

Human Rights & Equality Grant Scheme 2016

Guidance Manual for Grant Applications



Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas
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1. The Irish Human Rights and Equality Commission

1.1 Purpose and Mandate

The Irish Human Rights and Equality Commission (the Commission) was set up on 1 November 2014 as an independent public body. The Commission is Ireland's national human rights and equality institution.

Under our founding legislation, the Irish Human Rights and Equality Act 2014, the overall functions of the Commission are¹:

- a. To protect and promote human rights and equality;
- b. To encourage the development of a culture of respect for human rights, equality; and intercultural understanding in the State;
- c. To promote understanding and awareness of the importance of human rights and equality in the State;
- d. To encourage good practice in intercultural relations, to promote tolerance and acceptance of diversity in the State and respect for the freedom and dignity of each person, and;
- e. To work towards the elimination of human rights abuses, discrimination and prohibited conduct.

Our goal is an inclusive Ireland where human rights and equality are fully enjoyed by everyone, everywhere.

1.2 IHREC Strategy Statement 2016-2018

The Irish Human Rights and Equality Commission published its first strategy statement in January 2016.

The Strategy Statement 2016-2018 sets out five strategic goals, taking into account the vision, mission, mandate and values of the Commission (see [IHREC Strategy Statement 2016-2018](#)).

In summary, these goals are:

- Goal 1:** Leadership
- Goal 2:** Proactive implementation of our legal powers, in particular public duty²
- Goal 3:** Promoting understanding of the indivisibility of equality and human rights
- Goal 4:** Making equality and human rights real
- Goal 5:** Intercultural understanding and diversity – To promote and contribute to effective, positive intercultural relations in Ireland

These strategic goals and objectives are set out in detail in Annexe A below.

¹ Irish Human Rights and Equality Commission Act 2014, Section 10 (1)

² Section 42(1) of the Irish Human Rights and Equality Commission Act 2014 provides that a public body shall, in the performance of its functions have regard to the need to: a) eliminate discrimination, b) promote equality of opportunity and treatment of its staff and the persons to whom it provides services, and c) protect, promote and fulfil the human rights of its members, staff and the persons to whom it provides services. The definition of a public body is broad and is defined under section 2 of the Act.

2. The Human Rights & Equality Grant Scheme 2016

2.1 Introduction and Overview

The Irish Human Rights and Equality Commission Act 2014 gives the Commission powers to provide financial assistance to other bodies to carry out certain activities to promote human rights and equality.

The types of activities that are eligible for grant support from the Commission are³:

- Research and educational activities;
- Education and training on human rights and equality issues;
- Programmes of activities and projects for the promotion of integration of migrants and other minorities, equality (including gender equality) and respect for diversity and cultural difference.

In this context the Commission has established the 'Human Rights & Equality Grant Scheme 2016' to support eligible activities within the State that relate to one or more of the goals and objectives set out in the Commission's Strategy Statement 2016-2018 (see Annexe A below).

The total grant fund under the Human Rights & Equality Grant Scheme 2016 is €250,000.

The Grant Scheme includes three funding strands for:

- Strand 1:** Capacity Building (Maximum Grant €6,000);
- Strand 2:** Project Implementation (Maximum Grant €20,000);
- Strand 3:** Collaboration and Dissemination (Maximum Grant €4,000).

The Commission does not specify the number of projects to be funded under each funding strand. However, the amount available is only enough to allow a small number of grants at the maximum amount under each strand. Amounts lower than requested in applications may be allocated to facilitate funding of a greater number of projects.

2.2 Eligible Applicants

Irish based NGOs and civil society groups (including non-profit organisations, community groups and trade unions) are eligible to apply for all three strands. Academic institutions and public bodies are also eligible to apply under Strands 2 and 3.

An applicant organisation must be set up as a public body and/or a legal entity with a tax clearance certificate or charitable status.

