



An Roinn Dlí agus Cirt  
Department of Justice

# **Community Safety Innovation Fund Funding Call 2023 Guidance Notes for Applicants**



## Introduction

In June 2021 the Department of Justice published a policy paper on Community Safety. This paper, provides an overview of what Community Safety is, how the new approach will make a difference, and how new structures, the Local Community Safety Partnerships (LCSPs), which will replace the current Joint Policing Committees, will operate.

The concept of community safety is about people being safe and feeling safe in their own community. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish.

The Community Safety Policy seeks to ensure that communities are safer and feel safer by making community safety a whole of Government responsibility and priority, a key means of achieving this is through the LCSP structure, supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area, and will also have a key oversight role in ensuring those actions are followed through.

While State services carry out their individual responsibilities, too often their interventions rely on a reactive response to emergency and crisis situations. The aim of community safety is to focus all relevant Government services on prevention and early interventions, and the impact that a shared approach to problem solving can have in ensuring that situations do not develop to the point where they impact on the safety, or feeling of safety, of the community at large.

This will mean State services working with each other and the community to ensure there is better coordination between services such as educational and youth work with young people, the availability of local health and mental health services, drug prevention, housing and the built environment, and actions taken to combat alcohol and substance abuse, domestic abuse, youth crime, anti-social behaviour, and hate crime.

This policy will be supported by the Policing, Security and Community Safety Bill - legislation which places a statutory obligation on Government Departments, local authorities, public bodies and agencies to have regard to harm prevention in their activities, and to cooperate with each other to deliver safer communities.

To compliment this new policy, the then Minister for Justice Helen McEntee and Minister for Public Expenditure and Reform Michael McGrath announced the Community Safety Innovation Fund. The Community Safety Innovation Funding Call is an important element in achieving the overall objective of the Community Safety Policy.

## The Community Safety Innovation Fund:

- Allows proceeds of crime to be directed into community projects to support community safety
- Ensures that the most appropriate proposals to improve community safety will receive the funding they require
- Encourages the development of innovative proposals to improve community safety from those people who best understand local community safety needs
- Allows best practice on community safety and youth justice to be shared with other partnerships and communities nationally as new proposals are developed
- Reflects and highlights the success of An Garda Síochána and the Criminal Assets Bureau in seizing the proceeds from criminal activity

## Timetable for Funding Calls

	Stages	Date and time or indicative period
1	Launch of Calls	March 2023
2	Deadline for submitting applications	May 2023
3	Notification of results to the Applicants	July 2023
4	Sign off of grant agreement	August 2023
5	Start of Projects	September/October 2023

## SUMMARY OF DOCUMENT

**Part A - General Guidance for Applicants**

**Part B - How to Complete the Application Forms**

**Part C - Next Steps**

---

PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE COMPLETING THE APPLICATION FORM

**Part A - General Guidance for Applicants**

### (i) Purpose and Goal of the 2023 Community Safety Innovation Fund Funding Call

The overall aim of this fund is to support the policy initiatives of the Department of Justice in the areas of Community Safety and Youth Justice.

The Department of Justice is providing funding of €3,000,000 in 2023, an increase of €1,000,000 on 2022.

## SUPPORTING COMMUNITY SAFETY

- The Department of Justice will provide funding for amounts in the range of €20,000 - €150,000. Smaller or larger grants may be considered on merit on an exceptional basis.
- Applications may be for either once-off initiatives or short to medium term projects limited to two years. Project 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.
- Applications will be invited from existing community safety initiatives as well as NGOs and community organisations working on issues relevant to community safety and youth justice. 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 with a remit relevant to community safety and/or youth justice. Applications with innovative approaches will be afforded particular consideration.

The criteria against which grant applications should be assessed should include the following:

1. Degree to which the planned outcomes are innovative, meet the goals of the scheme and the strategic fit (35% of Assessment)
  - How well the proposed initiative has considered community safety and youth justice and the intended impact of the initiative. Whether the proposed project has identified both a gap in community safety and youth justice and a priority need to address that gap
  - How well the proposed project would meet that need/address that gap and how feasible and sustainable the impact of the proposed initiative is in achieving positive outcomes
  - How the proposed project would benefit community safety and youth justice with particular regard to disadvantaged communities, rural areas and groups at risk of marginalisation and multiple discrimination where relevant
2. Overall strength of project proposal by reference to planned activities (35% of Assessment)
  - The quality of the proposal and approach
  - The quality of the project outcomes
  - Potential to mainstream the project and/or contribute learning to the community safety field
  - Previous experience in outcome delivery

3. Financial management, governance and value for money (30% of Assessment)
  - Appropriateness of governance and financial viability of the applicant organisation
  - Achievement of maximum output for the proposed budget
  - Clear and well-structured budget

Please note that the Department reserves the right to request additional information from applicants regarding how their project relates to existing local area initiatives such as Local Community Safety Partnerships, Local Community Development Committees and related action plans such as Local Community Safety Plans, Local Economic and Community Plans or any other relevant local, regional or national strategy. Such information may be taken into account in assessing your application.

