An Roinn Dlí agus Cirt
Department of Justice

Community Safety Fund
Funding Call 2025
Guidance Notes for Applicants

An Roinn Dlí agus Cirt
Department of Justice

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. The Policing, Security and Community Safety Act 2024 provides for the establishment of a national infrastructure to support the new approach to community safety and 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.

At the centre of this infrastructure are the Local Community Safety Partnerships (LCSPs) which will operate at each local authority level. The partnership approach to community safety is centred on the principle that responding to the issues of community safety requires a range of inputs from across Government, local services, voluntary sector and importantly the community itself. In practice, this new approach will reposition community safety as the provision of adequate and appropriate social services consistent with local needs. Through the LCSPs, communities will be 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 is supported by the Policing, Security and Community Safety Act 2024 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.

The Community Safety Funding Call 2025 is an important element in achieving the overall objective of the Community Safety Policy. The Fund was launched on Monday the 7th of April 2025 by Minister O'Callaghan.

The Community Safety 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 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 Call

	Stages	Date /Indicative period
1	**Launch of Call**	**April 2025**
2	**Deadline for submitting applications**	**May 2025**
3	**Notification of results to the Applicants**	**July 2025**
4	**Sign off of grant agreement**	**July 2025**
5	**Start of Projects**	**September 2025**

SUMMARY OF DOCUMENT

Part A - General Guidance for Applicants
Part B - How to Complete the Application Form
Part C - Next Steps

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

Part A - General Guidance for Applicants

A. Purpose and Goal of the 2025 Community Safety 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 €4,000,000 in 2025.

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.
- Repeat funding of CSF projects will not be considered under this grant round.

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

1. ***Degree to which the planned outcomes meet the goals of the scheme and the strategic fit (35% of Assessment)***

- How well the project meets the CSF objectives.

- 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
- Where salaries are included, costs should be apportioned in relation to the overall proposal
- 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.

B. Eligible Project Dates

Projects must be completed by December 2027 or no later than two years after receipt of funding. Projects failing to observe these dates will be deemed ineligible, and funding returned.

C. Expiry of Grant Offer

Failure to return the signed Grant Agreement and other requested documentation/information within 30 days of the date of the grant offer will result in forfeiture of the grant offer.

D. 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 2025. 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.

E. 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.

Community Safety Fund **Award Criteria**	**Marks Available**
Strategic fit & achieving goals of the scheme • How well the project meets the CSF objectives. • 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 • 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 • 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 • Whether the project represents an innovative approach	**35**
Strength of project proposal • Quality of proposal and approach demonstrating: - Evidence of need - How the planned project/activities will improve services and enhance community safety - Clear, attainable and measureable targets • Quality of anticipated project outcomes • Potential to mainstream the project and/or contribute learning to the community safety field • Previous experience of the applicant	**35**
Financial management, governance and value for money • Clear and well-structured budget • Achievement of maximum output for the proposed budget • Demonstrated need for funding from the CSF rather than alternative funding sources • Costs are in line with market norms • Where salaries are included, costs should be apportioned in relation to the overall proposal • Appropriate governance and financial viability of the applicant organisation • Added value/benefits that the project will deliver	**30**

F. Decisions

A Selection Committee within the Department of Justice, with the inclusion of an independent panel member from outside the Department, 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.

G. 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.

H. 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.

I. 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.

J. 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 2026, or end date beyond 30 December 2027, 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.

K. 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 in line with the Grant Agreement. A final report will also 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.

L. 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.

M. 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.

Community Safety Fund 2025

Completed Application Forms must be returned by 5pm on 16 May 2025

In order to submit an application for funding, this form must be accompanied by the required financial and governance documentation and a completed funding proposal. Failure to submit this documentation or submitting them after the closing date will render your application ineligible. If your organisation is not subject to audit, your most recent annual financial report is required.

Part B - How to Complete the Application Form

Section A - Organisation Details

1.1 Full name of organisation/group making application

Full legal name of organisation or group

1.2 Address, including Eircode

Address, including Eircode, of applicant organisation or group

1.3 Main Point of Contact for this application, including telephone number and email address

Main daytime contact number and email address which must be regularly monitored

1.4 Website

Website of applicant organisation or group

1.5 Specify your Organisation Type: Public Body, Private Company, Local Authority, NGO, Voluntary Organisation, Other

Which category best describes your organisation. Choose one of the options provided.

