



DROGHEDA IMPLEMENTATION BOARD

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Drogheda Implementation Board is supported by the
Department of Justice and hosted by LMETB
www.implementationboard.ie
implementationboard@lmetb.ie



An Roinn Dlí agus Cirt
Department of Justice

Introduction

Drogheda Implementation Board was established by the Department of Justice to be the core driver and implementer of change associated with the implementation of recommendations of the [Scoping Report into Community Safety and Wellbeing in Drogheda](#) and [Drogheda Report Implementation Plan](#).

The Scoping Report recognised the good work that is happening in Drogheda however identified a number of service gaps which fall into the headings of (1) coordination needs and (2) gaps or other needs in individual services themselves.

Objective

The Drogheda Implementation Board Small Grants fund will support local community organisations to deliver innovative projects and initiatives that respond to the Scoping Report and/or specific actions within the Drogheda Report Implementation Plan.

Size of Grants

A total of €125,000 has been allocated to this fund.

The minimum level of funding available per project will be €2,000 with a maximum of €20,000. Funding is awarded at a rate of 100%. This is a competitive process.

Grant bands:

- Band One: €2,000 – 5,000
- Band Two: €5,001 – 10,000
- Band Three: €10,001+

€50,000 of funding has been ringfenced for project applications in band one.

90% of grant will be paid to successful applicants on signing of grant agreement; 10% will be paid on completion of project and provision of documentation requested in grant agreement.

Timeline

The Grant Fund will open and close for applications on the following dates:

Opening date : 27th February 2023

Closing date : 31st March 2023 at 5pm

Completed applications must be submitted to implementationboard@lmetb.ie, forms will not be accepted via other channels.

Application Criteria

- Applications are open to community organisations (for example charities, non-governmental organisations, sports clubs) based in or delivering services in the Drogheda area, including East Meath (Duleek and Laytown/Bettystown).
- This scheme will not be open to individuals acting alone. Applications may be submitted by individual organisations, or by a consortium involving two or more organisations where the lead partner is a community organisation, not-for-profit, social enterprise or similar. In the event of a consortium application being submitted letter(s) of commitment should be provided from each group or organisation involved in project delivery.
- Applications will only be accepted for once-off initiatives. Activities must be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures or funding streams at local level
- A maximum of two applications per organisation will be accepted.
- Allowable expenditure includes salaries as part of a wider proposal once costs are apportioned in relation to the overall proposal, would not duplicate existing roles and are for a defined and temporary duration. Applications will not be accepted for the creation or support of long-term positions. Duplication of funding is not permitted
- Applications for capital costs will be considered once they are clearly aligned to the Scoping Report and/or specific actions within the Drogheda Report Implementation Plan
- Funds must be drawn down, spent and all documentation, including evidence of expenditure via organisation bank account, and any reports or documents requested in the Grant Agreement submitted to DIB by 30th November 2023
- In determining the overall allocation of grants Drogheda Implementation Board may have regard to the need to achieve a geographic spread of activities across the Drogheda area
- The Scoping Report identifies the need for better interagency cooperation and coordination. Applicants are therefore actively encouraged to submit collaborative applications to achieve higher outcomes for the community of Drogheda.

Applicants must demonstrate that:

The project

- is a unique proposal
- Does not duplicate existing projects and services locally
- Can be delivered within programme timeframe

- Aligns to the Scoping Report into Community Safety and Wellbeing in Drogheda and/or actions within the Drogheda Report Implementation Plan

Proposals could include activities intended to:

- enhance or build on interagency cooperation
- address issues relating to drug use or crime
- enhance services available to children and young people in the local area, particularly those most impacted by the issues identified in the Scoping Report and Implementation Plan
- improve community safety and feelings of safety
- address future planning of service delivery in the area

Project Assessment

An application form must be completed and submitted before the published closing date and additional supporting information submitted if requested. All applications will be screened to determine their completeness and the eligibility of the applicant organisation. Applications deemed complete and eligible will then be fully assessed by an Evaluation Committee and scored in accordance with the marking scheme set out below.

Application forms are available from www.droghedaimplementationboard.ie or implementationboard@lmetb.ie.

