

# Human Rights & Equality Grant Scheme 2017

**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 & Equality Commission (the Commission) is an independent statutory body, established on 1 November 2014 under the Irish Human Rights and Commission (IHREC) Act 2014. The Commission is Ireland's National Human Rights Institution (NHRI) and National Equality Body (NEB).

Under the IHREC Act, the overall functions of the Commission are<sup>1</sup>:

- 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.

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

## 2. The Human Rights & Equality Grant Scheme 2017

### 2.1 Introduction and Overview

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

Activities eligible for grant support include research, education and training on human rights and equality issues and activities for promoting the integration of migrants and other minorities, equality (including gender equality) and respect for diversity and cultural difference. For further information on this and on IHREC strategic goals and objectives, see Annex A.

The Human Rights & Equality Grant Scheme 2017 will support activities within the State that relate to one or both of the following themes:

- a. Intercultural Understanding and Diversity – promoting awareness and understanding of interculturalism and supporting effective, positive intercultural relations in Ireland
- b. Supporting Implementation of the Public Sector Duty (Section 42 of the Irish Human Rights and Equality Commission Act 2014) and promoting awareness and understanding of the Duty<sup>2</sup>

*The total grant fund under the Human Rights & Equality Grant Scheme 2017 is €350,000.*

*Under this Scheme eligible organisations can submit a maximum of one application.*

*Proposals for either (a) small grants of up to €6,000 or (b) general grants of up to €20,000 will be accepted.*

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2 For further information on the Public Sector Duty see <https://www.ihrec.ie/our-work/public-sector-duty/>

## 2.2 Eligible Applicants

Irish based **NGOs and civil society groups** (including non-profit organisations, community groups and trade unions), academic institutions<sup>3</sup> and **public bodies** as defined under the Irish Human Rights and Equality Commission (IHREC) Act 2014 are eligible to apply. Section 2 of the IHREC Act 2014 broadly defines public bodies to include government departments, local authorities, Health Service Executive, universities and institutes of technologies, education and training boards, schools and semi-state bodies.

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.

An applicant organisation must be set up as a public body or must have a tax clearance certificate or charitable status. IHREC may also require audited accounts / financial statements and/or bank balance details from applicant organisations prior to award of any grant under this Scheme.

## 2.3 Funding Themes

The Human Rights & Equality Grant Scheme 2017 aims to encourage leadership and excellence with a view to creating a deeper culture of human rights and equality in Ireland. It will support eligible activities that relate to one or both of the themes of (a) intercultural understanding and diversity and (b) supporting the implementation of the Public Sector Duty.

### *Theme A: Intercultural Understanding and Diversity*

The development of a culture of respect for human rights, equality, and intercultural understanding is key to promoting positive intercultural relations in Ireland. This includes encouraging good practice in intercultural relations, promoting tolerance and acceptance of diversity and respect for the freedom and dignity of each person. This Grant Scheme aims to support activities that:

- Promote and enhance effective, positive intercultural relations, including the promotion of inter-faith dialogue;
- Encourage active engagement with different groups in society;
- Raise awareness of the impact of racism and related forms of intolerance;
- Oppose and address racism and related forms of intolerance;
- Promote pluralism and acceptance of differences, encouraging a culture of respect for freedom and dignity and understanding of human rights and equality in the State;
- Articulate and promote an understanding of interculturalism and diversity in society based on human rights and equality.

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<sup>3</sup> Please note that IHREC considers each academic Department as the equivalent of a separate organisation in relation to the submission of applications under this Scheme.

### *Theme B: Supporting Implementation of the Public Sector Duty*

The Public Sector Duty relates to Section 42 of the Irish Human Rights and Equality Commission Act 2014. It places a positive duty on public sector bodies to have regard to the need to eliminate discrimination, promote equality and protect human rights in their daily work (for further information see: <https://www.ihrec.ie/our-work/public-sector-duty/>).

This Grant Scheme will support activities that:

- Support rights holders to understand and vindicate their rights when accessing public services;
- Support civil society<sup>4</sup> capacity to engage with public bodies in relation to the implementation of the Public Sector Duty;
- Promote effective working partnerships that empower civil society and public bodies to advance aspects of human rights and/or equality;
- Ensure public bodies are more aware of their obligations to rights holders and more effectively held to account;
- Support public bodies to identify and address specific or multiple human rights and/or equality issues of relevance to their work for people accessing their services and for staff;
- Build capacity of public bodies to monitor aspects of equality and human rights compliance in service provision and in employment.