NOTE: APPLICATIONS FROM INDIVIDUALS ACTING ALONE ARE NOT ADMISSABLE.

1.6 When did the organisation come into existence?

Specific date or time period when the organisation was founded or established.

1.7 Describe the organisation including geographical reach and the services provided

Detailed narrative about what the organisation is, where it operates, and what it does.

1.8 Registered Company and/or Charity

Company Number (s):	Provide the company number(s)
Charity Number (per Charity Regulatory Authority)	Provide the charity number (per Charity Regulatory Authority)
If your organisation has charitable status, do you claim to be compliant with the Charities Governance Code?	Confirm if you claim to be compliant with the Charities Governance Code
Is the organisation a Complex or Non-Complex Charity for the purposes of the Code?	Confirm if the organisation a Complex or Non-Complex Charity for the purposes of the Code
Does your organisation have any principles that you are not yet compliant with? If yes, list them.	Confirm if there any have any principles that you are not yet compliant with? List any principles you are in non-compliance with.

1.9 Tax Clearance

Tax Clearance Number:	Confirm Tax Clearance Number
Tax Clearance Expiry Date:	Confirm Tax Clearance Expire Date

1.10 Details of Management Structure/Arrangements (including Board of Management)

Detailed explanation of how the organisation is managed, including the structure, processes, and the specific role and functioning of the Board of Management.

Name	Contact Details

Director (s)	Confirm name of the Director(s)	Confirm contact details for the Director(s)
Chief Executive Officer	Confirm name of the Chief Executive Officer	Confirm contact details for the Chief Executive Officer
Chairperson	Confirm name of the Chairperson	Confirm contact details for the Chairperson
Secretary	Confirm name of the Secretary	Confirm contact details for the Secretary
Treasurer	Confirm name of the Treasurer	Confirm contact details for the Treasurer

1.11 How often does the Board meet, and what is its role in decision making?

Confirm how regularly the Board convenes. Confirm the specific responsibilities and functions the Board has in guiding and making decisions for the organisation. This includes what kinds of decisions they are involved in (e.g., strategic planning, financial oversight, approving budgets, and setting policies) and how much influence or authority they have in the overall governance and direction of the organisation.

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Section B - Project Details

Overview

2.1 Reference the Department's Funding Scheme.

2025 Community Safety Fund

2.2 Name of the Project.

Specific title or designation given to the project. This name is typically a concise and descriptive label that clearly identifies the project. It should capture the essence or focus of the project.

2.3 Briefly describe the Project/Proposal. (150 words)

Brief explanation of what the project entails, why it is important, how it will be executed, and what it aims to achieve

2.4 Describe the scope and purpose of the Project (500 words). This should specify:

- What you are proposing to do
- The need you have identified
- How you have identified this need
- How the Project will address perceived gaps in the current services offered
- How the Project fits into the objectives of the Community Safety Fund.

Comprehensive explanation of what the project entails,

- What is the need, how this need has been identified,
- How the project will address gaps in the current services offered and,
- How the project fits into the objectives of the community safety fund, particularly in achieving measurable outcomes, such as;

- tackling or reducing fear of crime,
- improving community safety or feelings of community safety,
- supporting the creation of safe and resilient communities,
- reducing re-offending,
- diverting vulnerable individuals away from engaging in criminal behaviour.
- Supporting youth justice initiatives.

2.5 Outline the Project timeframe. Enter your project start date, end date, and total duration in months (i.e. project duration rather than implementation time).

Start date (dd/mm/yyyy) End date (dd/mm/yyyy) Duration in months

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.

Confirm Start Date Confirm End date Duration in Months

2.6 Confirm that your application is either a once-off initiative, a short-medium project limited to 2 years, or a proof of concept.

Please confirm as above

2.7 State the geographical scope of the Project. List all locations, both existing and proposed.
This refers to the physical area your project will affect or serve.

- Existing Locations: If your project is already up and running in some areas, list the specific towns, cities, or regions where it operates currently.
- Proposed Locations: If your project is new or you plan to expand it, this is where you list the specific towns, cities, or regions you plan to implement it in the future.