Applications involving a collaborative partnership between two or more organisations are welcome. However, such applications must be made in the name of one lead organisation acting as the applicant, which shall have full financial responsibility for the proposal and for meeting all terms and conditions of any grant awarded.

³ The Irish Human Rights and Equality Commission Act 2014 specifically empowers the Commission to provide financial assistance to these types of activities. See Sections 10(2) j, k & l respectively.

2.3 Three Funding Strands

The Human Rights & Equality Grant Scheme 2016 will support eligible activities that relate to one or more of the goals and objectives set out in the Commission's Strategy Statement 2016-2018 (see Annexe A below).

The Grant Scheme includes three funding strands as follows:

Strand 1: Capacity Building

Irish based NGOs and civil society groups (including non-profit organisations, community groups and trade unions) are eligible to apply for Strand 1.

The maximum grant available under Strand 1 is €6,000.

Activities funded under Strand 1 must be completed within six months of signing a grant agreement.

The purpose of this strand is to support activities to build eligible groups' capacity to advance human rights and equality in respect of:

- a. Research and educational activities;
- b. Education and training on human rights and equality issues;
- c. Programmes of activities and projects for the promotion of integration of migrants and other minorities, equality (including gender equality) and respect for diversity and cultural difference.

The capacity building strand will assist eligible groups to, for example:

- Develop expertise to engage in relevant human rights and equality activities;
- Scope out a project idea with a view to applying for future grant schemes issued by the Commission or elsewhere;
- Implement and deliver capacity building projects.

Strand 2: Project Implementation

Irish based NGOs and civil society groups (including non-profit organisations, community groups and trade unions), academic institutions and public bodies are eligible to apply under Strand 2.

The maximum grant available under Strand 2 is €20,000.

Activities funded under Strand 2 must be completed within twelve months of signing a grant agreement.

This strand aims to support the implementation and delivery of relevant:

- a. Research and educational activities;
- b. Education and training on human rights and equality issues;
- c. Programmes of activities and projects for the promotion of integration of migrants and other minorities, equality (including gender equality) and respect for diversity and cultural difference.

The project implementation strand will assist eligible groups to, for example:

- Undertake quantitative or qualitative research on human rights and/or equality issues. This might include, for example, data collection, action based research or monitoring the impact of policies or practices;
- Analyse and document models of good practice to protect and promote human rights and equality;
- Implement activities and projects to promote human rights and/or equality;
- Implement human rights and/or equality mainstreaming approaches;
- Provide training and education on human rights and/or equality.

Strand 3: Collaboration and Dissemination

Irish based NGOs and civil society groups (including non-profit organisations, community groups and trade unions), academic institutions and public bodies are eligible to apply under Strand 3.

The maximum grant available under Strand 3 is €4,000.

Activities funded under Strand 3 must be completed within six months of signing a grant agreement.

The purpose of this strand is to promote collaboration and working in partnership to drive and advance human rights and equality arising from relevant:

- a. Research and educational activities;
- b. Education and training on human rights and equality issues;
- c. Programmes of activities and projects for the promotion of integration of migrants and other minorities, equality (including gender equality) and respect for diversity and cultural difference.

The collaboration and dissemination strand will support eligible groups to, for example:

- Raise awareness and share learning through publication of materials, social media, conferences, seminars or roundtables;
- Enhance knowledge exchange and understanding across different sectors and disciplines;
- Influence policy and/or mainstream best practice.

3. Applying for a Grant

3.1 Introduction and Overview

Applications must be submitted using the application form provided.

Eligible organisations can submit a maximum of one application per funding strand. If submitting more than one application each such application must be on a separate application form.

Applications can be submitted:

- By email to grants@ihrec.ie (please use the subject line 'Human Rights & Equality Grant Scheme 2016').
- By post to 'Human Rights and Equality Grant Scheme 2016', Irish Human Rights and Equality Commission, 16-22 Green Street, Dublin 7.

