



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Department of Justice and Equality

Funding Application Form

Employment opportunities for the Roma community

This application form must be supported by a Funding Application Proposal as attached at Appendix 1.

Applications are sought for proposals to run until 31st December 2020. Only one application may be made by each applicant but it may include more than one project, in which case information should be given separately on each project.

Please return this form by email to ntris@justice.ie

Details to be completed by the Department of Justice and Equality

1	Funding programme/project name	
2	Date received in the Department of Justice and Equality	
3	Internal reference number	
4	Approved for funding (Y /N)	
5	Funding amount approved	€
6	Decision by	
7	Date of decision	
8	Reviewed by	
9	Date of review	
10	Comments	

Section 1 – Organisation Details

Name of Organisation			
Address			
Eircode			
Telephone Number			
E-mail			
Website address			
	Name	Contact Details	
Director(s)			
Chief Executive			
Chairperson			
Secretary			
Treasurer			
	Yes	No	If Yes, please provide Charity Number (per Charity Regulatory Authority)
Is your Organisation a registered Charity?			
Company Registration Number			
Describe the organisation including geographical reach and the support services provided (max 200 Words)			

Section 2 – 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
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 last 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.			

Section 3 – Funding Details

<p>Has your organisation previously applied for funding for this initiative from the Department of Justice and Equality or any other Government body?</p> <p>If yes, please provide comprehensive details of the funding received, the outputs and outcomes and how this delivered value for money. (max 200 Words)</p>	
<p>Is your organisation currently in receipt of funding for this initiative from other public bodies?</p> <p>If yes, please provide comprehensive details of the funding, the outputs and outcomes and how this delivered value for money. (max 200 Words)</p> <p>Note, if you receive other funding in the future, you must advise all public funders of the new income source.</p>	
<p>If your organisation has lost funding in the last 5 years, please indicate the reasons why (exclude funding that reached its contract end date). (max 500 Words)</p>	

Section 4 – Declaration

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>

Signed:

Name:

Date:

I 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 by

_____ (insert name of organisation) as a grant recipient.

I also certify that the information in this form and Appendix 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.)*

Signed:

Name:

Date:

Application Form Signed on Behalf of the Organisation

Name	
Role in the organisation	
Signed	
Date	

In order to submit an application for funding, this form must be accompanied by the required financial documentation and a completed funding proposal at Appendix 1.

Appendix 1: FUNDING APPLICATION PROPOSAL

1.1 Please reference the Department's Funding Scheme

Funding to Promote Roma Employment

Project/Proposal Details

1.2. What is the name of your project?

1.3. **Project/Proposal Description:** (please provide a brief description of the initiative Max 200 words).

1.4. **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 Department of Justice and Equality.**

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Duration in months

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

1.6. Explain how your project will contribute to the purpose of this call. (max 500 Words)

1.7. Outline any previous experience in delivering a similar project. (max 200 Words)

1.8. Do you intend to work with any project partners in the implementation and delivery of this project? If so, please enter the names of the proposed partner organisations and give a brief description of how the collaboration with the partner will operate (i.e. governance, finance, outputs, reporting). (max 200 Words)

Proposal Outputs/Outcomes and Monitoring Processes

1.9. Outline the overall aims/outcomes to be delivered by the Project/Proposal

No.	Outcomes to be delivered through the Project/Proposal
1.	
2.	
3.	
4.	

1.10. Outline the outputs of your project/proposal, please specify each output in the table below. e.g. 3 training programmes to juveniles in location X.

No.	Description of output	Participant numbers in total	Projected cost of the total output	Date to be delivered by
i.e.	3 training courses	90	€10,000	Jan 2018 – Dec 2018
1.				
2.				
3.				
4.				

1.11. 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. (max 500 Words)

Financial Funding Proposal

1.12. What is the total cost of operating your project for each of the years? Where the funding is on an annual basis please specify for 1 year only.

Year	Total cost of your project per year	Funding being sought from the Department of Justice and Equality

1.13. Total cost of operating the project analysed between payroll and non-payroll costs.

Year	Total cost of your project per year	Payroll cost euro	Non-pay cost euro

Any allocation of management overheads or charges must be agreed with the Department of Justice and Equality in advance

1.14. 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. (max 200 Words)

1.15. 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. (max 500 Words)

<p>1.16. Please give details of the extent, if any, to which your proposal would leverage other resources e.g. European or philanthropic funding or voluntary input. (max 500 Words)</p>

1.17. Detailed analysis of payroll costs
 You should provide details of all staff costs associated with the project (this may be attached in an appendix). Justification must be provided for the salary costs being proposed by reference to relevant salary levels in the labour market. Where additional benefits are provided to staff (i.e. car, car allowance, health insurance, bonus, etc.) these should be documented and included as part of the application.

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

Details of payroll costs for staff on the proposed project (including the CEO and Directors)

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.)

Appendix 2 Compliance with Children First Act

Certification of compliance with the Children First Act, 2015

Part A

All remaining provisions of the Children First Act 2015 were commenced on 11th December 2017. Among other provisions, section 11 of the Act requires the provider of a relevant service (as categorised in Schedule 1 to the Act) to produce a Child Safeguarding Statement which must:

- Incorporate a written assessment of any risk of harm (as defined in the Act) to children availing of their service; and
- Specify the procedures in place for managing any risks identified and for a range of related matters.

Please confirm whether the funding sought from the Department of Justice and Equality will, or may be, used for any activity or activities that constitute a relevant service within the meaning of Schedule 1 to the Children First Act:

Yes/ No (if yes, please give details:)

Part B

If you answered 'Yes' above, please complete and sign the following certification:

On behalf of [*service provider*], I hereby certify that the funding sought in this application/ to be provided under this agreement shall or may be used for an activity or activities that constitute a relevant service within the meaning of Schedule 1 to the Children First Act, 2015.

I further certify that [*service provider*] is, or shall be upon commencing delivery of the relevant service, fully compliant with the Children First Act and the 2017 edition of *Children First: National Guidance for the Protection and Welfare of Children*.

I further certify that, in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012-16 ("the Vetting Acts"), [*service provider*] has obtained, or shall have obtained before commencing delivery of the relevant service, a vetting disclosure in respect of any person who may be involved in providing the relevant service.

[*Service provider*] agrees that the compliance herein certified may be subject to such checks as the Department of Justice and Equality deems necessary at any given time.

[*Service provider*] also agrees to the inclusion of full and ongoing compliance with the Children First Act, the Vetting Acts and the *Children First National Guidance* as a specific condition of funding.

[*Service provider*] further acknowledges that compliance with the Children First Act, the Vetting Acts and the *Children First National Guidance* is, at all times and in every respect, its sole responsibility.

Certified on Behalf of the Organisation:	
Name	
Role in the organisation	
Signature	
Date	