



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

Grant Scheme for Mother and Child Institutions Commemorative Events Information Pack & Guidance Note 2024

Prepared by the Department of
Children, Equality, Disability, Integration and Youth
gov.ie

Introduction

We understand that you may have many questions about the Grant Scheme for Mother and Child Institutions Commemorative Events. We have provided background information here, as well as guidance on the application form itself. We will review this document regularly. Please check www.dcediy.gov.ie for the most recent version.

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

Post: Commemorative Grant Scheme, Memorialisation and Historic Burials Unit, DCEDIY, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. D02 XWI4, Freepost F5055

Completed application forms and supporting documents should be posted to the Freepost address above or emailed directly to commemorativegrantscheme@equality.gov.ie

This information pack is divided up into sections. Each section is outlined below;

Part A: An Introduction to the Grant Scheme for Mother and Child Institution Commemorative Events.

Part B: Terms and Conditions.

Part C: Guide to completing the Application Form/Report Form.

Part D: Statement of Principles for Grantees/Contact details.

Part E: Relevant Institutions.

Part F: Frequently asked questions

Introduction to the Grant Scheme for Mother and Child Institutions Commemorative Events

The Grant Scheme for Mother and Child Institutions Commemorative Events is designed to provide financial assistance to survivor centred advocacy groups for the purpose of organising commemorative events. The aim of this grant scheme is to facilitate groups in organising the types of events/activities that they believe to be most beneficial to former residents of Mother and Child Institutions. Events may have a focus on remembering the past and restoring dignity to those who have passed, or alternatively honouring and celebrating with those who are alive today.

Acts of commemoration are about retaining memory, or committing to memory, events, developments and people from the past. However memorialisation does not just look to the past, it is an active process with real benefits for people today. The importance and value of such activities is recognised by the United Nations.

They are geared not only towards the past (recalling events, recognizing and honouring victims and enabling stories to be related), but equally to the present (healing processes and rebuilding of trust between communities) and the future (preventing further violence through education and awareness-raising). - (Report of the UN Special Rapporteur in the field of cultural rights, Farida Shaheed, 2014)

The Department recognises the importance of a survivor centred approach whereby former residents have the agency and resources to commemorate their experiences on their own terms.

Terms and Conditions:

Eligibility

Funding will be available to survivor centred organisations that represent survivors and/or former residents of one or more of the named Mother and Baby and County Home Institutions investigated by the Commission of Investigation. A list of these can be found in Part E on page 10 appendix E. Applications will not be accepted from individuals. For the purpose of this grant scheme an organisation must have the following:

- A minimum of 3 participants including, a named Chairperson, Secretary and Treasurer.
- An organisation constitution/charter.
- A business (Group) bank account.

Survivor centred organisations based outside Ireland are also eligible to apply, recognising the importance of survivor centred communities for the diaspora.

Grant

Eligible organisations can apply for a grant of up to €2,500 per event for the purposes of organising a commemorative event for former residents. All expenses must be pre-approved by the Department prior to the event. No payment will be made to personal accounts and applicants will be required to establish business bank accounts for their organisation should one not currently exist. The scheme is cash limited and requests will be considered in order of application. The total funding available for 2024 is €50,000.

What costs are eligible to be funded?

Each application will be considered on a case by case basis in line with the Civil Service expenditure guidelines. Eligible costs are listed below. Please note these lists are not exhaustive and maybe be subject to change.

Costs Covered

- Catering
- Venue hire
- Photographer/Videographer
- Promotion
- Materials and supplies
- Decoration
- Activities on the day
- Health and safety related costs
- Insurance
- Bank charges

Costs Not Covered

- Administration costs related to the organisation
- Spend on alcoholic beverages
- Travel and subsistence costs (e.g. accommodation)
- Fines, penalty payments, legal costs, audit fees
- Gift(s), other than a token gift of modest value (e.g. diaries, pens, etc.) linked to the event

Assessment of applications

The scheme is cash limited and requests will be considered in order of application. Multiple applications from a single organisation will only be considered where the persons/locations/events being commemorated are discernibly different. The Department reserves the right to seek further information if deemed necessary when assessing an application.