The closing date for receipt of applications is Wednesday 13 July 2016, 5pm.

Applications whether submitted by e-mail or post must be received by the closing date above. For postal applications a postage stamp with the closing date is not sufficient.

3.2 Outline of Application Form

The application form is comprised of seven parts:

Part A: Organisational Details

This part asks for basic information about the applicant organisation, the lead person for this grant application and – where applicable - any partner organisation/group of organisations.

Part B: Activity Type and Funding Strand

In this part applicants are required to indicate the type of eligible activity and the funding strand addressed by their application.

Part C: Project Proposal

This part asks applicants for details of the project for which they are seeking funding. This covers issues such as the aims and objectives of the project, the key actions or activities involved, and the intended outcomes. Applicants must also specify how the project relates to the goals and objectives of the IHREC Strategy Statement 2016-2018.

The information provided in this part is particularly relevant to the 'Quality and Relevance of the Proposal' section of the Marking Scheme. Therefore it is important that applicants ensure that they provide clear and sufficient detail to allow the assessment panel to adequately consider the proposal. It is also important here to note that, in line with the higher levels of funding available under Strand 2, the amount and detail of information required to assess Strand 2 proposals will be correspondingly greater than that required to assess proposals under Strands 1 or 3.

Part D: Organisational and Implementation Capacity

This part asks for information on the work of the applicant organisation (and partner organisations where applicable), its capacity to implement the project that is being proposed, and on how the project will be delivered and by whom.

The information provided in this part is particularly relevant to the 'Organisational and Implementation Capacity' section of the Marking Scheme. Therefore it is important that applicants ensure that they provide clear and sufficient detail to allow the assessment panel to adequately consider the proposal. It is also important here to note that, in line with the higher levels of funding available under Strand 2, the amount and detail of information required to assess Strand 2 proposals will be correspondingly greater than that required to assess proposals under Strands 1 or 3.

Part E: Project Budget and Costings

This part asks for information on the funding being applied, for the total amount sought and a breakdown of the project costs. All costs should be quoted in Euro and should include VAT.

The information provided in this part is particularly relevant to the 'Costs' section of the Marking Scheme. Therefore it is important that applicants ensure that they provide clear and sufficient detail to allow the assessment panel to adequately consider the proposal. It is also important here to note that, in line with the higher levels of funding available under Strand 2, the amount and detail of information required to assess Strand 2 proposals will be correspondingly greater than that required to assess proposals under Strands 1 or 3.

Applicants are asked to breakdown their costs across a number of headings. Please note that not all of these headings will apply in each case. These headings are:

- **Contracted Services:** This may include, for example, fees for contractors engaged to undertake research (including peer researchers) or to provide human rights and equality expertise, training, facilitation, project coordination, project administration.
- **Event costs:** This may include, for example, venue hire, meeting rooms, refreshments.
- **Travel and subsistence:** This may include, for example, speakers travel and subsistence or support for participants to engage in a project or attend an event.
- **Promotion costs:** This may include, for example, event/project publicity and advertising, printing and design, ICT costs towards online supports and social media.
- **Purchase of Materials:** This may include for example training materials, photocopying or stationery.
- **Other Costs:** This includes other miscellaneous costs.
- **Administration:** A flat fee of 5% is allowable for Irish based NGOs and civil society groups (including non-profit organisations, community groups and trade unions).

The following activities and costs are ineligible and will not be considered for funding:

- Funding of statutory / public body core responsibilities;
- Organisation core costs, including salary of existing core staff and overheads;
- Costs not related to the project outlined in the application;
- Retrospective costs – activity that has already been undertaken prior to the date of application approval;
- Funding of post-graduate theses;
- The purchase of IT or other office equipment or general office supplies;
- Fund raising activities;
- Elements already funded from other sources;
- Projects or activities that give rise to commercial activity or profits.