With reference to Theme A (Intercultural Understanding and Diversity) and Theme B (Supporting Implementation of the Public Sector Duty) the grant will assist eligible groups to, for example:

- **Raise awareness and share learning** which may include (but not limited to) developing, publishing and disseminating materials; organising conferences, seminars or roundtables; generating creative and/or participatory spaces for awareness raising and learning; enhancing knowledge exchange and understanding of human rights and/or equality issues across different sectors and disciplines.
- **Provide training and education** which may include (but not limited to) training and educational activities on issues related to one or more aspects of human rights and/or equality including activities of a creative, innovative and / or participatory nature.
- **Undertake research and educational activities** which may include (but not limited to) quantitative, qualitative or participatory research on one or more aspects of human rights and/or equality issues; data gathering; analysing and documenting models of good practice to protect and promote human rights and equality.
- **Build organisational capacity to implement human rights and equality in their day-to-day work across their functions** which may include (but not limited to) undertaking a human rights and equality assessment of policies, plans and practices to identify issues to be addressed; consulting and engaging with staff and/or service users to help prioritise issues; training events on specific human rights and/or equality issues; data gathering.
- **Deliver programmes / projects to enhance human rights and/or equality** which may include (but not limited to) creative and/or participatory activities to promote the integration of migrants and other minorities; promote respect for diversity and cultural difference; promote equality or an aspect of equality related to one or more of the equality grounds; support vulnerable groups to address issues of concern to them.

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<sup>4</sup> Civil society includes non-profit organisations, community groups and trade unions.



## 3. Applying for a Grant

### 3.1 Introduction and Overview

Applications must be submitted using the application form provided.

*Under this Scheme eligible organisations can submit a maximum of one application.*

#### Applications can be submitted:

- By email to grants@ihrec.ie (please use the subject line 'Human Rights & Equality Grant Scheme 2017').
- By post to 'Human Rights and Equality Grant Scheme 2017', Irish Human Rights and Equality Commission, 16-22 Green Street, Dublin 7, D07 CR20.

*The closing date for receipt of applications is **Wednesday 6th of September 2017 at 5.00pm.***

Applications, whether submitted by email or post, must be received by the closing time and date indicated above. Applications after this time and date will not be considered. For postal applications a postage stamp with the closing date is not sufficient.

### 3.2 Application Form

The application form is comprised of six 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: Funding Themes*

This part asks applicants to indicate which funding theme the proposed activity falls under.

#### *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.

The information provided in this part is particularly relevant to the 'Quality of 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.

#### *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.

#### *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.

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:** Please specify
- **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 a public body's core functions
- 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
- Fundraising 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 part 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 2017' will comprise of 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).

All applications will be first assessed on the Quality and Relevance of the Proposal. Only those proposals which achieve at least 35 out of 50 marks available on this criterion will proceed to assessment on the other two criteria. Further details of this marking scheme are set out in Annex B below.

### 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.
- A signed declaration to confirm that the organisation is not receiving funding from other public funds for this project.

Activities funded under the grant scheme must be completed within twelve months of signing a grant agreement.

#### 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

## 5. Query Handling

Should you have any queries please send your questions to [grants@ihrec.ie](mailto:grants@ihrec.ie) with the subject line **'Human Rights & Equality Grant Scheme 2017'**.

You can also write in to:

Human Rights & Equality Grant Scheme 2017  
Irish Human Rights and Equality Commission  
16-22 Green Street  
Dublin 7  
D07 CR20

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.

# Annex A: IHREC Grant Making Function & Strategy Statement 2016-2018

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. Section 10 (j), (k) and (l) of the 2014 Act sets out the types of activities that are eligible for grant support from the Commission which are:

- 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.

## **IHREC Strategy Goals and Objectives**

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**

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 2;
- 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.



## Annex B: Marking Scheme

**Please note:** All applications will first be assessed on the Quality and Relevance of the Proposal. Only those proposals which achieve at least 35 of the 50 marks available on this criterion will proceed to assessment on the other two criteria.

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

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