2.8 State the target group(s) that are expected to benefit from this Project and how they have been identified, including disadvantaged persons, people in rural areas, and groups at risk of marginalisation and multiple discrimination.

- Who will ultimately benefit from the project?
- The target group refers to the intended beneficiaries of the project.
- Where applicable, state how your project will address the needs and challenges faced by disadvantaged persons, marginalised populations or groups that are at risk of marginalisation and multiple discrimination.
- What methods are used to identify and select participants? How are participants recruited?
- Are there referral processes in place with third parties?

2.9 Provide the total number of participants you expect to benefit from this Project.
Confirm the number of participants actively involved in the project itself.

2.10 Outline the feasibility and sustainability of the Project in benefitting the community. (250 words)
Provide a detailed explanation of how your project is both viable in terms of implementation and able to continue providing benefits to the community over the long term

Objectives, Outcomes, and Outputs

2.11 Outline the overall objectives to be delivered by the Project / Proposal (e.g. reduce juvenile offending for males under 16 in location)

Objectives	
No.	Objectives to be delivered through the Project / Proposal
1.	The specific, measurable goals that the project aims to accomplish. Objectives should be SMART— Specific, Measurable, Achievable, Relevant, and Time-bound.
2.	-
3.	-

2.12 Outline the outputs/outcomes to be delivered by the Project / Proposal (e.g. engage X number of juvenile offending males, reduce juvenile offending for males under 16 in location X by X%)

Outputs and Outcomes	
No.	Outputs/outcomes to be delivered through the Project / Proposal
1.	Outputs:The direct, tangible products or services produced by the project activities. Outputs are usually quantifiable and can be counted or measured. Outcomes: The broader, long-term effects or changes that result from achieving the project's objectives and delivering its outputs. Outcomes are often qualitative and indicate the overall impact of the project on the target population or area.
2.	-
3.	-

2.13 For each of the outputs/outcomes outlined above, specify the actions that apply in the table below. Each action must be **SMART** (Specific, Measurable, Achievable, Realistic, Time bound)

Demonstrate a clear and logical connection between your project's planned activities, the expected results, and the goals set by the Department in this Funding Call.

Outline the main outcomes and what you expect to accomplish by the project's end.

Output/outcome 1:				
No.	Description of Action	Participant numbers in total	Projected cost of total output	Date to be delivered by
1.				
2.				
3.				

Output/outcome 2:				
No.	Description of Action	Participant numbers in total	Projected cost of total output	Date to be delivered by
1.				
2.				
3.				

Output/outcome 3:				
No.	Description of Action	Participant numbers in total	Projected cost of total output	Date to be delivered by
1.				
2.				
3.				

2.14 Outline the potential to mainstream the Project/Proposal and/or contribute learning to the community safety field. (250 words)

Explain how the project has the potential to be adapted to a larger audience. Describe how your project could be used to educate and improve knowledge within the field of community safety

2.15 Demonstrate how the planned Project/Proposal will improve services and impact community safety. (250 words)

Demonstrate how your planned project or activities will lead to improvements in services and enhance community safety, provide a rationale for your proposed actions and highlight the potential benefits for the community

2.16 Outline how you intend to effectively manage the Project to deliver on the agreed outputs/outcomes. State your management processes to monitor and report on the deliverables. (250 words)

Detail the steps you will take to oversee and guide the project towards success. Demonstrate how your management plan is directly tied to achieving the project's goals. Refer to the specific methods you'll use to manage the project. Demonstrate how you will track progress and keep stakeholders informed.

2.17 Identify the key performance indicators or metrics that will be used to measure progress. (250 words)

Outline the specific measures or criteria that are used to evaluate the success or effectiveness of a project, programme, or activity. These indicators or metrics should be quantifiable and provide objective benchmarks against which progress and achievements can be measured.

Service Delivery Experience

2.18 Outline any previous experience that your organisation has in delivering a similar project and outcome delivery (evidence of community-based work or of working in an area relevant to community safety or youth justice). (250 words)

Detail your organisation's experience in delivering similar projects and provide evidence of its involvement in community-based work relevant to community safety or youth justice.

Demonstrate your organisation's ability to achieve tangible results and highlight your effectiveness in delivering outcomes.

2.19 If applicable, provide details of the service you currently provide in the areas of community safety or youth justice. (250 words)

Briefly describe the services you currently provide in community safety or youth justice. Mention any relevant programmes you run, partnerships you have, or successes you've achieved.

