



## Grant Scheme for Mother and Child Institutions Commemorative Events 2024 Report Form

We have made the reporting process as straightforward as possible, but we know that you may need help to complete it. We have put guidance information in the application pack, but if you wish to speak to someone, we are happy to answer any further questions you may have.

If you have further questions or need help, you can get in touch by:

**Telephone:** 01 6473200 (Monday to Friday between 9am and 5pm).

**Email:** [commemorativegrantscheme@equality.gov.ie](mailto:commemorativegrantscheme@equality.gov.ie)

**Post:** DCEDIY, Memorialisation and Historical Burials Unit,  
Block 1, Miesian Plaza, 50-58 Baggot Street Lower,  
Dublin 2.  
D02 XW14,  
Freepost F5055

Completed application forms and supporting documents should be posted to the Freepost address above or emailed directly to [commemorativegrantscheme@equality.gov.ie](mailto:commemorativegrantscheme@equality.gov.ie)

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**Grant Scheme for Mother and Child Institutions Commemorative Events  
2024 Report Form**

<b>Application Number</b> <small>(please see your Approval Letter)</small>

<b>Grant scheme:</b>	Grant Scheme for Mother and Child Institutions Commemorative Events		
<b>Name of Grantee</b> <small>(Insert group name)</small>			
<b>Amount of Grant Approved</b>	€	<b>Amount of Grant Spent</b>	€

Description of expenses	Amount
<b>Total</b>	

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Supporting Documentation		
Business bank statement attached	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Original receipts attached	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Original paid invoices attached	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a full narrative on the event			
Date of event		Location	
Number of attendees (not applicable if the event was held virtually)		Supporting information attached (photographs, newspaper articles etc.)	
Details of the event			

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<b>Declaration</b>	
<p><i>Please tick all boxes to confirm that you have read and understand each statement in this declaration.</i></p>	
<p><input type="checkbox"/> The invoices/receipts used to support this report must relate to activities appropriate to the grant scheme objectives.</p>	
<p><input type="checkbox"/> The amounts of the invoices/receipts have been paid and copies of same have been attached.</p>	
<p><input type="checkbox"/> The invoices/receipts attached have not and will not be used in support of another claim for reimbursement from any other funder.</p>	
<p><input type="checkbox"/> Any false, fictitious or fraudulent statements or claims knowingly made on grant applications or supporting documentation, submitted in respect of the grant application or any breach of the Terms and Conditions may result in current and future applications being deemed ineligible by DCEDIY. In respect of applications where the applicant has already received payment pursuant to the Grant Scheme, DCEDIY reserve the right to pursue a full repayment.</p>	
<b>Signed on behalf of Grantee</b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	

### **Freedom of Information**

All information submitted to the DCEDIY Mother and Baby Homes Unit in respect of the application is subject to the Freedom of Information Act 2014.

### **GDPR**

The Department of Children, Equality, Disability, Integration and Youth Affairs collects personal data for the purpose of accessing and/or administrating the Department's various activities. Full details of the Department's Privacy Notice, setting out how we will use your personal data as well as information regarding your rights as a data subject are available on the Department website at <https://www.equality.gov.ie>. Details of this policy are also available in hard copy upon request to Department of Children, Equality, Disability, Integration and Youth Affairs, Block 1, Miesian Plaza, 50 – 58 Baggot Street Lower, FREEPOST F5055, Dublin 2, D02 XW1