Human Rights

& Equality Grant Scheme 2018

# Grant Application Form

Part A: Organisation Details

Prior to completing this application form, please ensure that you have read the

**“Human Rights & Equality Grant Scheme 2018: Guidance Manual for Grant Applications”**

**Copies are available from:**

The Irish Human Rights and Equality Commission Tel: (01) 8589601

Email: grants@ihrec.ie
Website: [www.ihrec.ie](http://www.ihrec.ie/)

**Submitting Your Application**

**Closing date:**Tuesday 31st July 2018 at 5.00pm

**Email applications to:** **grants@ihrec.ie**

Please use the subject line ‘Human Rights & Equality Grant Scheme 2018’.

**Post applications to:**

‘Human Rights & Equality Grant Scheme 2018’
Irish Human Rights and Equality Commission 16-22 Green Street

Dublin 7
DO7 CR20

*All applications submitted by email and by post must be received by the closing time and date indicated above. Applications after this time and date will not be considered. For applications made by post,*

*a postage stamp with the closing date is not sufficient.*

## Applicant organisation details

|  |  |  |
| --- | --- | --- |
| 1.1 | Applicant organisation name: |       |
| 1.2 | Postal address of applicant organisation: |       |
| 1.3 | Telephone of applicant organisation: |       |
| 1.4 | Email of applicant organisation: |       |
| 1.5 | Name and role of lead person for this application: |       |
| 1.6 | Telephone of lead person for this application: |       |
| 1.7 | Email of lead person for this application: |       |

|  |  |  |
| --- | --- | --- |
| 1.8 | What term best describes your organisation – NGO, civil society organisation, non-profit organisation, community group, trade union, public body, academic institution? |       |
| 1.9 | Is your organisation a registered company and/or charity? |       |
| 1.10 | Company number: |       |
| 1.11 | Charity number: |       |

1. Partner organisation details (if applicable)

|  |  |  |
| --- | --- | --- |
| 2.1 | Partner organisation name: |       |
| 2.2 | Postal address of partner organisation: |       |
| 2.3 | Telephone of partner organisation: |       |
| 2.4 | Email of partner organisation: |       |
| 2.5 | What term best describes partner organisation– NGO, civil society organisation, non-profit organisation, community group, trade union, public body, statutory organisation or academic institution? |       |
| *If there is more than one partner organisation, please copy and paste this box and complete it for each partner* |

Part B: Funding Theme

1. Please indicate which theme your proposed activity falls under (tick both if relevant):

|  |  |  |
| --- | --- | --- |
| A | Intercultural Understanding and Diversity |       |
| B | Supporting Implementation of the Public Sector Duty |       |

Part C: Project Proposal

1. Project details

In answering the questions below, please ensure that you provide sufficient detail to allow the assessment panel to adequately consider your proposal.

Increase the size of the boxes below as required or provide information on an extra page.

*See Guidance Manual, Annex B, for information on the marking scheme.*

|  |  |
| --- | --- |
| 4.1 | Title of project |
|  |       |
| 4.2 | Please provide a brief summary of your proposal: (maximum of 250 words) |
|  |       |
| 4.3 | What is the timeframe for your project? |
|  |       |
| 4.4 | What is the aim of your project? (maximum of 100 words) |
|  |       |
| 4.5 | What are the key objectives of the project? (maximum of 5) |
|  |       |

|  |  |
| --- | --- |
| 4.6 | What are the key actions or activities of your project? (maximum of 1000 words) |
|  |       |

|  |  |
| --- | --- |
| 4.6 | (contd.) |
|  |       |
| 4.7 | What do you hope to achieve as a result of this project? What are your intended outcomes? (maximum of 250 words) |
|  |       |
| 4.8 | Who is the project aimed at? What specific target group(s) would benefit from this project? (maximum of 100 words) |
|  |       |

# Part D: Organisational and Implementation Capacity

## Lead applicant information:

In answering the questions below, please ensure that you provide sufficient detail to allow the assessment panel to adequately consider your proposal.

Increase the size of the boxes below as required or provide information on an extra page.

