of suggested measures and it is not a definitive list of measures that will be supported under the Call.

Ineligible projects

Applications to fund the construction or development of new remote working hubs will not be funded. Such applications should be directed to the Rural Regeneration and Development Fund, the Town and Village Renewal Scheme or other appropriate schemes under the National Development Plan.

4. Application Process

Funding will be awarded under the Connecting Working Call, following a competitive process and final project evaluation, by the Department of Rural and Community Development on the basis of proposals submitted.

The application deadline is: 17 June 2021

Applications relating to single hub projects should be made using **Form 1 only**. The Department encourages applicants to, where possible, identify opportunities to deliver projects or works of a similar nature across multiple hubs. Applications for such multi-hub projects should be made using **Form 2 only**.

Applications for projects dealing with multiple hubs or Broadband Connection Points within a local authority area should be grouped as a multi-hub application where possible and appropriate. These applications will be treated as a single application.

Applications should ideally be developed, where appropriate, in consultation with Local Authority Economic Development Offices, Broadband Officers and Atlantic Economic Corridor Officers (if relevant). Marks will be awarded to applications that demonstrate such consultation has occurred.

² Applicants who are awarded funding for promotional and marketing activities must liaise with the Western Development Commission to facilitate the alignment of such marketing activities with the broader Hub Network brand identity and marketing strategy.

Applications should be developed in consultation with community and business interests including Local Authorities, Town Teams, Chambers of Commerce (or similar) and community organisations, where appropriate. Marks will be awarded to applications that demonstrate such consultation has occurred.

Applicants are asked to register their intention to apply to this scheme by the **28th of May 2021**. This should be done by email to the rdi@drzd.gov.ie mailbox. Emails should contain the subject line '**Intention to Apply: Connected Hubs Call**'.

5. Evaluation Criteria and Process

Applications for funding will be subjected to a rigorous evaluation process. Application forms must clearly describe the project to be funded, how it will be delivered and a capacity to meet the various conditions associated with the Connected Hubs Call. All applications will be evaluated against the following criteria:

Evaluation Criteria	Weighting
Developing and Leveraging Hub Infrastructure	30%
Quality of Proposal	25%
Methodology	20%
Value for Money	15%
Collaboration	10%
Total	100%

a. Developing and Leveraging Hub Infrastructure: 30%

The proposal needs to show improvements to the quality and effectiveness of the existing hub offering. Will the project have a positive impact on local economies and communities? The project must demonstrate significant potential to support the goal of Balanced Regional Development as defined in both the National Planning Framework and the appropriate Regional Spatial Economic Strategies.

b. Quality of Proposal: 25%

The application should be of high quality, read well and clear. Is the application concise, comprehensive and coherent? Is there supporting documentation (where applicable)? Is the quality of the research/rationale that supports the proposal adequate? Is the project's title/name offensive or in any other way inappropriate?

c. Methodology: 20%

Given the scope, costs, timescale and people involved, does this project have a realistic chance of success? Can the applicant guarantee match funding? Can the applicant guarantee that 100% of funding will be drawn down in 2021? Does the project have a realistic chance of succeeding within its budget?

d. Value for money: 15%

The application should show that the cost of the project is appropriate to the expected outputs/outcomes of the project. It is important to state that the application does not conflict or overlap with activities/services already being offered in the area.

e. Collaboration: 10%

The application should demonstrate a framework for co-ordination and collaboration between the applicants and other stakeholders (e.g. Government Departments, Local Authorities, State Agencies, other public bodies, communities, and if appropriate, philanthropic funders and/or the private sector) to maximise the project's impact on sustainable economic and social development.

Where two or more applicants have the same score, the scores attained by each of those applicants in the following criteria, by order, will determine the ranking of the applicants:

- The applicant with the highest score under 'Value for Money'.
- If the scores are still even, the applicant with the highest score under 'Developing and Leveraging Hub Infrastructure'.
- If the scores are still even, the applicant with the highest score under 'Methodology'.

All qualifying applications will be assessed and a preliminary score against the stated evaluation criteria will be awarded. A minimum score will be set for each criteria (indicatively 60%) which must be attained in order to be considered for funding. DRCD reserves the right to seek further information to address any queries that may arise.

The Connected Hubs call is open to all hubs irrespective of where they are in the country. In making decisions around the allocation of funds, the Department will take into account the number of applications from urban, peri-urban and rural locations. The Department will also be mindful of the need to ensure a balanced regional distribution of the available funding. To facilitate regional distribution funding will be allocated as follows:

- 20% to projects within the Eastern and Midland's Region;
- 20% to projects within the Southern Region;
- 20% to projects within the Northern and Western Region; and
- The remaining 40% will be awarded solely on the merit of applications.

6. Grant Levels

The total indicative funding available for the Connected Hubs Call is €5 million.