#### **(ii) Eligible Project Dates**

Projects must be completed by September 2025 or no later than two years after receipt of funding. Projects failing to observe these dates will be deemed ineligible, and funding returned.

#### **(iii) Expiry of Grant Offer**

Failure to return the signed Grant Agreement and other requested documentation/information within 6 months of the date of the grant offer will result in forfeiture of the grant offer.

#### **(iv) Reasons for non-award**

If your organisation previously received grant funding and did not substantially comply with the terms and conditions set down in the Grant Agreement, it may be precluded from receiving a grant in 2023. The following circumstances may influence the outcome of your application:

- A final report was not submitted or was submitted late.
- There was a substantial underperformance on the project, including failure to deliver on the project outcomes and/or budget.
- Project activities were not carried out according to the terms of the grant agreement.
- Any other breach of the terms and conditions of the grant agreement.

#### **(v) Assessment criteria**

##### **Initial check**

Applications received by the closing date and time will be subject to an initial check by the Funds Administration Unit to ensure that they are eligible for consideration. In order to be eligible applications must:

- Be submitted on time;
- Be submitted by an eligible applicant organisation and relate to an eligible project type;
- Be complete (i.e., all relevant sections completed);
- Be signed by a person authorised to submit the application on behalf of the applicant organisation.

Applications that fail to meet this initial test will not be considered. Applications that pass this initial test will then go forward for further assessment.

### Capacity Assessment

Applicant organisations must meet minimum governance standards to satisfy the Department that they will be in a position to manage a grant award of this size and complexity, including demonstrating management structures, financial discipline and capacity to manage the monitoring and reporting requirements, as set out below.

- Evidence of community-based work or of working in an area relevant to community safety or youth justice;
- Evidence of appropriate governance and financial viability of the applicant organisation;
- Previous experience in delivery of similar /comparable activities’
- Evidence of ability to manage the project appropriately;
- Evidence of capacity to collect, maintain and report monitoring information.

### 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 and scored in accordance with the marking scheme set out below.

<b>Community Safety Innovation Fund Award Criteria</b>	<b>Marks Available</b>
<p><b>Innovative approach, strategic fit &amp; achieving goals of the scheme</b></p> <ul style="list-style-type: none"> <li>• How well the project meets the CSIF criteria</li> <li>• Whether the project represents an innovative approach</li> <li>• Whether the project has identified both a gap in an area related to community safety and/or youth justice and a priority need to address that gap</li> <li>• How well the proposed project would meet that need and how feasible and sustainable the impact of the proposed solution is in benefiting the community</li> <li>• How the proposed project would benefit the community, with reference where appropriate to disadvantaged persons, people in rural areas, and groups at risk of marginalisation and multiple discrimination</li> </ul>	<b>35</b>
<p><b>Strength of project proposal</b></p> <ul style="list-style-type: none"> <li>• Quality of proposal and approach demonstrating:               <ul style="list-style-type: none"> <li>- Evidence of need</li> <li>- How the planned project/activities will improve services and enhance community safety</li> <li>- Clear, attainable and measureable targets</li> </ul> </li> <li>• Quality of anticipated project outcomes</li> </ul>	<b>35</b>

<ul style="list-style-type: none"> <li>• Potential to mainstream the project and/or contribute learning to the community safety field</li> <li>• Previous experience of the applicant</li> </ul>	
<p><b>Financial management, governance and value for money</b></p> <ul style="list-style-type: none"> <li>• Clear and well-structured budget</li> <li>• Achievement of maximum output for the proposed budget</li> <li>• Demonstrated need for funding from the CSIF rather than alternative funding sources</li> <li>• Costs are in line with market norms</li> <li>• Appropriate governance and financial viability of the applicant organisation</li> <li>• Added value/benefits that the project will deliver</li> </ul>	<b>30</b>

#### (vi) Decisions

A Selection Committee within the Department of Justice will review all submitted applications and grade each application in accordance with the criteria. Final recommendations on the award of the grants will be made by this Selection Committee and submitted to the Minister for approval.

Decisions on selection of the Organising Partner and grant awards will be notified to the organisations by the Department of Justice.