Queries in relation to this grant scheme should be directed to implementationboard@lmetb.ie

Application Assessment Criteria

Drogheda Implementation Board Small Grants Fund Award Criteria	Marks Available
<p>Strength of project proposal</p> <ul style="list-style-type: none"> • Quality of proposal and approach demonstrating: <ul style="list-style-type: none"> - Evidence of need - How the planned project/activities will address issues identified in the Scoping Report and/or Implementation Plan - How the project will benefit the community - Clear, attainable and measurable targets - Added value/benefits that the project will deliver • Quality of anticipated project outcomes • Demonstrated need for funding through DIB Small Grants fund rather than alternative funding sources • Costs in line with market norms 	<p>40</p>



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Methodology and Delivery <ul style="list-style-type: none">• Provide detail of the methodology for completion of specific work and tasks to ensure maximum quality and delivery within the timeline• Methodologies for monitoring and evaluation of the project• Provide detail, where required, on quality assurance systems and/or execution and administration of project	30
Organisation Information and Experience <ul style="list-style-type: none">• Organisation experience of delivery programmes/services to communities in the Drogheda area• Appropriate governance and financial viability of the applicant organisation	30

The fund is limited and even if the application meets all the conditions, funding cannot be guaranteed.

All applications must score a 'pass' level of 50% or more in each award criteria area and overall to be eligible for funding.

Grant Agreement

Successful project applicants will receive a letter of offer and grant agreement. The grant agreement will set out the terms and conditions of the grant. If accepting the grant award this agreement must be signed by the relevant organisation within two weeks of receipt of same.

Payments

In the event of an application being successful the organisation will be asked to complete an Electronic Funds Transfer Mandate form listing the organisation's bank details. Grants will be paid by EFT only and to the organisation named in Section A Part 1 of the application form.





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Completing the Application Form

Section A – Organisation Details

1 – Organisation Contact Details

Organisation Name: The full legal name of the organisation making the application. This **must** match the name on the bank account to which funds will be disbursed. All expenditure relating to the project must be id

Address: The full postal address to which correspondence relating to the application may be sent.

Eircode: Insert the eircode for the organisation.

Main point of contact for the application/project: Insert the name of the main contact for the application.

Main Telephone Number: The regular daytime contact number of the applicant.

Main Email Address: The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account.

Name and role and contact details of organisational hierarchy: The name and contact details of relevant person(s) within the organisation

Charity Number: The applicant's Charities Number that it received upon registration, if applicable.

Company Registration Number: The applicant's Companies Registration Office (CRO) Number, if applicable.

Describe the organisation including geographical reach and support services provided:

Please provide details of the main activities provided by your organisation including geographical reach.

2 – Partner Organisation Details

Consortium/collaborative applications are welcome. Please include their details in this section. If the project involves more than one partner, please append other partner details to the application.

Letters of support should be provided from any project partners.



3– Organisation Financial Details

Auditor Information: Provide the name and contact details of your auditor. You are also required to submit a copy of your organisation’s most recent audited Annual Accounts or Accountants Report, with this application.

If an organisation is not required to produce audited accounts a rationale for same and production of recent financial records will be required.

Are your accounts audited annually: Answer Yes or No. Provide any additional comments as appropriate.

Audited Accounts or Accountants Report and an Annual Report for the previous financial year are enclosed with this application: Answer Yes or No. Provide any additional comments as appropriate.

Has your organisation received a qualified set of accounts in the past 5 years? Please outline below the reasons for the qualification: Answer Yes or No.

If Yes, please outline below the reasons for the qualification. You should set out the details of what occurred, the reasons behind the qualification, and the steps taken to remedy the issue.

Credit cards – outline the number of credit cards in place and what they are used for: Answer Yes or No. Provide any additional comments as appropriate.

Tax clearance in place: Answer Yes or No. Provide any additional comments as appropriate. Please note any application of €10,000 or more will be required to produce Tax Clearance

Tax Reference ID: Insert Tax Reference ID.

Tax Clearance Access Number: Insert Tax Clearance Access Number.

No of Employees in your organisation: Insert the total number of paid full-time and part-time staff currently employed by your organisation. If the applicant is a volunteer led and delivered organisation please note same and give an indication of numbers of volunteers involved.