Part F: Mandatory Declarations

In this part applicants are required to confirm their understanding and acceptance of the Freedom of Information provisions that will apply in respect of applications under this Grant Scheme.

Applicants are also required to confirm that they understand and accept a Disclaimer to the effect that the Irish Human Rights and Equality Commission shall not be liable to the applicant or to any other party in respect of any loss, damage or costs arising directly or indirectly from: (a) the application or the subject matter of the application; (b) the rejection for any reason of the application.

4. Assessment and Awards

4.1 Evaluation of Applications

All applications will be screened to check eligibility. In order to be eligible applications must:

- Be submitted on time;
- Be completed in full;
- Be submitted by an eligible applicant.

All eligible applications received will be assessed by a panel convened for that purpose.

The assessment panel for the 'Human Rights & Equality Grant Scheme 2016' will comprise relevant staff of the Commission and independent external expertise.

Eligible applications will be assessed according to the following marking scheme:

- Quality and Relevance of the Proposal (50 marks);
- Organisational and Implementation Capacity (30 marks);
- Costs (20 marks).

Further details of this marking scheme are set out in Annexe B below.

To be eligible for funding, applications must achieve a score of at least 50% of the points available on each of the three specified criteria, and a minimum total score of at least 60% of the total points available. For avoidance of doubt, this does not mean that applications achieving these minimum scores will be funded.

4.2 Notice of Outcome

All applicants, successful and unsuccessful will be informed by letter or email of the outcome of the assessment process.

4.3 Conditions of Offer

Successful applicants will be required to enter into a Grant Agreement which will include but is not limited to:

- Start date and completion date for the project;
- A statement of activities and actions to be delivered;
- Funding amount and funding draw down arrangements;
- Project review, reporting and financial requirements;
- Vouched expenditure requirements, including invoices and proof of payment;
- Specific requirements of applicants in relation to publicity, use of logos etc.

4.4 Payment of Grant

Arrangements for drawdown of grants, on the basis of vouched expenditure will be specified in the Grant Agreement.

All expenditure must be receipted and accounted for.

Funding will be paid in a minimum of two instalments.

Final payments in each case will only be made upon completion of the project and receipt of a short Project Report.

4.5 Project Report

The Project Report will set out a brief description of the project, and will include the following:

- A summary of actions and activities undertaken;
- Project achievements or outcomes;
- An assessment of how the project objectives have been met;
- Relevance of the project to the goals and objectives of the Commission's Strategy Statement 2016-2018.

5. Query Handling

Should you have any queries please send your questions to grants@ihrec.ie with the subject line '**Human Rights & Equality Grant Scheme 2016**'.

You can also write in to:

Human Rights & Equality Grant Scheme 2016
Irish Human Rights and Equality Commission
16-22 Green Street
Dublin 7

Please note that once a grant application has been submitted the Commission will not enter into individual or written correspondence and will not be in a position to review any eligibility issues with applicants.

Annexe A: IHREC Strategy Statement 2016-2018

Strategy Goals and Objectives

Goal 1: Leadership

By 2019 we will be recognised as an authoritative organisation driving and enabling excellence in human rights and equality. We will be seen as an organisation with a strong values-based culture aligned to an ambitious and courageous approach to human rights and equality.

To deliver this vision we will have in place:

- A proactive and challenging approach, supporting excellence in the protection of human rights and equality in Ireland;
- A strong, authoritative reputation as influencers of real change creating a deeper culture of human rights and equality.

Goal 2: Proactive implementation of our legal powers, in particular public duty

By 2019 there will be a measurable change in the practice of key duty bearers due to their awareness of equality and human rights law and best practice.

We will:

- Proactively implement our legal and regulatory powers;
- Effectively monitor equality and human rights compliance in employment and service delivery;
- Ensure robust implementation of human rights and equality standards - in particular CRPD, OPCAT;
- Ensure that duty bearers are measurably more aware of their obligations to rights holders and more effectively held to account;
- Employ a strategic approach to use of data analytics and research that drives and supports effective decision-making on issues of human rights and equality.