Approval and payment of grant

Applications will be accepted and processed year round. Acknowledgment of receipt of the application will be sent to the email address that you provided at the time of applying. If successful, applicants will receive confirmation that their application has been approved (this notification will include an approval number). Once the Department receives confirmation of acceptance from the applicant the approved amount will be made available by bank transfer. Applications will be reviewed on a first come first served basis until the 13th of November 2024 or the yearly budget is exhausted.

Evaluation of grant scheme

Successful applicants may be requested to participate in a review process at a later date.

Conditions of Grant

- Applicable grantees should secure adequate public liability insurance prior to their event and be in a position to provide evidence prior to the event taking place.
- The event must be run not for profit and be inclusive.
- The name of your organisation and amount awarded may be published on the Department's website.
- Funding will not be made available for the building, renovating, and/or remodelling a facility /permanent structure or the purchasing of equipment.
- All expected costs must be detailed on the application form and approved in advance of the event being held - Any additional costs/changes to those detailed on the application form should be notified to the Department as soon as is possible.
- Payments must be used within 6 months of being granted.
- Any monies not used in the running of the event must be returned to the Department.
- If monies are not used and not returned as outlined above future applications made by this organisation may be rejected.

Part C

Guidance note on completion of Application Form

Please note that incomplete applications will be returned to applicants.

Section 1: Organisation details

- **Group Name:** Insert the name of your organisation.
 - **Number of Members:** List the number of members that make up your organisation.
 - **Charity Number:** If your organisation is a registered charity please provide the charity number, if applicable.
 - **Correspondence Address:** Insert a correspondence address.
 - **Contact Name:** Insert the name of the person applying on behalf of the organisation.
 - **Position in Group:** Please specify your formal position within the organisation.
 - **Contact number:** Insert a contact number for the group.
 - **Email address:** Insert the email address of the organisation/contact person applying on behalf of the organisation.
 - **Website:** Insert web address for organisation if applicable.
- Please give a full description of your group:** Please provide detail about your organisation. This should include:
- The purpose of your group.
 - A description of your membership makeup.
 - Previous events held by your organisation.
 - Please also attach the organisation charter.

Section 2: Event details

- **Date of Event/Location of event:** Provide the date and location(s) of the event.
- **Expected Number of Attendees:** Please provide the expected number of attendees at the event.
- **Further information attached:** Please tick this box if you have attached any supporting information in relation to your event.
- **Description of Event:** Please provide a detailed description of the event.

Section 3: Expenses details

- **Description of expense:** List the goods/services that you would like to claim for. Goods/Services not listed here cannot be claimed for at a later date. A request for refund of any expenses not listed on your group's application form will be requested if the expense(s) have not been notified to the Department in advance.

Section 4: Bank Account Information

- **Account Name:** Insert the name associated with the relevant bank account.
- **Bank Name and Branch Address:** Insert the name of the Bank and its address.
- **BIC and IBAN:** Insert the BIC and IBAN.
- Please note that, should your application for funding be approved, you will be asked to provide your groups bank detail on headed bank paper

Section 5: Agreement

- **Declaration:** Please carefully examine and if agreeable, sign the declaration. Please note that your signature indicates your acceptance of the terms and conditions of this grant.

Contact Details

- Applications may be emailed directly to:

commemorativegrantscheme@equality.gov.ie

- Hard copies may be sent to our freepost address:

Commemorative Grant Scheme, Memorialisation and Historic Burials Unit, Department of Children, Equality, Disability, Integration and Youth, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. D02 XWI4, Freepost F5055

- If you wish to speak to a member of staff directly call **01-6473200**

Guidance note on completion of Report Form

Please note that incomplete applications will be returned to applicants.

