



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

2023 Ireland Against Racism Fund Guidance Note for Applicants



Introduction

The National Action Plan Against Racism (NAPAR) is a national level, state-led, co-ordinated approach to eliminating racism in all its forms in Ireland.

In the NAPAR, the term ‘racism’ refers to a form of domination which manifests through those power dynamics present in structural and institutional arrangements, practices, policies and cultural norms, which have the effect of excluding or discriminating against individuals or groups, based on race, colour, descent, or national or ethnic origin.

The plan is part of Ireland’s response to the UN’s call for global action to eliminate racism and part of a wider effort to tackle racism and its impacts across the European Union. Individual actions in the plan do not make reference to specific minority ethnic groups. Each action should be understood to encompass all individuals and groups experiencing racism.

The Ireland Against Racism Fund (IARF) arises from Action 2.14 of the plan which states: *“Provide funding for national and local initiatives that aim to combat racism and foster racial equality and community cohesion, in order to support the implementation of this plan and the achievement of its objectives”*.

The Ireland Against Racism Funding Call will be grounded by the five thematic pillars of the National Action Plan Against Racism 2023:

- **Being Safe and Being Heard** – Supporting people who experience racism and protecting people from racist incidents and crimes.
- **Being Equal** – Addressing ethnic inequalities.
- **Being Seen and Taking Part** – Enabling minority participation.
- **Being Counted** – Measuring the impacts of racism.
- **Being Together** – A shared journey to racial equality.

Timetable of Calls

	Stages	Date and time or indicative period
1	Launch of Calls	2 nd May 2023
2	Deadline for submitting applications	12pm 31 st May 2023
3	Notification of results to the Applicants	August 2023
4	Sign off of grant agreement	August 2023
5	Start of Projects	August/September 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 Ireland Against Racism Funding Call

The overall objective of this fund is to provide funding for National & Regional Projects and local initiatives that aim to combat racism and foster racial equality and community cohesion, in order to support the implementation of the National Action Plan Against Racism and the achievement of its objectives.

The Department of Children, Equality, Disability, Integration and Youth is providing funding of €1,000,000 for Schemes A (National & Regional Projects) & B (Local Projects).

The two funding schemes are as follows:

SCHEME A: National & Regional Projects

- The Department of Children, Equality, Disability, Integration and Youth will provide funding towards to a small number NGOs under Scheme A for National & Regional Projects that aim to combat racism and foster racial equality and community cohesion, in order to support the implementation of the National Action Plan Against Racism and the achievement of its objectives.
- Amounts requested range from €50,000 up to a maximum of €100,000.
- Work programmes are to commence before 31 December 2023 and complete no later than 31 August 2024 with the grant to be paid as detailed in the grant agreement.
- Scheme A is open to applications from NGOs and community organisations who wish to carry out National & Regional projects.
- Applicants should specify which theme/action of the National Action Plan Against Racism they are targeting through their project.
- The purpose of the funding scheme is to support community development projects and initiatives that work with minority ethnic communities; to address racism, promote inclusion and to enable these communities to have a say in the decisions that affect their lives.
- The criteria against which the funding applications should be assessed should include the following:
 - Degree to which the planned outcomes meet the goals of the scheme and the strategic fit (20% of Assessment).
 - Whether the Project/work programme will support the implementation of the National Action Plan Against Racism and the achievement of its objectives or will continue to sustain an existing or established service.
 - How well the proposed project/work programme would meet that need and how feasible and sustainable the impact of proposed solution was.
 - How the proposed Project/work programme would benefit minority ethnic communities, and from groups at risk of marginalisation and discrimination.

- Capacity of applicant organisation to deliver work programme. (40% of Assessment).
 - Whether the applicant organisation has a history of working with minority ethnic communities.
 - The applicant organisation's track record on delivering specific programmes related to supporting minority ethnic communities and Anti-Racism Initiatives.
 - The overall strategic goals of the applicant organisation and how focused they are on supporting minority ethnic communities and Anti-Racism Initiatives
 - The overall aims and values of the organisations mission statement.
- Overall strength of the work programme proposal by reference to planned activities (30% of Assessment).
- Value for money (10% of Assessment).