2.20 Outline how the organisation monitors and evaluates its programmes and activities. (250 words)

Outline the processes and mechanisms that the organisation has in place to track the progress and assess the effectiveness of its programmes and activities

2.21 If this application is for a continuation of an existing service, provide details of services currently provided and detailed proposal to expand the current level of service. (250 words)

If you're building on an existing service, include specific ways you propose to grow the service, new features or functionalities you plan to add, and how you plan to reach a wider audience

2.22 Confirm if your organisation has previously delivered this Project approach, or has it previously been funded or delivered through another Service Provider that you are aware of. (250 words)

Confirm if your organisation has ever delivered a project using this same approach before. Provide details of any successes or lessons learned from those previous experiences. Confirm if you are aware if a similar project with this approach has been funded or implemented by another organisation. If you have details (e.g., organisation name, location), please include them

Youth-focused Projects

2.23 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. (250 words)
This applies even if the proposed project is by a different youth service to that already funded under the YDP Programme. (Please note that this is part of the eligibility criteria for the fund and all Youth Justice Focused projects are screened by our Youth Justice team for eligibility)

Explain how your youth-focused project differs from activities typically included in a Youth Diversion Project Annual Plan, Provide clarity on your project's unique objectives, interventions, and intended impact. Provide insight into your project's approach to supporting at-risk youth and promoting positive outcomes in the community

2.24 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, explain why. (250 words)
Describe your relationship or potential relationship with a local Youth Diversion Project. Explain how you engage or may engage with a local Youth Diversion Project, or why you do not engage

Section C - Financial Information for Organisation

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.

3.1

Auditor Information

Name	Address	Telephone Number	Email
Auditor's Name	Auditor's Address	Auditor's Telephone Number	Auditor's Email

You are required to submit a copy of your organisation's most recent audited Annual Accounts or Accountants Report, with this application.
You also required to attach a copy of the organisation's Financial Management Policies and Procedures, Risk Policies and Procedures and Procurement Policy.

3.2

Confirm yes or no to the following and provide additional commentary as necessary. Also provide Tax Reference ID and Tax Clearance Access Number.

	Yes	**No**	**Additional Comments**
Are your accounts audited annually?			**[If your accounts are not audited annually please explain why here or provide any other comment as necessary]**
Confirm Audited Accounts or Accountants Report and an Annual			

Report for the previous financial year are enclosed with this application.			
Confirm organisation's Financial Management Policies and Procedures, Risk Policies and Procedures and Procurement Policy are enclosed with this application.			
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.** **If yes, please outline the reasons for the qualification.**			
Does your organisation use credit cards? If yes, outline the number of credit cards in place and what they are used for.			
Confirm tax clearance is in place and you have attached a copy of your tax clearance cert with this application.			
Tax Reference ID			
Tax Clearance Access Number			

3.3 What are your organisation's primary sources of funding?

Identify the primary sources of funding that your organisation relies on to support its operations and activities. Provide an overview of the proportion of funding that comes from each source. If applicable, discuss any efforts your organisation has made to diversify its funding sources to reduce dependency on any single source of funding.

3.4 Does your organisation maintain financial reserves? If so, what is your policy on reserve levels and how are they managed

Confirm whether your organisation sets aside funds as financial reserves, and if so, how these reserves are managed according to your organisation's policy. Discuss any strategies your organisation has in place to manage financial risks and ensure long-term sustainability.

3.5 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 including organisation, amount and purpose, the outputs and outcomes and how this delivered value for money.

If the answer is yes, provide comprehensive details of the funding received, including the organisation providing the funding, the amount received, the purpose of the funding, the outputs and outcomes achieved with the funding, and how this contributed to delivering value for money.

3.6 Is your organisation currently in receipt of funding for this initiative from other public bodies? If yes, please provide comprehensive details of the funding, 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 the answer is yes, provide comprehensive details of the funding, including the source of the funding, the amount received, the outputs and outcomes achieved with the funding, and how this contributed to delivering value for money.

3.7 Has your organisation received funding from any other source (including statutory agencies, sponsors, fundraising or EU funds) in the past 3 years?

Provide information about any funding your organisation has received from sources other than the Department of Justice or other government bodies.

