

Funding Application Form

This form should be submitted by organisations, when applying for grant funding from the Drogheda Implementation Board

You should refer to the fund Guidance Notes when completing this form

This application form is in three sections and must be completed in full,

Section A - Organisation Details

Section B - Funding Application Proposal

Section C - Declaration

Details to be completed by Drogheda Implementation Board		
1.	Funding programme/project name	
2.	Date received	
3.	Internal reference number	
4.	Approved for funding (Y /N)	
5.	Funding amount approved	
6.	Conditions to approval of funding:	
7.	Decision by:	
8.	Date of decision:	
9.	Reviewed by:	
10.	Date of review	
11.	Comments	

Section A – Organisation Details

1 – Organisation Contact Details			
Name of Organisation			
Address			
Eircode			
Main point of contact for this application / project			
Telephone Number			
E-mail			
Website address			
	Name	Contact Details	
Director(s)			
Chief Executive			
Chairperson			
Secretary / Coordinator			
Treasurer / Finance Team			
Organisation legal status			
Is your Organisation a registered Charity?	Yes	NO	If Yes, please provide Charity Number <small>(per Charity Regulatory Authority)</small>
Company Registration Number			
Describe the organisation including geographical reach and the support services provided. (maximum 100 words)			

2 – Partner Organisation Details

Name of Organisation			
Address			
Eircode			
Main point of contact of partner organisation			
Telephone Number			
E-mail			
Website address			
	Name	Contact Details	
Chief Executive/Manager			
Chairperson			
Organisation legal status			
Is your Organisation a registered Charity?	Yes	NO	If Yes, please provide Charity Number (per Charity Regulatory Authority)
Company Registration Number			
Describe the organisation including geographical reach and the support services provided. (maximum 100 words)			

3 – Financial Information

Auditor Information			
Name	Address	Telephone Number	Email
You are required to submit a copy of your organisation's most recent audited Annual Accounts or Accountants Report, with this application.			
	Yes	No	Additional Comments
Are your accounts audited annually			

Audited Accounts or Accountants Report and an Annual Report for the previous financial year are enclosed with this application.			
Has your organisation received a qualified set of accounts in the past 5 years? Please outline below the reasons for the qualification.			
Credit cards – outline the number of credit cards in place and what they are used for.			
Tax clearance in place			
Tax Reference ID			
Tax Clearance Access Number			
No of Employees in your organisation:			

4 – Funding Details

Has your organisation previously applied for funding for this initiative from any Government or public body within the past 5 years?	
If yes, please provide comprehensive details of the funding received, the outputs and outcomes and how this delivered value for money.	
Is your organisation currently in receipt of funding for this initiative from other public bodies?	
If yes, please provide comprehensive details of the funding, the outputs and outcomes and how this delivered value for money.	
<i>Note, if you receive other funding in the future, you must advise all public funders of the new income source.</i>	
If your organisation has had funding ended prematurely in the last 5 years, please indicate the reasons why (exclude funding that reached its contract end date).	

Has your organisation received grant funding from any other source (including EU funds) in the past 3 years?	<input type="checkbox"/> Yes, (please complete table below) <input type="checkbox"/> No
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Grant funding sources in the past 3 years (current year and prior 2 years)					
Year	Name of Funding Body	Project Name (if non-project, or 'core' funding, please state this)	Name of Grant Scheme (e.g. European Social Fund)	Duration of funding	Amount

5 – Governance Details	
Outline your organisation's Governance Structures	
<p>If your organisation has charitable status, do you claim to be compliant with the Charities Governance Code?</p> <p>Is the organisation a Complex or Non-Complex Charity for the purposes of the Code?</p> <p>Does your organisation have any principles that you are not yet compliant with? If yes, please list them.</p>	

In order to submit an application for funding, this form must be accompanied by the required financial documentation and a completed funding proposal at Section B.

Section B – Funding Application

1. FUNDING APPLICATION PROPOSAL

Project/Proposal Details

1.1. What is the name of your project?

1.2 Project / Proposal Summary please provide a brief description of the initiative, **Word limit is 200.**

1.3 Project/Proposal Description: for projects requesting funds over €5,000. Please provide a brief description of the initiative, refer to Guidance Notes for further information.