SCHEME B: Local Projects

- The Department of Children, Equality, Disability, Integration and Youth will provide funding for smaller grants for amounts ranging from €5,000 to €10,000.
- All projects must be completed by end August 2024.
- Scheme B is open to applications from NGOs and community organisations for local initiatives that aim to combat racism and foster racial equality and community cohesion, in order to support the implementation of the National Action Plan Against Racism and the achievement of its objectives.
- Scheme B Local projects/initiatives must be within a single county.
- The Funding scheme goals are to provide funding for local initiatives that aim to combat racism and foster racial equality and community cohesion, in order to support the implementation of this plan and the achievement of its objectives promote visibility, awareness and expertise, through events or communications directed at the public in general, a specific sector of the economy or a geographic location.
- To Support community development projects and initiatives that work with minority ethnic communities; to address racism, promote inclusion and to enable these communities to have a say in the decisions that affect their lives.
- The criteria against which grant applications should be assessed should include the following:
 - Degree to which the planned outcomes meet the goals of the scheme (40% of Assessment).
 - How well the proposed initiative had considered its target group and the intended impact of the initiative.
 - How feasible the proposed initiative is.
 - How the proposed project would promote Anti-racism initiatives, benefit minority ethnic communities, and groups at risk of marginalisation and multiple discrimination.
 - Overall strength of project proposal by reference to planned activities (40% of Assessment).
 - Value for money (20% of Assessment).

For both schemes:

- Applications for Scheme A should outline detailed proposals of projects/work programmes and the development of any new initiatives. For Scheme B, project activities must be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level.
- Allowable expenditure includes salaries, but not capital costs. Duplication of funding is not permitted.
- In determining the overall allocation of funding and grants under Schemes A and B respectively, the Department may have regard to the need to achieve a balanced geographical spread of activities.
- Organisations will not be awarded funding under both schemes.

(ii) Eligible Project Dates

Projects/work programmes must be completed no later than 31 August 2024. Projects/work programmes failing to observe these dates will be deemed ineligible, and any funding advanced must be returned to the Department.

(iii) Expiry of Grant Offer

Failure to return the signed Grant Agreement and other requested documentation/information within 2 weeks 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;
- Be requesting an amount of between €50,000 and €100,000 for Scheme A and €5,000 and €10,000 for Scheme B
- 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

For Scheme A, applications from organisations who work specifically in the Anti-Racism sector and have a proven track record of having the capacity to deliver large scale Projects/work programs will be viewed more favourably.

For both Schemes, 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 working with Ethnic minority Communities or Anti- Racism Initiatives or Projects;
- 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.

Work Programme and Project Assessment

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. Canvassing will disqualify applications.

Scheme A

Award Criteria	Marks Available
Capacity of applicant organisation to deliver work programme. <ul style="list-style-type: none"> • Whether the applicant organisation has a history of working with Ethnic minority Communities or on Anti- Racism Initiatives • The applicant organisation's track record on delivering specific programmes related to supporting Ethnic minority Communities. • The overall strategic goals of the applicant organisation and how focused they are on supporting Ethnic minority Communities or Anti- Racism Initiatives. • The overall aims and values of the organisations mission statement. 	40
Strength of Proposal. <ul style="list-style-type: none"> • Quality of proposal and approach showing <ul style="list-style-type: none"> - Evidence of need. - How the planned activities will support the implementation of the National Action Plan Against Racism and the achievement of its objectives - Clear attainable and measureable targets. - Anticipated outcomes for participants. • The quality of project/work programme outcomes. • The previous experience of the applicant. 	30
Strategic Fit & Achieving goals of the scheme. <ul style="list-style-type: none"> • Whether the project/work programme has either identified a gap in community services • How well the proposed project/work programme would meet that need and how feasible and sustainable the impact of proposed solution was. • How the proposed project/work programme would benefit Ethnic minority Communities or on Anti- Racism Initiatives, groups at risk of marginalisation and multiple discrimination. • How the proposal clearly addresses the themes of the National Action Plan Against Racism 	20
Financial Management & Value for Money. <ul style="list-style-type: none"> • Achievement of maximum output for the proposed budget. • Clear and well-structured budget. • Costs are in line with market norms. 	10