Funding sources in the past 3 years (current year and prior 2 years)					
Year	**Name of Funding Body**	**Project Name (if non-project, or 'core' funding, please state this)**	**Name of Grant Scheme (e.g. European Social Fund)**	**Duration of funding**	**Amount**

Section D - Financial Information for Project

4.1 What is the total cost of operating your project for each of the years?

Where the funding is on an annual basis, please specify for 1 year only. Additional rows should be completed for each year of the project.

Overall expenditure required to operate your project for each year specified. This includes all costs associated with running the project, such as personnel expenses, administrative costs, programme delivery costs, overhead expenses, and any other relevant expenditures.

Year	Total cost of your project per year	Funding being sought from the Department of Justice
2024	€	€

2025	€	€
2026	€	€
Total amount sought from the Department of Justice for the duration of the Project	€	

4.2 Total cost of operating the project analysed between payroll and non-payroll costs.

Payroll costs include expenses related to salaries, wages, benefits, and other compensation for staff directly involved in running the project.

Non-payroll costs include expenses such as rent or lease payments for facilities, utilities, supplies, equipment, travel, marketing and advertising, professional services, training, and any other operational costs necessary for project implementation.

Year	Total cost of your project per year	Payroll cost	Non-pay cost
	€	€	€

Any allocation of management overheads or charges must be agreed with the Department of Justice in advance of signing of funding agreement.

4.3 Current projects only

Answer only if in relation to ongoing projects where funding is being sought to either continue or expand those projects.

Current cost of the project per year, if applicable	€
If new/additional proposal (including expansion), please provide the following breakdown.	
Services currently provided	€
Payroll cost	€
Non-pay cost	€

Additional proposal (including expansion) to the current level of service	€
Payroll cost	€
Non-pay cost	€

4.4 Detailed budget breakdown

Comprehensive itemisation of all the expenses associated with a project or initiative. This breakdown provides a detailed list of individual cost items, along with their corresponding amounts, that collectively make up the total budget for the project.

Complete the following table	
	Budget allocation
Staff costs (including PAYE/PRSI etc.)	€
Staff expenses (including Travel & Subsistence)	€
Volunteer expenses	€
Premises (including rent, heating, lighting, water charges, repairs and maintenance)	€
Equipment	€
Consumables	€
Administration	€
Training Costs	€
Other costs* (specify other costs)	€
Total	€
Total project cost (if greater than amount being sought in this application)	€
Source of surplus funding	

*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.

4.5 Detailed payroll breakdown

You should 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.

Total number of project staff	Confirm total number of project staff
Total number of staff (whole time equivalents)	Confirm total number of staff (whole time equivalents)
Total staff costs (gross salaries and Employers PRSI and pension contribution)	Confirm total staff costs (gross salaries and Employers PRSI and pension contribution)
Salary level justification	Provide salary level justification
Number of volunteers involved in carrying out this project/service	Confirm number of volunteers involved in carrying out this project/service

4.6

Provide specific information about the expenses associated with compensating the employees who will be directly involved in carrying out the proposed project. This includes detailing the salaries, wages, benefits, and other related costs for these staff members.

Details of payroll costs for direct staff on the proposed project					
Title	Role description	Gross salary (Salary + PRSI/ER)	Employer Pension contribution	% of time per day on the project	Cost of other benefits (car, bonus, etc.)

4.7

Please give a breakdown of gross pay, allowances/ expenses and number of staff in your organisation, as set out below.

Provide a breakdown of these components to help give a comprehensive overview of the organisation's payroll structure and staffing expenses.

Gross pay, allowances / expenses	No. of Staff
Less than €35,000	
€35,000 - €45,000	
€45,001 - €55,000	
€55,001 - €65,000	
€65,001 - €75,000	
€75,001 - €85,000	
€85,001 - €95,000	
Greater than €95,000	

4.8

Demonstrate the need for funding from the Community Safety Fund rather than alternative funding sources.

Detail how your project aligns with the goals of the Community Safety Fund. Explain how your project supports the priorities of the Community Safety Fund. Identify any shortcomings

in securing support from other sources. Highlight the distinctive advantages of funding from the Community Safety Fund. Provide proof of your project's potential outcomes with Community Safety Fund backing. Address potential challenges linked to alternative funding and how the Community Safety Fund would mitigate them for project sustainability.