*See Guidance Manual, Annex B, for information on the marking scheme.*

|  |  |
| --- | --- |
| 5.1 | In what year was your organisation established? |
|  |       |
| 5.2 | What is the overall aim of your organisation? |
|  |       |
| 5.3 | Give a brief outline of the work of your organisation: |
|  |       |
| 5.4 | How many staff has your organisation? |
|  |       |
| 5.5 | Please give details in support of your organisations capacity to run an initiative of the kind proposed: |
|  |       |
| 5.6 | Describe how the project proposed will be delivered and by whom: |
|  |       |
| 5.7 | Please outline any previous experience your organisation has in relation to managing and implementing projects relevant to your proposal: |
|  |       |
| 5.8 | What procedures and control systems are in place within your organisation to ensure good financial management? |
|  |       |

## Partnership information (if relevant):

|  |  |
| --- | --- |
| 6.1 | In what year was your partnership established? |
|  |       |
| 6.2 | What is the overall aim of your partnership? |
|  |       |
| 6.3 | Give a brief outline of the work of your partnership: |
|  |       |

Part E: Project Budget

1. Budget

In answering the questions below, please ensure that you provide sufficient detail to allow the assessment panel to adequately consider your proposal.

Increase the size of the boxes below as required or provide information on an extra page.

*See Guidance Manual, Annex B, for information on the marking scheme.*

|  |  |  |
| --- | --- | --- |
| 7.1 | Please state the total cost (incl VAT) of the project for which you are seeking funding: | €      |
| Small grant up to €6,000 |       |
| General grant up to €20,000 |       |

|  |  |
| --- | --- |
| 7.2 | * Please provide a breakdown of costs of your project.
* Please ensure that the costs include VAT and are quoted in Euro.
* Use any of the following headings that are applicable.
* Insert additional item lines where required.
 |
|  | **Contracted Services: Please specify**(This may include for example fees for contractors engaged to undertake research, including peer researcher, or to provide human rights and equality expertise, training, facilitation, project co-or- dination, project administration etc.) |
| Item 1 | €      |
| Item 2 | €      |
| Item 3 | €      |
| **Event Costs: Please specify**(This may include for example venue hire, meeting rooms, refreshments etc.) |
| Item 1 | €      |
| Item 2 | €      |
| Item 3 | €      |

|  |  |
| --- | --- |
| 7.2 | (continued) |
|  | **Travel and Subsistence: Please specify**(This may include for example speakers travel and subsistence or support for participants to engage in a project or attend an event) |
| Item 1       | €      |
| Item 2       | €      |
| Item 3       | €      |
| **Promotion Costs: Please specify**(This may include for example event/project publicity and advertising, printing and design, ICT costs towards online supports and social media) |
| Item 1       | €      |
| Item 2       | €      |
| Item 3       | €      |
| **Purchase of Materials: Please specify**(This may include for example training materials, photocopying, stationery) |
| Item 1       | €      |
| Item 2       | €      |
| Item 3       | €      |
| **Other costs: Please specify**(This includes other miscellaneous costs) |
| Item 1       | €      |
| Item 2       | €      |
| Item 3       | €      |
| 7.3 | Please indicate how value for money issues have been considered in the development of this proposal? |
|  |       |

# Part F: Mandatory Declarations

## Disclosure of Information under the Freedom of Information Act

It is a condition of any application for funding that the applicant has read, understood and accepted the following conditions in regard to Freedom of Information.

The Irish Human Rights and Equality Commission wishes to remind applicants that the information supplied in the application form and supporting documentation may be released, on request, to third

parties, in accordance with the Commission’s obligation under the Freedom of Information Acts 1997-2003.

Please consider if any of the information supplied by you in your application should not be disclosed because of sensitivity. If this is the case, you should tell us what information is sensitive and why. The Commission will consult with you about sensitive information before making a decision regarding the release of such information.

The Commission may, if requested, release information to third parties without further consultation with you, unless you tell us that the information is sensitive.

|  |  |  |
| --- | --- | --- |
| Is any of the information provided in your application sensitive? | Yes |       |
| No |       |
| If yes, what information should be treated as sensitive and why? |
|  |
| I confirm that I understand and fully accept the Freedom of Information conditions in regard to this application which have been outlined above. | Yes |       |
| No |       |

## Disclaimer

It is a condition of any application for funding that the applicant has read, understood and accepted the following disclaimer:

1. The Irish Human Rights and Equality Commission shall not be liable to the applicant or any other party in respect of any loss, damage or costs arising directly or indirectly from:
2. The application or the subject matter of the application
3. The rejection for any reason of the application
4. The Irish Human Rights and Equality Commission shall not at any time in any circumstance be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, operation, management and/or administration of individual projects.

|  |  |  |
| --- | --- | --- |
| I confirm that I understand that fully accept the disclaimer above, in respect of this application. | Yes |       |
| No |       |