The minimum grant which is available per hub or BCP is €10,000.

Where an applicant is applying for funding for a project solely related to an individual hub or BCP the maximum DRCD funding allowed will be €75,000.

Where an applicant is applying for funding for a project related to 5 or more hubs the maximum DRCD funding will be €250,000.

Professional costs and administration costs associated with proposed projects are allowable but should be kept to a minimum. These costs must be clearly documented in the application and are only permitted up to a maximum of 10% of the overall project costs. The rate of aid will be a maximum of 90% of project costs.

Costs associated with the marketing and promotion of improvements for the purpose of increasing hub utilisation are also allowable. Such costs are limited to 10% of the overall project costs and must be clearly documented in the application form.

The grant funding for the approved project will be provided from the Department of Rural and Community Development's capital budget.

Matched Funding Requirements for Publicly Owned³ or Community Hubs

In the case of hubs owned by Public or State bodies, matched funding of 10% must be provided with a **minimum 5% cash contribution**. In-kind contributions can take the form of substantially discounted or free use of hubs by Public Participation Networks, Social Enterprises and students from local communities.

This requirement also applies in the case of Community Hubs, defined for the purpose of this scheme, as hubs operated by entities that receive more than 50% of their funding from State bodies (such as Government Departments, local authorities and State agencies). Where an applicant wishes to apply as a community hub, they must provide appropriate documentation to demonstrate their level of exchequer funding.

In the case where a non-cash contribution takes the form of cost-free access to the hub, this will be strictly monitored by the Department as a part of the applicant's commitment to the requirements of membership to the national hub network.

Matched Funding Requirements for all other Hubs⁴

In the case of hubs not owned by a public body, matched funding of 10% must be provided in the form of a cash contribution. In addition a further in-kind contribution to a value of 25% of the approved grant over 3 years is required. This contribution could, for instance, take the form of substantially discounted or cost-free use of hubs by Public Participation Networks, Social Enterprises and/or students from local communities.

Further details on monitoring requirements will be included in the funding agreement between the Department and successful applicants.

7. Payment Schedule

The funding offer detailed in the Letter of Offer and accepted on signature of the Funding Agreement is conditional on 100% of project funds being drawn down within 2021. Should this level of drawdown not be achieved, the offer of funding will lapse unless prior written agreement is obtained from the Department of Rural and Community Development.

³ Publicly owned means owned body established by central Government or with central Government approval and which receives a portion of its funding from the State; this includes, for example, local authorities, Local Development Companies, semi-State companies and other State agencies.

⁴ Including organisations, separate to the public sector, operating on a commercial basis where operating surpluses are re-invested into achieving social objectives.

In the case of a multi-hub project involving multiple applicant entities, funding will be paid by the Department to a nominated lead applicant. It is a requirement of funding that all applicants have an agreed process for disbursement of funds from this lead applicant in place.

8. Funding Conditions

Successful applicants will be required to sign a funding agreement with the Department which will include, *inter alia*, the following.

1. Projects will be expected to commence and be completed in line with the timelines set out in the relevant Scheme Outline. The Department may request project reports on a case by case basis.
2. The Department may de-commit funding allocated to projects under the Scheme where the project is not completed within the time specified, and where the express agreement of the Department to extend the funding arrangement has not been agreed in advance.
3. It is a requirement that funded bodies must maintain their legal structure⁵ and purpose, as set out in the main objects clause of their governing document⁶, for a minimum of 3 years following receipt of funding under this measure otherwise funding may have to be repaid. Where a change of the legal structure of a funded body, or any change to its governing document, is planned within the period, this must be agreed with the Department in advance.
4. The grant funding for the approved project will be provided from the Department of Rural and Community Development's capital budget. Administration and/or professional costs associated with the proposed project, where allowed for in the Scheme Outline, should be kept to a minimum. These costs must be clearly documented in the application and are only permitted up to a maximum of 10% of the overall project costs.
5. The grant funding for the approved project will be provided from the Department of Rural and Community Development's capital budget. Marketing and/or promotional costs associated with the proposed project, where allowed for in the Scheme Outline, should be kept to a minimum. These costs must be clearly documented in the application and are only permitted up to a maximum of 10% of the overall project costs.
6. The recipient will recognise Department funding in respect of each project funded through the display of appropriate signage, indicating that funding was provided by the Department. Recipients will also acknowledge the support of the Department in all public announcements and advertising relating to the project. The Department reserves the right to use the project in the broader promotions of its policies.
7. Where allowed in the relevant Scheme Outline, in-kind contributions, up to the maximum set out in relevant Scheme Outline, can be provided in the form of voluntary labour (i.e. unpaid work) which must be based on the verified time spent on the project.

⁵ There are a number of legal structures that a body may take including CLG, DAC, Association, Trust and Statutory Body.