Section 1

- **Application Number:** Grantees will need to insert the Application Number received in their grant approval notification.
- **Name of Grantee:** Insert name of organisation given on initial application.
- **Amount of Grant Approved/Spent:** List the amount that was approved and what has been spent.
- **Description of expenses:** List the details of how the grant was spent.
- **Supporting documentation:** Grantees are required to provide the business bank statement and receipts/invoices to aid the processing of applications.
- **Description of Event:** Please provide a detailed description of the event.
- **Declaration:** Please carefully examine and if agreeable, sign the declaration. Please note that your signature indicates your acceptance of the terms and conditions of this grant.

Statement of Principles for Grantees

Are you in receipt of public funding? This statement outlines the 4 principles which apply in the case of all bodies in receipt of grant funding provided directly or indirectly from Exchequer sources:

If you are in receipt of Public Funding you should:

Clarity	Governance	Value for Money	Fairness
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<p style="text-align: center;">Clarity</p> <p>Understand the purpose and conditions of the funding and the outputs required.</p> <p>Apply funding only for the business purposes for which they were provided.</p> <p>Apply for funding drawdown only when required for business purposes.</p> <p>Seek clarification from the co-grantor where necessary – on use of funds, governance and accountability arrangements.</p>	<p style="text-align: center;">Governance</p> <p><i>Ensure appropriate arrangements are in place for:</i></p> <p>Oversight and administration of funding.</p> <p>Control and safeguarding of funds from misuse, misappropriation and fraud.</p> <p>Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding.</p> <p>Accounting for the amount and source of the funding, its application and outputs/outcomes.</p>
<p style="text-align: center;">Value for Money</p> <p><i>Be in a position to provide evidence on:</i></p> <p>Effective use of funds.</p> <p>Value achieved in the application of funds.</p> <p>Avoidance of waste and extravagance.</p>	<p style="text-align: center;">Fairness</p> <p>Manage public funds with the highest degree of honesty and integrity.</p> <p>Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages).</p> <p>Procure goods and services in a fair and transparent manner.</p> <p>Act fairly, responsibly and openly in your dealings with your Grantor.</p>

Part E

Mother and Baby Institutions Covered by this scheme	
<ul style="list-style-type: none"> ▪ Ard Mhuire, Dunboyne, Co Meath; 	<ul style="list-style-type: none"> ▪ Belmont (Flatlets), Belmont Ave, Dublin 4;
<ul style="list-style-type: none"> ▪ Bessboro House, Blackrock, Cork; 	<ul style="list-style-type: none"> ▪ Bethany Home, originally Blackhall Place, Dublin 7 and from 1934 Orwell Road, Rathgar, Dublin 6;
<ul style="list-style-type: none"> ▪ Mother and Baby Home, Tuam, Co. Galway; 	<ul style="list-style-type: none"> ▪ Denny House, Eglington Rd, Dublin 4, originally Magdalen Home, 8 Lr Leeson St, Dublin 2;
<ul style="list-style-type: none"> ▪ Kilrush, Cooraclare Rd, Co. Clare; 	<ul style="list-style-type: none"> ▪ Manor House, Castlepollard, Co Westmeath;
<ul style="list-style-type: none"> ▪ Ms. Carr's (Flatlets), 16 Northbrook Rd, Dublin 6; 	<ul style="list-style-type: none"> ▪ Regina Coeli Hostel, North Brunswick Street, Dublin 7;
<ul style="list-style-type: none"> ▪ Sean Ross Abbey, Roscrea, Co Tipperary; 	<ul style="list-style-type: none"> ▪ St. Gerard's, originally 39, Mountjoy Square, Dublin 1,
<ul style="list-style-type: none"> ▪ St. Patrick's, Navan Road, Dublin 7, originally known as Pelletstown; and subsequent transfer to Eglington House, Eglington Rd, Dublin 4 	<ul style="list-style-type: none"> ▪ The Castle, Newtowncunningham, Co. Donegal.