Scheme B

Award Criteria	Marks Available
Strategic Fit & Achieving goals of the scheme. <ul style="list-style-type: none"> • Whether the project/work programme has identified a gap in community services for and a priority need to address that gap. • How well the proposed project/work programme would meet that need and how feasible and sustainable the impact of proposed solution was. 	40

<ul style="list-style-type: none"> • How the proposed project/work programme would benefit, groups at risk of marginalisation and multiple discrimination. • How the proposal clearly addresses the themes of the National Action Plan Against Racism 	
Strength of Proposal. <ul style="list-style-type: none"> • Quality of proposal and approach showing • Evidence of need. • How the planned activities will improve services and meet the current unmet needs of the. • Clear attainable and measureable targets. • Anticipated outcomes for participants. • The quality of project/work programme outcomes. • The previous experience of the applicant. 	40
Financial Management & Value for Money. <ul style="list-style-type: none"> • Achievement of maximum output for the proposed budget. • Clear and well-structured budget. • Costs are in line with market norms. 	20

(vi) Decisions

A Selection Committee within the Department of Children, Equality, Disability, Integration and Youth 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.

Decisions will be notified to the Applicants by the Department of Children, Equality, Disability, Integration and Youth.

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 <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

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.

(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/work programme post award

Unforeseen circumstances beyond the control of project organisers may affect project/work programme 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/work programme dates

In applying for a change of dates, applicants will be required to state what dates (i.e. project/work programme 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/work programme start or end date beyond 31 August 2024. 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/work programme scope

The new scope of the project/work programme 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/work programme Reporting

Final Reports

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

NB The onus is on the person who signs the Grant Agreement to ensure that the report is submitted on time.

Report Structure/Templates

All reports should contain information on how the money has been spent and the outcomes achieved. Project/work programme 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 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 (Appendix A of the Grant Agreement) 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](#). A copy of the national guidance can be found on the Department of Children, Equality, Disability, Integration and Youth website [here](#). You can download the [Children First Act 2015](#) from the Irish Statute Book [here](#).

Part B - How to Complete the Application Form

Scheme A: National & Regional Projects

Please provide confirmation that you have read the accompanying Ireland Against Racism Fund 2023 Guidance Notes.

Section 1: Contact Details of Applicant Organisation

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

1.2 Other Names(s): Other names by which the organisation is known (i.e. Trading Name).

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

1.4 County: Select County from dropdown list. If your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.

1.5 Name and role of person responsible for answering any queries concerning this application: The name and role of person responsible for answering any queries and has the necessary expertise and knowledge regarding the project.

1.6 Name of alternative contact within the organisation: Please provide an alternative contact person within the organisation.

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

1.8 Alternative Telephone number: Please provide an alternative telephone number.

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

1.10 Email address for alternative contact (listed at 1.6): Please provide an email address for the contact listed at 1.6.

Section 2: Organisation Details

2.1 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. Please note that Local Authorities are not eligible for this round of funding. Applications from individuals acting alone are also not admissible.

2.2 Please provide your Tax Reference Number or Registered Charity Number: Insert your Tax Reference or Registered Charity Number.

2.3 Number of staff currently employed in Organisation (Whole Time Equivalents): Insert the total number of paid full-time and part-time staff currently employed by your organisation.

