



Department of Justice and Equality

Funding Application Form

Funding call for local and national Traveller and Roma Pride Week events

This form should be submitted by organisations, operating in the justice and equality sector, when applying for grant funding from the Department of Justice and Equality.

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

Applications are sought for proposals to run during Traveller and Roma Pride Week, national and local events to take place from 30 May 2019 to 16 June 2019. Grants can only be made in respect of the period outlined and must be stated in this application. Events to be held outside of Traveller and Roma Pride Week will only be approved in exceptional circumstances and must be stated in this application. Only one application may be made by each applicant.

All Applications must be received by **5pm on Tuesday 7th May 2019**.

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

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
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>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

Traveller and Roma Pride Week Funding

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. When and where will your event take place?

Date (dd/mm/yyyy)

Location

Duration in days

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

1.6. 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. (max 200 Words)

Proposal Outputs/Outcomes

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

Outcomes to be delivered through the Project/Proposal

1.10. Outline the number of approx. participants in your project/proposal.

Financial Funding Proposal

1.11. Please itemise the projected costs of your proposal, please include invoices with your application

	Supplier	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

1.12. Outline clearly what efforts will be made to include members of the Traveller and/or Roma community in your proposal (max 200 words).

1.13. Outline clearly what efforts will be made to include members of the settled community in your proposal (max 200 words).

1.14. Outline what controls your organisation has in place to ensure good financial management. (max 100 words)

Appendix 2 Children First Declaration

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 no please fill in **Part B**, if yes please fill in **Part C** and give details below:)

Part B

If you answered 'No' above, please complete and sign the following certification

On behalf of [**Insert Name**], I hereby certify that the funding sought in this application/ to be provided under this agreement shall not or may not be used for an activity or activities that constitute a relevant service within the meaning of Schedule 1 to the Children First Act, 2015.

Certified on Behalf of the Organisation:

Name	
Role in the organisation	
Signature	
Date	

Part C

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

On behalf of [Insert Name], 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 [Insert Name] 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"), [Insert Name] 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.

[Insert Name] 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.

[Insert Name] 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.

[Insert Name] 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	