Frequently Asked Questions

Before Applying

1. What is a Grant?

A grant is a financial provision, for a particular activity or service administered or undertaken by an outside body, including agencies, companies, committees, advisory groups, charities or individuals.

2. What is a Grantor?

A grantor is the entity that issues/pays the grant funding to the grantee.

3. What is a Grantee?

A grantee is the entity that receives the grant funding from the grantor in order to provide the activities or services appropriate to the grant scheme.

4. Do we need to be a registered charity in order to apply?

No, as long as you are a survivor centred group representing 1 or more of the 14 Mother and Baby and County Home Institutions investigated by the Commission of Investigation into Mother and Baby Homes you are eligible to apply.

5. Can my organisation make more than 1 application per year?

Yes, successful organisations can reapply to the Grant Scheme for Mother and Child Institutions Commemorative Events, once it is for a different institution and provided they have returned a completed report form for any previous funding received.

6. Can you send me a grant application form?

Yes, simply contact the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) on 016473200 with your details and we will send you a copy of the application form. You can also download the application form from <https://www.gov.ie/commemorativegrantscheme>

7. Does the Grant Scheme for Mother and Child Institutions Commemorative Events cover salaries?

No, grants allocated through The Grant Scheme for Mother and Child Institutions Commemorative Events do not cover the cost of salaries.

10. Does the Grant Scheme for Mother and Child Institutions Commemorative Events cover other memorialisation projects – for example plaques or monument installations?

No, we do not provide funding for other memorialisation projects through the Grant Scheme for Mother and Child Institutions Commemorative Events. This scheme is designed for one off commemoration events.

11. Do you support individuals?

No, we do not provide funding for individuals through The Grant Scheme for Mother and Child Institutions Commemorative Events – only organisations.

12. Are travel expenses covered?

No, grants allocated through the Grant Scheme for Mother and Child Institutions Commemorative Events do not cover the cost of personal travel expenses.

13. What is the deadline for applications?

Applications for funding up to €2500 must be submitted at least 6 weeks prior to your event.

14. My organisation is based outside Ireland, can we still apply?

Yes, we welcome applications from survivor centred groups based outside Ireland with links to one or more of the institutions listed in this information booklet.

15. Can I arrange a virtual event?

Yes, the aim of the grant scheme is to support survivor centred advocacy organisations in commemorating their experiences in a way of their own choosing, both virtually and in person (public health guidelines permitting).

After Applying

16. Will I receive confirmation that my application has been received?

Yes, you will receive a confirmation email to the address that you provided at the time of applying.

17. When will a decision be made on my application?

The department will endeavour to issue a decision on applications within 4 weeks of the receipt of the fully completed application.

18. If our organisation is unsuccessful, will we receive feedback?

All unsuccessful applicants are welcome to request feedback on their application.

19. If our organisation is successful, what happens next?

Following satisfactory review of application, your grant will be approved by DCEDIY, you will then receive a formal Letter of Approval.

20. When will we receive the funding?

Once you acknowledge receipt your of grant approval letter and provide the relevant document(s) payment will be issued within 15 working days.

21. How is the grant paid?

The grant will be paid via Electronic funds Transfer (EFT) only. No cash payment will issue in person.

22. Once we receive the grant, does it have to be used within a particular timeframe?

Yes, the grant should be spent within 6 months of the payment being made.

23. What happens if we are unable to deliver on the timescale?

If you are unable to deliver your event within the 6 month timeframe, please contact DCEDIY.

24. Can we use the funding for something else once the grant is awarded?

The funding must always be used for the event and expenses for which you applied. Please contact DCEDIY to discuss any changes.

25. Do we have to report how the grant was spent?

Yes. You will be required to complete a report on how the grant was spent. This report will be issued in the grant information pack. The completed report form must be submitted within 1 month following the event.