⁶ The 'governing document' is the constitution (memorandum and articles of association), deed of trust, statute, rules, or similar instrument by which the body is established and governed

8. If the project involves works on buildings or lands that are not in the ownership of the grantee, a minimum 5 year lease must be in place from date of project completion.
9. It is a requirement that funded applicants must commit to membership of the National Hub Network for a minimum of 3 years following release of the final stage of funding, otherwise funding may have to be repaid. Where they do not operate as funded this must be advised and agreed with the Department in advance.
10. Each grantee, will provide a contact point/points to the Department to facilitate payment and information requests. The Department should be updated on any changes to contact personnel in a timely manner.

Non-Compliance with the conditions as outlined or any additional stipulations agreed during contract negotiations may result in the requirement to refund part or all of the grant aid awarded.

Appendix 1: National Hub Network Membership Requirements

Membership of the National Hub Network

The National Hub Network is a Government of Ireland initiative that provides a vehicle for individual hubs to come together under a shared identity to maximise the economic opportunity of remote working.

The National Hub Network has the support of Government, remote working advocacy groups and industry representatives.

Benefits of the National Hub Network

The Development of the National Hub Network is intended to deliver significant benefits, not only to member hubs but hub clients, employers, local communities and the wider economy. It is envisaged that the Network will do so through the following:

- A Shared Connected Hubs brand identity for all member hubs
- A Centralised Connected Hubs media and promotional campaigns
- Access to the ConnectedHubs.ie suite of booking, hub management and e-commerce applications.
- Development of a Peer-to-Peer Hub Community
- Sharing of Innovation, Experience and Best-Practices within the community
- Developing a shared quality standard for hubs in the Network
- Supporting collaborative projects in the Network to drive economies of scale
- Developing a 'shared voice' for Connected Hubs
- Supporting collective engagement between Connected Hubs and large scale employers
- Supporting collective engagement between Connected Hubs and Government Agencies
- Helping to identify the benefits Connected Hubs deliver for their local communities and the wider economy
- Developing a dataset to inform future investment decisions in remote working facilities

Responsibilities of Members

The National Hub Network will be developed as both a shared community and a shared brand. To ensure the success, strength and sustainability of the Network all members will be expected to abide by the following community norms.

- Members of the Network will work with the Department of Rural and Community Development (DRCD), the Western Development Commission (WDC) and other key network stakeholders towards the development of a **Connected Hubs Customer Charter**. This Customer Charter will define the agreed principles and expected community norms of the Hub Network and participant hubs. This Charter will build on the excellent reputation of hubs as welcoming, collaborative and open work environments for all.
- Members will base their interactions with other members and network stakeholders on the following principles: participation, transparency, responsiveness, equity, and inclusiveness and accountability.
- Members of the National Hub Network agree to support the WDC in the development and implementation of the National Hub Network marketing and promotion strategy. This strategy will develop a shared brand for the network while supporting the individual identity and character of hubs.

- Members of the National Hub Network will work to ensure that any marketing and promotional activities and materials for individual hubs reflects the wider brand standards developed for the Network.
- Members of the National Hub Network agree to work with Local Authorities to identify ways to maximise the contribution of their hub to the development of a sustainable local economy.
- Members of the National Hub Network agree to, where appropriate, work with local community groups to identify ways local hubs can contribute to the vibrancy of the local community or support disadvantaged groups in the area.
- Future investment in developing or expanding the National Hub Network will be guided by evidence of the benefits of hubs to their local economies and communities. To this end Members of the National Hub Network will support the DRCD, WDC and their partner organisations by facilitating appropriate statistical research to develop this evidence.



Tionscaldal Éireann
Project Ireland
2040



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

Project Application for Connected Hubs Call

Form 1: Single Hub Applications Only

Application Reference Number (DRCD to Complete):

This form should be completed and returned by e-mail to rdi@drcd.gov.ie by close of business on **17 June 2021**.

All queries should be addressed to: rdi@drcd.gov.ie

Subject line should read: "Connected Hubs Query"

If required (see section 4) please include a short an abbreviated business plan and financial projections.

Please note that all fields are mandatory

ADMINISTRATION:

Hub Name:	
Public Body:	Yes/No (delete as appropriate)
Local Authority Area:	
Project Townland:	
Postal Address of project:	
Eircode:	
Amount of Funding Requested:	
Lead applicant contact Name:	
Contact email address:	
Contact telephone number:	

PROJECT DETAILS:

1. Please provide a brief description of project (Max 300 words)
2. Project Proposal (Max 1000 words)
3. Who will implement the project?
4. Please provide a brief explanation as to how this project will assist local businesses/communities to adapt to the specific challenges posed by COVID-19 (e.g. social distancing) AND/OR increase footfall/economic activity in the short-term (Max 400 words). <u>Only complete this question if applying for measures to address Covid-19.</u>

