

Irish Human Rights and Equality Commission

# Human Rights & Equality Grant Scheme 2020-21

## Grant Application Form



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

# Part A: Organisation Details

Prior to completing this application form, please ensure that you have read the “Human Rights & Equality Grant Scheme 2020-21: Guidance Manual for Grant Applications”

**Copies are available from:**

Irish Human Rights and Equality Commission

Tel: (01) 8589601

Email: [grants@ihrec.ie](mailto:grants@ihrec.ie)

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

**Submitting Your Application**

**Closing date:**

Monday, 27<sup>th</sup> April 2020, at 4.00pm

**Email applications to:** [grants@ihrec.ie](mailto:grants@ihrec.ie)

Please use the subject line ‘Human Rights & Equality Grant Scheme 2020-21’.

**Post applications to:**

‘Human Rights & Equality Grant Scheme 2020-21’

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.*

## 1. 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 of CEO/Director of applicant organisation:	
1.6	Name and role of lead person for this application:	
1.7	Telephone of lead person for this application:	
1.8	Email of lead person for this application:	

1.9	What term best describes your organisation – civil society organisation, community and voluntary organization, non-governmental organisation, right-holder group, community group, or trade union	
1.10	Is your organisation a registered company and/or charity?	
1.11	Company number:	
1.12	Charity number:	

## 2. 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 – civil society organisation, community and voluntary organization, non-governmental organisation, rights-holder group, community group, trade union or public body	
<i>If there is more than one partner organisation, please copy and paste this box and complete it for each partner</i>		

# Part B: Access to Rights & Access to Justice Project Proposal

## 3. 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 Sections 3 and 4, and Annex D, for information on the marking scheme.

3.1	Title of project
3.2	Please provide a brief summary of your proposed project demonstrating how it meets the grants criteria. (maximum of 200 words)
3.3	Each project is funded for a maximum of 12 months from the date of signing the grant agreement. Please detail when you intend to begin and finish. Within this timeframe, setting out key milestones along the way.
3.4	What is the aim of your project? (maximum of 100 words)
3.5	What are the key objectives of the project? (maximum of 5 objectives – maximum of 150 words)

3.6	What are the key actions or activities of your project and how do these fit with the aim of the Grant Scheme? (maximum of 400 words)

3.7	What do you hope to achieve as a result of this project? List expected outcomes (maximum of 250 words)
3.8	Who is the project aimed at? What specific target group(s) would benefit from this project? (maximum of 50 words)

# Part C: Organisational & Implementation Capacity

## 4. 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 Sections 3 and 4 and Annex D, for information on the marking scheme.*

4.1	In what year was your organisation established?
4.2	What is the overall aim of your organisation? (50 words)
4.3	Give a brief outline of the work of your organisation: (150 words)
4.4	How many staff does your organisation have?
4.5	Please give details in support of your organisations capacity to run an initiative of the kind proposed: (150 words)
4.6	Describe how the project proposed will be managed and delivered and by whom:
4.7	Please outline any previous experience your organisation has in relation to managing and implementing projects relevant to your proposal including financial aspects:
4.8	What procedures and control systems are in place within your organisation to ensure good financial management?

5. Partnership information (if relevant):

5.1	In what year was your partnership established?
5.2	What is the overall aim of your partnership as it relates to this project proposal? (150 words)
5.3	Give a brief outline of the work of your partner organisation: (150 words)



# Part D: Project Budget

## 6. 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 D, for information on the marking scheme.

6.1	Please state the total cost (incl VAT) of the project for which you are seeking funding:	€
	Please indicate with an X which grant you are applying for:	
	Small grant up to €6,000	
	General grant up to €20,000	

6.2	<ul style="list-style-type: none"><li>• Please provide a breakdown of costs of your project.</li><li>• Please ensure that the costs include VAT and are quoted in Euro.</li><li>• Use any of the following headings that are applicable.</li><li>• Insert additional item lines where required.</li></ul>	
	<b>Contracted Services: Please specify</b> (This may include, for example, fees for contractors engaged to undertake research (including peer researchers and their costs per hour/day) or to provide human rights and equality expertise, training, facilitation, project coordination, project administration, publication or video/digital content production etc.) <b>Please note that core or contracted employee costs are not eligible.</b>	
	Item 1	€
	Item 2	€
	Item 3	€
	<b>Event Costs: Please specify</b> (This may include for example venue hire, meeting rooms, refreshments etc.)	
	Item 1	€
	Item 2	€
	Item 3	€

6.3	(continued)		
	<b>Travel and Subsistence: Please specify</b> (This may include for example speakers travel and reasonable subsistence or support for participants to engage in a project or attend an event)		
	Item 1	€	
	Item 2	€	
	Item 3	€	
	<b>Promotion Costs: Please specify</b> (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	€	
	<b>Purchase of Materials: Please specify</b> (This may include for example training materials, photocopying, stationery)		
	Item 1	€	
	Item 2	€	
	Item 3	€	
	<b>Other costs: Please specify</b> (This includes other miscellaneous costs)		
	Item 1	€	
	Item 2	€	
	Item 3	€	
	6.4	Please indicate how value for money issues have been considered in the development of this proposal?	

# Part E: Mandatory Declarations

## 7. 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	

## 8. Declaration of Interest

The CEO/Director and/or Lead Applicant who may have a potential conflict of interest must declare it, in the interests of transparency.

Does the CEO/Director and/or lead applicant have a potential conflict of interest?	Yes	
	No	
If yes, please declare here?		
What is a conflict of interest?		

A conflict of interest is defined as a situation in which a person has competing professional or personal interests. A conflict of interest may arise when the CEO/Director or lead applicant of the civil society group applying for funding has a competing professional or personal interest with appointed Commissioners or staff at the Irish Human Rights and Equality Commission responsible for the Human Rights and Equality Grants Scheme 2020-21.

## 9.Disclaimer

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

*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:*

- a. The application or the subject matter of the application*
- b. The rejection for any reason of the application*

*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 and fully accept the disclaimer above, in respect of this application.	Yes	
	No	

## Part F: Grant Criteria and Scoring

### 10. Scoring Schedule

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

- Quality and Relevance of the Proposal to empower rights-holders to advance their access to rights and access to justice from a human rights and equality perspective (50 marks);
- Organisational and Implementation Capacity (30 marks);
- Costs (20 marks).

Further details of this marking scheme are set out in Annex D in the Grant Guidance.