4– Funding Details

Has your organisation previously applied for funding for this initiative from the Department of Justice or any other Government 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? Answer Yes or No.

If Yes, please provide comprehensive details of the funding received, the outputs and outcomes and how this delivered value for money. Note, if you receive other funding in the future, you must advise all public funders of the new income source.

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): Outline the reasons why this funding ended prematurely.

Has your organisation received grant funding from any other source (including EU funds) in the past 3 years? Answer Yes or No.

If Yes, fill in the form below the question in full with the details of the grant funding.

5– Governance Details

Outline your organisations Governance Structures: Outline the management and governance structure of your organisation e.g., is it governed by a Board of Directors (if so, are they Executive or Non – Executive Directors), or by a Board of Management, or is there some other type of structure in place?

If your organisation has charitable status, do you claim to be compliant with the Charities Governance Code? If your organisation has charitable status answer Yes or No.

Is the organisation a Complex or Non-Complex Charity for the purposes of the Code? Indicate whether your organisation is a Complex or Non-Complex Charity.

Does your organisation have any principles that you are not yet compliant with? If yes, please list them. If your organisation is a charity and the answer is yes, please list the principles that your organisation is not yet compliant with.

Please note that 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

1.1 - Project Name

Insert name of your project

1.2 - Project Summary

All project applicants are required to complete question 1.2 which should give a clear and brief summary of the aims, objectives and activities of your project.

1.3 - Project Description

Project applicants seeking funds of over €5,001 must also complete question 1.3 – Project Description. Applicants seeking €5,000 or less are not required to complete this field.

This question requires you to give a clear and concise description of your project. It should be easily understood from reading your answer what your project is about and how it will function. You may wish to consider the following:

‘Who’ – Who will organise, manage, facilitate, participate, benefit? How many beneficiaries will be impacted? How will you identify these beneficiaries? How have these beneficiaries been impacted by issues identified in the Drogheda Report/Implementation Plan?

‘What’ – What are the activities involved in planning, delivery and project completion? How do these activities align/respond to the Drogheda Report/Implementation Plan? What are the risks associated with the project?

‘When’ – When will this happen? (Planning, Delivery, Completion)

‘Where’ – Where will this happen? Projects need to be delivered in the Drogheda / East Meath area.

‘Why’ – Why is this project needed? What evidence have you of that need? What have you done to check that the need is not currently already being met? Is your project bringing added value? Is there any risk of displacement of existing services? Why are you applying to Drogheda Implementation Board for this funding?

‘How’ – How will you set up for it? Deliver it? Recruit for it? Publicise it? Monitor and evaluate it? How will you minimise risks associated with the project?

You are welcome to use a bullet point list for your answer if this style suits. It may help to ensure you have covered all the aspects of the question. Project descriptions must clearly identify how the project aligns/responds to the Drogheda Report and Implementation Plan. Make sure you focus on the actual project as opposed to the work of the organisation as a whole.

1.4 – Target Cohorts

Project applications of over €10,001 must complete question 1.4 – target cohorts. Applicants seeking €10,000 or less are not required to complete this question.

Please identify the target groups who will benefit from your project.

1.5 – Project Timeframe

Project must be completed with documentation submitted to Drogheda Implementation Board by 30/11/2023.

1.6 – Geographic Location

Project must address issues in the Drogheda area, including East Meath. List any locations within that area that project activity will occur.

1.7 – Project Costs

Insert the total costs of the project and the amount being sought from Drogheda Implementation Board. If your organisation is seeking funding of €10,000 or more you will be required to provide a valid tax clearance certificate.

1.8 - Project Budget

This should include a rationale for amount being sought from Drogheda Implementation Board and clearly demonstrate the project's cost efficiency. Detailed costings may be appended. Quotations should be provided in accordance with project procurement guidelines as outlined in Procurement section below. Drogheda Implementation Board/LMETB reserve the right to manage the procurement process as required

Note: Any costs incurred by the applicant in the formation of their application(s) must be borne by the applicant.

1.9 – Salary Costs

Detailed analysis of any salary costs and justification for same must be included.