2.4 Average number of volunteers engaged in a typical month: Insert the number of unpaid volunteers engaged by your organisation in a typical month.

2.5 What is your organisation's Mission Statement: Insert your organisations published mission's statement or a brief formal summary of the aims and values of your organisation.

2.6 Outline the main activities carried out/support services provided by your organisation, including geographical reach: Please provide details of the main activities provided by your organisation including geographical reach.

2.7 Outline the organisation's historical interactions with people who have suffered racial discrimination: Please provide details of previous supports your organisation has provided to people who have suffered racial discrimination, including the type of support and when it was provided. Outline any previous experience that is of relevance to the objectives of this Call.

2.8 Outline the organisation's current activities with people who suffer racial discrimination: Please provide details of any ongoing projects or activities that your organisation is engaged with supporting people who have suffered racial discrimination. Outline any current activities that are of relevance to the objectives of this Call.

2.9 Outline the management and governance structure of your organisation: 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?

2.10 Outline the operational management control systems that will be established for this project: Describe the project management, governance and operational control arrangements that you plan to put in place for your project. Please indicate how operational information will be recorded and stored by your organisation.

Section 3: Project Proposal

3.1 Project name: What is the name of your project? Suggested limit is 10 Words.

3.2 Project/work programme Start Date: Enter your project start date. Must be before 31st December 2023.

3.3 Project/work programme End Date: Enter your project end date. Must be before 31st August 2024.

3.4 Project theme: Indicate which theme of the funding call will be addressed by the project.

3.5 Project/Proposal Description: Provide a general description of the proposal with details of objectives and outcomes.

3.6 Outline how the project will support The National Action Plan Against Racism: Explain how your project will support the objectives of The National Action Plan Against Racism. Suggested limit is 200 Words.

3.7 What is the geographical scope of your project? Please list all locations. Indicate the local area in which your project will operate based on both the project activities and the geographical spread of participants.

3.8 Outline the overall objectives, aims & outcomes to be delivered by the project: List the objectives, aims and outcomes to be delivered by your project.

3.9 Outline the overall outputs of your project: Please provided information on:

1. Description of output.
2. Participant numbers in total.
3. Projected cost of the total output.
4. Date to be delivered by.

3.10 Outline clearly how you intend to effectively manage the project, so as to deliver on the agreed outputs and outcomes: Clearly state your management processes to monitor and report on the deliverables

3.11 Do you intend to work with any project/work programme partners in the implementation and delivery of this project? Please answer Yes or No.

It is not a requirement to work with a partner in the delivery of a project. If however, you are intending to work with one or more partner organisations you should set out below how this arrangement will operate.

If yes, 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).

If more than one organisation is applying for funds, one organisation must be nominated as the Lead Applicant. If successful, the Lead Applicant will sign the Grant Agreement and will carry the liability for ensuring its terms and conditions are met by them and all delivery targets.

The project plan should clearly indicate the responsibility of each partner and the level of linkage. There should be a clear division of responsibility and costs. A service level agreement should be in place which should clearly define each partner's role and responsibilities. There should be clear budgets and projections detailing all the costs involved.

Section 4: Financial Information

4.1 Outline what controls your organisation has in place to ensure good financial management: Outline in brief 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.

4.2 Are your accounts audited annually? Answer Yes or No.

4.3 You are required to submit a copy of your organisation's most recent audited Annual Accounts or Accountants Report, with this application. Please upload. Maximum file is 1MB

4.4 Has your organisation received a qualified set of accounts in the last 5 years? 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.

4.5 Has your organisation previously applied for funding for this initiative from any public body? 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.

4.6 Is your organisation currently in receipt of funding for this initiative? 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.

4.7 Has your organisation previously received funding, for any initiative, from The Department of Children, Equality, Disability, Integration and Youth in the past three years? 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.

4.8 What is the total cost of operating your project? Please detail the total cost of your project

4.9 Outline the total cost of operating the project analysed between payroll and non-payroll costs: Please detail the total cost of your project analysed between payroll and non- payroll costs.