Goal 3: Promoting understanding of the indivisibility of equality and human rights

By 2019 the Irish Human Rights and Equality Commission will have advanced and built support for a holistic view of human rights with a particular focus on socio-economic rights.

We will deliver:

- A strategy which will engage with and impact on major human rights and equality issues;
- An active evidence-based research strategy that improves and enhances decision making on issues of human rights and equality;
- Human rights and equality proofing of key legislation and budgetary processes;
- Enhanced support for expanded protection measures for socio-economic rights.

Goal 4: Making equality and human rights real

By 2019 the Irish Human Rights and Equality Commission will have achieved strategic progress in critical areas of human rights and equality by fighting discrimination and vindicating rights, especially those of the least advantaged.

We will achieve this by:

- Being proactive in providing support to people and vindicating their rights;
- Promoting best practice and highest standards of human rights and equality education;
- Having a strong collaboration with workers and employer groups to drive equality and human rights;
- Having in place effective working partnerships that empower civil society to advance human rights and equality;
- Promoting the creation of an environment of respect for human rights and equality in Ireland through efficient implementation and monitoring of human rights and equality standards.

Goal 5: Intercultural understanding and diversity

To promote and contribute to effective, positive intercultural relations in Ireland.

By 2019 the Irish Human Rights and Equality Commission will, through a series of positive interventions, have enhanced public recognition of diversity and intercultural relationships as a positive factor in Irish life.

We will achieve this by:

- Delivering and articulating an understanding of interculturalism based on human rights and equality;
- Active engagement with different groups in society;
- Promoting good practice in interculturalism, including by promoting intercultural and inter-faith dialogue;
- Opposing racism and related forms of intolerance;
- Promoting pluralism and acceptance of differences, encouraging a culture of respect for freedom and dignity and understanding of human rights and equality in the State.

Annexe B: Marking Scheme

Criteria	Description	Max mark available
<p>Quality and Relevance of the Proposal</p>	<p>Quality and relevance of the proposal, and contribution of the proposal to the human rights and equality agenda.</p> <ul style="list-style-type: none"> • Is there a clear rationale about why the specific issues and/or target group(s) outlined in the proposal were selected? • Is the proposal informed by relevant sources such as data, research and official documents? <p>Clear approach, clear actions or activities, potential outcomes as a result of the project proposed.</p> <ul style="list-style-type: none"> • Are actions or activities realistic? • Is there clarity in terms of what the proposal hopes to achieve (outcomes) in relation to human rights and equality? • Does the proposal aim to identify or address gaps in the realisation of human rights and equality? <p>Relevance to the Commission's goals and objectives.</p> <ul style="list-style-type: none"> • How does the proposal relate to one or more of the goals or objectives set out in the IHREC Strategy Statement 2016-2018? 	<p>50</p>

Criteria	Description	Max mark available
Organisational and Implementation Capacity	<p>The feasibility and credibility of the proposal plan.</p> <ul style="list-style-type: none"> Are the actions or activities realistic and achievable in terms of realising expected outcomes and in terms of implementing within the timeframe? <p>Capacity to complete the project to a high standard within the timescale</p> <ul style="list-style-type: none"> Is there evidence of a good track record and tangible results from previous projects, including lessons learned? <p>Experience of managing projects.</p> <ul style="list-style-type: none"> Does the application make clear the organisation's capacity to implement the proposal? 	30
Costs	<p>Costings and value for money.</p> <ul style="list-style-type: none"> Does the proposal clearly set out how the budget will be allocated? Are the costings realistic? Does the budget consider value for money? i.e. <ul style="list-style-type: none"> Clarify rationale for specific areas of budget allocation as appropriate and explain how this budget allocation is expected to contribute to realising outcomes; Identify any areas where value for money informed the approach to implementation of the proposal. 	20
Total marks available		100