4.9

Please outline how the project will achieve maximum output for the proposed budget and costs in line with market norms.

Outline how your project will demonstrate sound financial management practices and ensure the effective utilisation of resources to achieve project objectives.

Section E - Governance Details

5.1 Outline your organisation's Governance Structures.

Provide an overview of the framework and processes that govern the operations and decision-making within your organisation to ensure its continued success and impact.

5.2 Outline what controls your organisation has in place to ensure good financial management. Please provide details of the administrative capability in your organisation. Financial and governance procedures must be submitted to support the application.

Outline internal controls for financial management, including procurement policies and expense reimbursement procedures. Discuss monitoring of financial performance, risk identification, and compliance with laws and regulations.

Detail the administrative structure, key personnel roles, and reporting relationships. Mention systems and tools used for administrative tasks such as project management software. Address governance policies and procedures, including board governance and compliance with legal requirements.

Confirm that your organisation will provide documentation of its financial and governance procedures as part of the application process. This may include copies of financial policies,

procedures manuals, governance documents, and any relevant audit reports or financial statements.

5.3 Outline details of the governance controls in your organisation to ensure that good governance and oversight practices are in place in relation to risk assessment, including vetting of staff and volunteers for work with vulnerable adults and children as may be appropriate.

Describe how your organisation identifies and manages risks. Explain how risk assessment informs decision-making and governance.

Detail the process for screening staff and volunteers working with vulnerable groups. Highlight training and monitoring measures to ensure compliance.

Outline governance structures for overseeing risk management and safeguarding. Confirm reporting mechanisms and adherence to legal requirements.

5.4 How does the organisation ensure compliance with relevant laws and legislation?

Outline the mechanisms and processes your organisation has in place to adhere to applicable laws, regulations, and legislation.

5.5 Outline internal training and induction procedures for staff and volunteers.

Provide overview of the processes your organisation follows to train and onboard both staff and volunteers to equip them with the knowledge, skills, and support they need to contribute effectively to the organisation's mission and objectives.

5.6 Outline systems for onward referral to other services as may be required.

Explain the processes and mechanisms your organisation has in place to refer individuals to other services or resources that can address their needs beyond the scope of your organisation's offerings.

5.7 Outline support and professional development provision for staff and volunteers.

Confirm if your organisation provides staff members with support mechanisms like mentorship programs, supervision sessions, and counselling services? Are there professional

development opportunities available such as training workshops, conferences, and access to development funds? How are they encouraged to pursue further education or certifications relevant to their roles? Clarify if volunteers are supported through training, orientation programs, and ongoing supervision. Are volunteers' contributions recognised, either formally or informally? How does your organisation gather feedback from staff and volunteers to identify their support needs and preferences, and what processes are in place to evaluate the effectiveness of support and development initiatives?

5.8 Describe any added value/benefits that the project will deliver.

Demonstrate the broader significance and positive outcomes that the project will deliver beyond its primary objectives, contributing to the overall well-being and development of the community.

5.9 Please provide any other relevant information to support your application.

Provide any additional details, explanations, or evidence that you believe would strengthen your application for funding or support. This is an opportunity to provide any relevant information that hasn't been covered in the previous sections but could further demonstrate the value, feasibility, or impact of your project.

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.

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Section F - Children First 2005

This declaration should only be completed if it pertains to the applicant organisation's activities.

Please note that this section of the form only applies to organisations providing services which come under the criteria of relevant services as provided for under Schedule 1 of the Children First Act 2015. Otherwise this section of the form need not be completed.
The Act requires providers of relevant organisations to keep children safe from harm while availing of their services, to undertake a risk assessment to identify the potential for harm to a child who is availing of their service, and to prepare a child safeguarding statement which sets out the policies and procedures which are in place to mitigate the risks identified.
Schedule 1 of the Act specifies work or activities for the purposes of the definition of relevant services and includes work or activities which mainly involving access to or contact with children.
See more details on this at http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf

6.1 Does this apply to your organisation?

Answer yes or no as relevant

Yes	
No	

6.2 All remaining provisions of the Children First Act 2015 commenced on 11 December 2017. Please confirm that you are fully compliant with all relevant provisions of the Act. (Please note that you will be required to provide a follow-up assurance.