4.10 Detailed analysis of payroll costs: You should provide details of all staff costs associated with the project on the table provided.

4.11 Please provide a detailed breakdown of projected expenditure and the total amount of the grant sought: You should provide details of all proposed expenditure on the table provided.

4.12 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.

Section 5: 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 provide a declaration that you have the authority to represent the applicant organisation and 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 Children, Equality, Disability, Integration and Youth 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.

Section 6: 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:

Amount of grant sought.

Name of signatory.

Name of person who will sign the grant agreement (if different from above).

Date of signatory

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

Scheme B: Local Projects

Please provide confirmation that you have read the accompanying Ireland Against Racism Fund 2023 Guidance Notes.

Section 1: Details of Organisation

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

1.2 Other Names(s): Other names by which the organisation is known (i.e. Trading Name).

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

1.4 County: Select County from dropdown list. If your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.

1.5 Name and role of person responsible for answering any queries concerning this application: The name and role of person responsible for answering any queries and has the necessary expertise and knowledge regarding the project.

1.6 Name of alternative contact within the organisation: Please provide an alternative contact person within the organisation.

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

1.8 Alternative Telephone number: Please provide an alternative telephone number.

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

1.10 Email address for alternative contact (listed at 1.6): Please provide an email address for the contact listed at 1.6

Section 2: Details of the Organisation

2.1 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. Please note that Local Authorities are not eligible for this round of funding. Applications from individuals acting alone are also not admissible.

2.2 Please provide your Tax Reference Number or Registered Charity Number: Insert your Tax Reference or Registered Charity Number.

2.3 Outline the management and governance structure of your organisation: 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?

2.4 Outline the operational management control systems that will be established for this project: Describe the project management, governance and operational control arrangements that you plan to put in place for your project. Please indicate how operational information will be recorded and stored by your organisation.

Section 3: Project Proposal

3.1 Project name: What is the name of your project? Suggested limit is 10 Words.

3.2 Project/work programme Start Date: Enter your project start date. Must be before 31st December 2023.

3.3 Project/work programme End Date: Enter your project end date. Must be before 31st August 2024.

3.4 Project theme: Indicate which theme of the funding call will be addressed by the project.

3.5 Project/Proposal Description: Provide a general description of the proposal with details of objectives and outcomes.

3.6 Outline how the project will support The National Action Plan Against Racism: Explain how your project will support the objectives of The National Action Plan Against Racism. Suggested limit is 200 Words.

3.7 Estimate the number of participants you expect to take part in your project: Please insert the estimated number of project participants. Please note, final figures will be requested when the project report is submitted

3.8 How have you determined these numbers? Briefly explain how these participant numbers have been determined.

3.9 How do you intend to reach/attract these numbers to your activities/event? Explain how you plan to reach/attract the participant numbers to your event

3.10 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.

3.11 Outline the overall objectives, aims & outcomes to be delivered by the project: List the objectives, aims and outcomes to be delivered by your project.

3.12 Outline the overall outputs of your project: Please provide information on:

1. Description of output.
2. Participant numbers in total.
3. Projected cost of the total output.
4. Date to be delivered by.

Section 4: Financial Information

4.1 Please provide a detailed breakdown of projected expenditure and the total amount of the grant sought: You should provide details of all proposed expenditure on the table provided.

Section 5: 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 provide a declaration that you have the authority to represent the applicant organisation and 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 Children, Equality, Disability, Integration and Youth 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.

Section 6: 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 following details:

Amount of grant sought.

Name of signatory.

Name of person who will sign the grant agreement (if different from above).

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)

NB: the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order.

3. All decisions on grant applications are final and no appeals will be considered.
4. The review and decision-making process will take up to 10 weeks, therefore, you can expect to hear from us August 2023.
5. The Department will not respond to queries during the review process.