The payment of the grant, related financial administration and any other regulatory and/or financial governance requirements and reporting will be dealt with according to Circular 13/2014.

No cost or part thereof, of any element of the proposed application can be previously expended before approval date i.e. before the date on which final funding approval is confirmed.

#### (vii) Grant Agreement

Each organisation that receives a grant offer will be required to sign a Grant Agreement with the Department setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Justice and Equality has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

#### (viii) Payments

In the event that your application is successful you will be asked to provide the bank details of your organisation. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

#### **(ix) Duplication of Funding**

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

#### **(x) Changes to projects post award**

Unforeseen circumstances beyond the control of project organisers may affect project dates and scope (e.g. weather events, withdrawal of facilities etc.). In this case you must, at the earliest opportunity, notify the Department using the Project Change Request Form.

##### **Changes to project dates**

In applying for a change of dates, applicants will be required to state what dates (i.e. project start date, end date or both) are changing, the new project dates and the reason for the change. In no circumstances will organisations be allowed to change their project start beyond 30 September 2024, or end date beyond 30 September 2025, or not later than two years after receipt of funding. Any applicant attempting to do so will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

##### **Changes to project scope**

The new scope of the project must remain commensurate with the goals and themes of the funding scheme and must also be commensurate with the original amount awarded. The reason for the change must be provided. The Department reserves the right to refuse such requests if it is felt the project no longer meets the goals of the Fund or is not commensurate with the amount of funding originally awarded. In such cases, the applicant will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

#### **(xi) Project Reporting**

##### **Final Reports**

All applicants must submit a final report within two calendar months of the agreed project end date.

##### **Interim Reports**

An interim report must be submitted for the project by 30 May 2025 in respect of projects not completed by 30 April 2025, or as agreed with the Department in the Grant Agreement. A final report will still be required.

**NB** The onus is on the person who signs the Grant Agreement to ensure that the report(s) is/are submitted on time.

##### **Report Structure/Templates**



All reports should contain information on how the money has been spent and the outcomes achieved. Project reporting templates will be issued to successful applicants.

Reports should, where possible, include photographs to illustrate the activities undertaken and the participants involved. Organisations need to be mindful of the issue of confidentiality and privacy and must obtain permission for the use of the images prior to submitting the report to the Department. Extracts from the report, including photographs, may be published by the Department.

## **(xii) Audit**

The Department of Justice has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

## **(xiii) Children First Act 2015**

In the event that your application is successful a statement of compliance with the Children First Act 2015 will be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the Tusla website <https://www.tusla.ie/>. A copy of the national guidance can be found on the Department of Children and Youth Affairs website [here](#). You can download the [Children First Act 2015](#) from the Irish Statute Book [here](#).

## **Part B - How to Complete the Application Form**

### **Community Safety Innovation Fund**

Please provide confirmation that you have read the accompanying Community Safety Innovation Fund Funding Call Guidance Notes.

#### **Section A: Organisation Details**

##### **1: Contact Details of Applicant Organisation**

**Legal Name of organisation:** The full legal name of the organisation making the application.

**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

**Organisation Category (Which of the following best describes your organisation).**

Public Body  
Statutory Body  
Private Company  
Voluntary Organisation  
Other

Choose one of the options provided. NOTE: APPLICATIONS FROM INDIVIDUALS ACTING ALONE ARE NOT ADMISSABLE.

**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: Financial Information

*It is a requirement to complete this section. If information is not available, please indicate why it is not available*

*Failure to complete this section will result in your application being deemed incomplete and ineligible*

**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.

**Are your accounts audited annually:** Answer Yes or No. [If your accounts are not audited annually please explain why here or provide any other comment as necessary]

**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? A qualified set of accounts is when an auditor has expressed reservations about whether they represent a true and fair view of the company's financial condition.**

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.

**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.

### **3 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.

### **4. 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. Failure to submit this documentation, or submitting them late may render your application ineligible. If your organisation is not subject to audit, your most recent annual financial report is required.***

## **Section B: Funding Application**

### **1. Funding Application Proposal**

**1.1 Please reference the Department's Funding Scheme.** Please insert 'Community Safety Innovation Fund'

#### **Project/Proposal Details**

**1.2 What is the name of your project?** Insert name of the project.

**1.3 Project/Proposal Description: Word limit is 100.** Please provide a brief two line description of the initiative.

**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. (This must reflect the total length of the project itself from estimated start date to estimated end date rather than the period of time in which the project may be implemented e.g. that if it is an 8 month project, 12 months should not be inputted.)

