



Comhar Sustainable Development Media Fund 2010

Application Form for Capacity-Builders

1. Contact Information

The person named in this section will be responsible to Comhar Sustainable Development Council (SDC) for any funding received.

Contact person for this application:

Job title of contact person:

Address of contact person:

Telephone number:

Mobile number:

Email address:

Details of previous experience in delivering capacity-building / training / information sessions on sustainable development issues, if any:

2. Project Details

This section should include details of your event; an outline of your proposed programme (including details of how sustainable development themes will be explored); information on the proposed venue, promotional activities, publication of proceedings, etc.

Summary of capacity-building event:

Themes:

Please describe how the event will address the themes of:

- *Climate change and clean energy.*
- *Building sustainable communities.*
- *Building the green economy.*
- *Biodiversity and natural resources.*

Estimated attendance figure:

Target audience:

Please include details of the profile of your proposed audience; the size of the audience, and how you intend ensuring that your target attendance figure is met.

Timing of event:

Proposed venue:

Does the event involve collaboration with any other organisations (e.g. sustainable development NGOs, community groups or educational institutions)? If so, please give details:

List all personnel employed by the project and their relevant experience / qualifications:

Expected outcomes of your event:

Please include details here of how you will measure and track the short-term and long-term impact of your capacity-building event.

3. Funding Application

Amount of funding sought from the Comhar Sustainable Development Media Fund:

Note: €3,500 is the maximum amount of funding available to any applicant, but Comhar SDC is not obliged to award the maximum in any case.

Successful applicants will be required to provide bank account details to facilitate the electronic transfer of funds. Payment of funding is made through the Department of the Environment, Heritage and Local Government, and the relevant forms will need to be completed as soon as possible after funding is approved. A representative of DHR Communications will make contact with all successful funding applicants and explain the process in more detail once the funding awards have been announced.

4. Project Budget

Please provide details in relation to the following:

- *Breakdown of funding required under the Comhar Sustainable Development Media Fund.*
- *Breakdown of costs that will be covered by the applicant and / or any other event partners.*

5. Carbon Counting

Sustainability of the project itself will be a consideration when assessing applications for funding. Successful applicants will be invited to measure the carbon emissions arising from their event. Technical advice will be available from Comhar SDC for this purpose.

If you agree to working with Comhar SDC to measure the carbon impact of your event if awarded funding, please tick here:

6. Further Information

The Comhar Sustainable Development Media Fund is administered and promoted by DHR Communications on behalf of Comhar Sustainable Development Council.

If you have questions about filling in this application form, please contact DHR Communications, 101 James's Street, The Digital Hub, Dublin 8. Tel: 01-4885808, Email: media@dhr.ie.

7. Submitting your Application

Applications will be accepted by post or email if received on or before Friday, 18th June 2010 (deadline is 5pm). Completed application forms should be sent to: Comhar Sustainable Development Media Fund, c/o DHR Communications, 101 James's Street, The Digital Hub, Dublin 8. Tel: 01-4885808, Email: media@dhr.ie.