1.4 Target Cohorts: For projects over €10,000. Please identify the target groups that will benefit from your project. You may select as many as required

- Adolescents and young people (aged 15-24)
- Children (up to age 14)
- Ex-prisoners or people with a criminal conviction
- People living in disadvantaged communities
- People with or effected by substance abuse issues
- People with mental health issues
- People affected by social exclusion/poverty
- People from migrant communities
- Roma/Traveller Communities

1.5 What is your project timeframe? Enter your project start date and end date and total in months. This will be as specified/agreed with the Drogheda Implementation Board

Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	Duration in months

1.6 What is the geographical scope of your project? Please list all locations.

1.7 What is the total cost of operating your project?

Total cost of your project	Funding being sought from the Drogheda Implementation Board
€	€

1.8 Detailed budget breakdown – Please set out costs associated with the project. Refer to the guidance notes for more information

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1.9 Detailed analysis of payroll costs

Total number of project staff	
Total number of staff (whole time equivalents)	
Total staff costs (gross salaries and Employers PRSI and pension contribution)	€
Salary level justification	

Details of payroll costs for direct staff on the proposed project						
Name	Title	Role description	Gross salary (Salary +PRSI/ER)	Employer Pension contribution	% of time per day on the project	Cost of other benefits (car, bonus, etc.)

1.10 Explain how your project will contribute to the achievement of the Drogheda Implementation Board's objectives for this funding programme. Word limit is 200

1.11 Outline any previous experience in delivering a similar project. Word limit is 200

1.12 Describe the need for your project and how you have identified this need. Word limit is 200

Proposal Outputs/Outcomes and Monitoring Processes

1.13 Outline the overall aims/outcomes to be delivered by the Project/Proposal e.g. reduce juvenile offending for under 16 males in location X (OUTCOMES WILL BE LINKED TO ACTIONS AT 1.13 BELOW)

No.	Outcomes to be delivered through the Project/Proposal
1.	
2.	
3.	

1.14 For each of the outcomes (OUTLINED AT 1.13 ABOVE) please specify the actions (1 or more) that apply in the table below. In detailing each of the actions please make them SMART (Specific, Measurable, Achievable, Realistic, Time bound)

Outcome 1 :				
No.	Description of Action	Participant numbers in total	Projected cost of the total output	Date to be delivered by
i.e.	3 training courses to juveniles in location X	90	€10,000	Jan 2017 – Nov 2017, Sept 2017 – June 2018, Sept 2018 – June 2019

1.				
2.				
3				

Outcome 2 :				
No.	Description of Action	Participant numbers in total	Projected cost of the total output	Date to be delivered by
i.e.	3 training courses to juveniles in location X	90	€10,000	Jan 2017 – Nov 2017, Sept 2017 – June 2018, Sept 2018 – June 2019
1.				
2.				
3.				

Outcome 3 :				
No.	Description of Action	Participant numbers in total	Projected cost of the total output	Date to be delivered by
i.e.	3 training courses to juveniles in location X	90	€10,000	Jan 2017 – Nov 2017, Sept 2017 – June 2018, Sept 2018 – June 2019
1.				
2.				
3.				

1.15 Outline clearly how you intend to effectively manage the project so as to deliver on the agreed outputs and outcomes. This must state clearly your management processes to monitor and report on the deliverables.

1.16 Outline what controls your organisation has in place to ensure good financial management. Please provide details of the administrative capability in your organisation. Financial procedures should be submitted to support the application.

1.17 Outline details of the governance controls in your organisation to ensure that good governance practices are in place i.e. board composition/qualification, meetings, independent directors, evaluations, governance code applied, etc.

Section C – Declaration

<p>I declare that I have read and understood the Department of Public Expenditure and Reform Circular: 13/2014 ‘Management of and Accountability for Grants from Exchequer Funds.’ http://circulars.gov.ie/pdf/circular/per/2014/13.pdf and that the requirements and procedures as stated in Circular: 13/2014 will be complied with by my organisation as a grant recipient.</p> <p>I acknowledge that funds must be used for the purpose for which they may be granted and the right of the Department to recover funds not in compliance with any Grant Agreement resulting from this application for funding.</p> <p>I also certify that the information in the attached application is true and accurate and that the proposed project meets the funding theme and that it can be completed within the eligible project dates.</p>

Form to be Signed by an Authorised Signatory on Behalf of the Organisation	
Name	
Role in the organisation	
Signed	
Date	



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An Roinn Dlí agus Cirt
Department of Justice