5. When will work on the project commence and how long will the proposed work take to complete?	
• Proposed commencement date:	
• Project duration:	
• Proposed completion date:	

FINANCIAL DETAILS:

VAT No.:	
Tax Registration Number:	
Tax Clearance Access Number:	
CRA Registration Number (if applicable):	

PROJECT COSTINGS:

Please provide a detailed breakdown of all elements of the proposed works:

(Itemise various elements)	€
	€
	€
	€
	€
TOTAL PROJECT COST:	€
Amount of grant aid sought: *	
Match funding to be provided: *	
Amount of cash contribution: (Minimum of 5% of total cost)	
Cash contribution to be supplied by:	
Amount of in-kind contribution: *	
Form of in-kind contribution:	
How will the in-kind contribution be delivered:	

* See Section 6: Grant Funding for further details regarding in-kind contribution levels from Public Owned and all other hubs.

DECLARATION

I request that assistance be given in support of the project as outlined and certify that, if made, the grant will be solely for the purpose for which it is approved. I confirm that the particulars of this application are correct and that the funded body confirms:

- that match funding is in place and that evidence and source of the match funding is held;
- that necessary permissions are in place or in train;
- that evidence of ownership/lease (if applicable) is in line with Scheme Outline;
- that resources are available to provide for ongoing maintenance of the project, if applicable;
- that the organisation commits to a three-year membership of the National Hub Network.

Proof of the above is not required at the time of application but must be held on file by the funded body and must be available to the Department or its agents on request.

Signed: (Lead applicant)	
Title:	
Date:	



Tionscaldal Éireann
Project Ireland
2040



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

Project Application for Connected Hubs Call

Form 2: Multi-Hub Applications Only

Application Reference Number (DRCD to Complete):

This form should be completed and returned by e-mail to rdi@drcd.gov.ie by close of business on **17 June 2021**.

All queries should be addressed to: rdi@drcd.gov.ie

Subject line should read: "Connected Hubs Query"

If required (see section 4) please include a short an abbreviated business plan and financial projections.

Please note that all fields are mandatory

ADMINISTRATION:

Name of all applicant organisations:	
Public Body:	Yes/No (delete as appropriate)
Project townlands:	
Postal address of projects:	
Eircodes:	
Amount of funding requested:	
Nominated lead applicant contact name :	
Contact email address:	
Contact telephone number:	

PROJECT DETAILS:

1. Please provide a brief description of project (Max 300 words)
2. Project Proposal (Max 1000 words)
3. Please delineate specific work to be carried out in each hub (Max 200 words per hub)

--

4. Who will implement the project?

--

**5. Please provide a brief explanation as to how this project meets a specific need for the business or community to adapt to the specific challenges posed by COVID-19 (e.g. social distancing) AND/OR increase footfall/economic activity in the short-term (Max 400 words).
Only complete this question if applying for measures to address Covid-19.**

--

6. How will the in-kind contribution be provided?

--

7. When will work on the project commence and how long will the proposed work take to complete?

• Proposed commencement date:	
• Project duration:	
• Proposed completion date:	

FINANCIAL DETAILS:

VAT No.:	
Tax Registration Number:	
Tax Clearance Access Number:	
CRA Registration Number (if applicable):	
Company Registration Number:	

PROJECT COSTINGS:

Please provide a detailed breakdown of all elements of the proposed works:

(Itemise various elements)	€
	€
	€
	€
	€
	€
TOTAL PROJECT COST:	€
Amount of grant aid sought*	
Match funding to be provided*	
Cash contribution to be supplied by: (Minimum of 5% of total cost)	
Amount of in-kind contribution: *	
Form of in-kind contribution:	
How will the in-kind contribution be delivered	

* See Section 6: Grant Funding for further details regarding in-kind contribution levels from Public Owned and all other hubs.

DECLARATION

I request that assistance be given in support of the project as outlined and certify that, if made, the grant will be solely for the purpose for which it is approved. I confirm that the particulars of this application are correct and that the funded body confirms:

- that match funding is in place and that evidence and source of the match funding is held;
- that all applicants have an agreed process for appropriate disbursement of project funds from the lead applicant;
- that necessary permissions are in place or in train;
- that evidence of ownership/lease (if applicable) is in line with Scheme Outline;
- that resources are available to provide for ongoing maintenance of the project, if applicable;
- that the applicant(s) commits to a three-year membership of the National Hub Network.

Proof of the above is not required at the time of application but must be held on file by the funded body and must be available to the Department or its agents on request.

Signed: (Applicant 1)	
Title:	
Date:	

Signed: (Applicant 2)	
Title:	
Date:	

Signed: (Applicant 3)	
Title:	
Date:	

Signed: (Applicant 4)	
----------------------------------	--

Title:	
Date:	

Signed: (Applicant 5)	
Title:	
Date:	