Confirm yes or no

Yes	
No	

6.3 Please provide an outline of the arrangements that you have put, or will be putting, in place to ensure said compliance with the Act.

Outline as relevant

Section G - Declaration

I declare that I have read and understood the Department of Public Expenditure and Reform Circular: 13/2014 'Management of and Accountability for Grants from Exchequer Funds.' http://circulars.gov.ie/pdf/circular/per/2014/13.pdf and that the requirements and procedures as stated in Circular: 13/2014 will be complied with by my organisation as a grant recipient. **I acknowledge that funds must be used for the purpose for which they may be granted and the right of the Department to recover funds not in compliance with any Grant Agreement resulting from this application for funding.** **I also certify that the information in the attached application is true and accurate and that the proposed project meets the funding theme and that it can be completed within the eligible project dates.**

Form to be Signed by an Authorised Signatory on Behalf of the Organisation	
Name (block capitals)	Insert name in block capitals
Signature	Signatures on this document can be either wet (handwritten) or dry (electronic), but typed signatures are not acceptable.
Role in the organisation	Confirm role in applicant organisation
Date	Confirm date application signed

An Roinn Dlí agus Cirt
Department of Justice

Please direct any queries and completed Application Forms to:

CommunitySafetyFund@justice.ie

An Roinn Dlí agus Cirt
Department of Justice

Section H - Funding Application Form Privacy Notice

Introduction

1. The data you provide is collected by Funds Administration Unit, a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and the data controller's contact details are:

Department of Justice,
51 St Stephen's Green
Dublin 2
D02 HK52
Ireland
CommunitySafetyFund@justice.ie

How will your personal data be used?

2. We may use the personal data you provide for the following purpose(s):

For contact purposes relating to processing of an application for funding and assessing eligibility for funding.

Legal Basis for processing your Personal Data

3. Our legal basis for collecting and processing this data is as follows:
to carry out a task in the public interest, i.e., to provide a financial provision (Grant),

originating in the Justice Vote, for a particular activity or service administered or undertaken by an outside body, including agencies, companies, committees, advisory groups, charities or individuals.

Security of Personal Data

4. **The personal data provided will be stored securely on DoJ IT servers in email and/ or the eDocs system provided by Office of Government CIO.**

Sharing of Personal Data

5. It may be shared, where appropriate, with the following third parties:

the relevant Business Unit in the Civil or Criminal Policy function with responsibility for the stream of funding relating to the application for funding.

Further processing of your Personal Data

6. **There will be no further processing of your data.**

7. **We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.**

Contact for Queries

8. The contact for any queries is

Funds Administration Unit,

Department of Justice,
Floor 1
7 Ely Place,
Dublin 2,
D02 TW98.
CommunitySafetyFund@justice.ie

How long will Personal Data be retained?

9. This data will be stored in accordance with the requirements of the National Archives Act 1986.

How to Request a copy of your Personal Data

10. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:
    - at http://www.justice.ie/en/JELR/Pages/Data_Protection or
    - from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to subjectaccessrequests@justice.ie or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

Your Rights in relation to your Personal Data

11. You have the right to rectify any inaccuracies in your data. To do this you should write to Funds Administration Unit, Department of Justice, Floor 1, 7 Ely Place, Dublin 2, DO2 TW98 CommunitySafetyFund@justice.ie documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.

12. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.

13. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website www.dataprotection.ie or by post to:

21 Fitzwilliam Square South
Dublin 2
D02 RD28

Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at:

http://www.justice.ie/en/JELR/Pages/Data_Protection

Contact the DPO

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

The Data Protection Officer,

Department of Justice,

51 St. Stephen's Green,

Dublin 2, D02 HK52.

Or

by email - dataprotectioncompliance@justice.ie

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

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.

Name of signatory (block capitals)	**Insert name**
Signature	**Insert signature**
Role in the organisation	**Insert role**
Date	**Insert date**

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)

• Signatory details for the organisation

• Bank details of the organisation

• Revenue correspondence (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.

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

5. All decisions on grant applications are final, and no appeals will be considered.

6. The review and decision-making process will take approximately 10-12 weeks, therefore, you can expect to hear from the Department in. However, this date may change depending on the number of applications received and other circumstances.

7. The Department will not respond to queries during the review process.