**1.5 What is the geographical scope of your project?** Indicate the local area in which your project will operate based on both the project activities and the geographical spread of participants.

**1.6 What is the total cost of operating your project for each of the years?** Insert the total cost of your project for each of the years (up to two) and include how much of this funding is being sought from the Department of Justice.

**1.7 Total cost of operating the project analysed between payroll and non-payroll costs.** This section must be completed accurately. Provide details of all payroll and non-payroll costs. If you require additional rows in the table, please insert.

Please note any allocation of management overheads or charges must be agreed with the Department of Justice in pre-contract negotiations in advance of signing of funding agreement.

### **1.8 Detailed budget breakdown**

## Complete the following table

**\*Please adjust and/or add extra budget headings as necessary**

A breakdown of the proposed budget expenditure can also be submitted separately with your application. However, it must be supplied as part of the application. Failure to submit a budget breakdown will result in your application being deemed incomplete.

- 1.9 Detailed analysis of payroll costs:** Provide details of all proposed 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. The Department may impose a cap on the level of salary costs it will support. Where additional benefits are provided to project staff (i.e. car, car allowance, health insurance, bonus, etc.) these should be documented and included as part of the application.
- 1.10 Explain how your project will contribute to the achievement of the Department's objectives for this funding programme:** Explain how your project will contribute to the overall purpose of the call and the benefits to community safety or youth justice in your community.
- 1.11 Outline in what way (if any) your project is innovative:** If your project takes an innovative approach to community safety or youth justice, please explain how.
- 1.12 Has your organisation previously delivered this project approach or has it previously been funded or delivered through another Service Provider that you are aware of? Word limit is 200.** If you have previously delivered this project, or know of it being funded or delivered elsewhere, please provide details.
- 1.13 Outline any previous experience in delivering a similar project:** Insert information on any previous experience in delivering a similar project. This is an opportunity to provide evidence of community-based work or of working in an area relevant to community safety or youth justice. You should focus primarily on the past 3 years.
- 1.14 Describe the need for your project and how you have identified this need:** Insert information on how your organisation identified the need for this project.
- 1.15 If your project is youth focused, explain how your project differs from activities which would properly be included in a Youth Diversion Project Annual Plan? This applies even if the proposed project is by a different youth service to that already funded under the YDP Programme. Word limit is 200.**  
Insert information on how your project differs from activities that would properly be included in a Youth Diversion Project Annual Plan.
- 1.16 If your project is youth focused, explain how you engage, or may engage, with any local Youth Diversion Project. If you do not engage with a local Youth Diversion Project please explain why. Word limit is 200.**  
Insert information on how you will engage with any local YDP.

**Please note that the Department reserves the right to request additional information from applicants regarding how their project relates to existing local area initiatives such as Local Community Safety Partnerships, Local Community Development Committees and related action plans such as Local Community Safety Plans, Local Economic and Community Plans or any other relevant local, regional or national strategy. Such information may be taken into account in assessing your application.**

- 1.17 Proposal Outputs/Outcomes and Monitoring Processes:** Insert Outputs/Outcomes to be delivered through the Project/Proposal in the table provided. Add additional rows as required.
- 1.18 For each of the outcomes (OUTLINED AT 1.17 ABOVE) please specify the actions (1 or more) that apply in the table below.** Please provide the actions that apply to the outcomes. In detailing each of the actions please make them SMART (Specific, Measurable, Achievable, Realistic, Time bound).
- 1.19 Outline clearly how you intend to effectively manage the project so as to deliver on the agreed outputs and outcomes.** Please provide an outline on how you intend to effectively manage the project, so as to deliver on the agreed outputs and outcomes. Please state clearly your management processes to monitor and report on the deliverables.
- 1.20 Outline what controls your organisation has in place to ensure good 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.
- 1.21 Outline details of the governance controls in your organisation to ensure that good governance practices are in place:** Outline the governance controls in your organisation i.e. board composition/qualification, meetings, independent directors, evaluations, governance code applied, etc.

## Section C: Declaration

### 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 Department of Justice 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.

## Signature

This Section should be signed by a person within the applicant organisation who has the authority to submit this application for funding. Failure to sign an application will render it incomplete. E-Signatures are accepted.

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.

## Part C - 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)
  - Bank details of the organisation
  - Tax number (if applicable)
  - Registered Company No. / Registered Charity No. (if applicable)
3. The Department 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 on grant applications are final, and no appeals will be considered.

5. The review and decision-making process will take approximately 8-10 weeks, therefore, you can expect to hear from us in August 2023. However, this date may change depending on the number of applications received and other circumstances.
6. The Department will not respond to queries during the review process.