1.10 – Contribution to Drogheda Implementation Board objectives

All projects must align to objectives of the Drogheda Implementation Board. Your answer should refer and respond to the [Scoping Report into Community Safety and Wellbeing in Drogheda](#) and/or the [Drogheda Report Implementation Plan](#) and demonstrate awareness of the objectives of Drogheda Implementation Board.

1.11 – Previous Experience

Outline any previous experience your organisation may have in delivering similar project(s). You may include information on the expertise and knowledge of personnel associated with the project and organisation experience in the local area and/or specific issues addressed by the project. You should focus primarily on the last three years of service delivery.

1.12 – Project Need

Include information on how your organisation identified the need for this project. You should include information relating to the need for Drogheda Implementation Board small grants supports rather than alternative funding stream(s).

1.13 – Proposal Outputs/Outcomes

Insert Outputs/Outcomes to be delivered through the Project/Proposal in the table provided. Feel free to add additional rows as required.

1.14 – Project Actions

Please provide the actions that apply to your identified outcomes. In detailing each of the actions please make them SMART (Specific, Measurable, Achievable, Realistic, Time bound).

1.15 – Project Management

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 – Financial Management

Outline the form of financial controls your organisation operates to ensure good financial management e.g. accounts system, segregation of duties, finance committee in place, etc. Please provide details of the administrative capability in your organisation. Financial procedures should be submitted to support the application.

1.17 – Governance

Outline the governance controls in your organisation; Organisation structure; Board composition/qualification; Meetings; Independent Directors/Trustees; any Governance or other Codes adhered to. The level of grant being applied for will be taken into account when reviewing answers to this question. However, all groups must at a minimum demonstrate that they are a constituted organisation and have a Board of three or more members who are independent from one another.

Section C: Declaration

Please provide a declaration that you 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>

Please certify that the requirements and procedures as stated in Circular: 13/2014 'Management of and Accountability for Grants from Exchequer Funds' will be complied with.

Please certify that the information in this form is true and accurate. (Where it subsequently emerges that the information provided in the application form or being reported during the lifetime of the project is partially or wholly untrue, the funding will be repaid to the Department.)

Confirmation that the applicant understands that information supplied in/or accompanying this application may be made available to Third Parties on request under the Freedom of Information Act 2014. Please outline any sensitive information in your application.

The Drogheda Implementation Board, Department of Justice or LMETB shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- a) The application or the subject matter of the application
- b) The rejection for any reason of the application.



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Section C: Signature

This Section should be signed by a person within the applicant organisation who has the authority to submit this application for funding.

Please provide the follow details:

Name of signatory.

Role in the organisation.

Signature.

Date of signatory

Please provide confirmation that the information given in this form is true, complete and accurate.





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Procurement

In terms of procurement, applicants will be required to strictly comply with the procurement process. Procurement requirements are dependent on the level of funding sought, as outlined in detail below:

€501 to €5,000

- One or more competitive quotes required

€5,001 to €15,000

- A minimum of three written quotations must be provided from suitably qualified suppliers/providers.
- Brief specifications should be prepared and issued to the supplier/provider.

€15,001 to €20,000

- A minimum of five written quotations must be provided from suitably qualified suppliers/providers.
- Brief specifications should be prepared and issued to the supplier/provider.

Next Steps

1. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
2. Successful applicants will be asked to provide, in the form and manner requested, the following:
 - Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
 - EFT Mandate including bank details of the organisation – this bank account **must** be in the organisation name
 - Tax number (if applicable)
 - Registered Company No. / Registered Charity No. (if applicable)
3. Drogheda Implementation may request any additional information that it deems necessary to support your application such as financial statements and governance structures

NB: the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order.
4. All decisions by the Drogheda Implementation Board in relation to grant applications are final.
5. The review and decision-making process will take approximately 4 weeks, therefore you can expect to hear from us in May 2023





However, this date may change depending on the number of applications received and other circumstances.

6. Drogheda Implementation Board will not respond to queries during the review process
7. Drogheda Implementation Board will carry out an interim review in September 2023 to ensure project delivery is on time and on target
8. Grantees will be required to provide documentary evidence of expenditure, project report, and any additional documentation requested by Drogheda Implementation Board in advance of 30th November 2023 to receive final tranche of grant payment.



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