



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

Human Rights & Equality Grants Scheme 2023-24

Guidance Manual for Grant Applications

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1. The Irish Human Rights and Equality Commission

Purpose and Mandate

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

Under the Act, the overall functions of the Commission are:

- (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.

Section 42 of the Act sets out the Public Sector Equality and Human Rights Duty, which places a statutory obligation on public bodies to have regard to the need to eliminate discrimination, promote equality of opportunity and protect the human rights of those to whom they provide services and staff when carrying out their daily work. It requires public bodies to Assess, Address and Report; to carry out an organisational wide assessment of equality and human rights issues; develop policies, plans and actions to address these issues; and report annually on progress and achievements.

The Commission gives guidance to public bodies in developing policies and good practice based on human rights and equality standards.¹ The Commission published its guidance on implementing the Public Sector Equality and Human Rights Duty in 2019 in which it recommends that public bodies adopt an evidence-based approach to implementing the Duty, including consultation with staff and service users. The Commission also promotes understanding of the Duty among civil society organisations and encourages civil society to utilise the Duty in their advocacy and policy work with public bodies.

¹ <https://www.ihrec.ie/our-work/public-sector-duty/>

2. Strategy Statement 2022-24

The Commission published its third strategy statement in February 2022. The Strategy Statement 2022-24 sets out five strategic priorities:

Strategic Priority 1: Economic equality

We will seek greater economic equality in housing, employment, income and for carers.

Strategic Priority 2: Justice

We will defend access to justice and the rule of law in the international protection system, in the courts and in the use of public powers.

Strategic Priority 3: Respect and recognition

We will promote the eradication of racism, ableism, ageism and sexism through public understanding and State action.

Strategic Priority 4: Futureproofing

We will respond to crises that threaten rights and equality, including the COVID-19 pandemic and climate change.

Strategic Priority 5: Public Sector Equality and Human Rights Duty

We will encourage, report on and enforce the compliance of public bodies.

In multiple areas, these priorities reinforce each other and advance our long-term goals. Consequently, there are actions under one priority that we anticipate will be of significant value to achieve the objectives of other priorities.

Please see **our priorities in full in our [2022-24 Strategy Statement](#)**.

3. Human Rights and Equality Grants Scheme 2023-24

3.1 Introduction

The Irish Human Rights and Equality Commission Act 2014 gives the Commission powers to provide grants to bodies to carry out certain activities to promote human rights and equality in Ireland. In its Strategy Statement 2022-24, the Commission sets out five strategic priorities. From among those strategic priorities, the focus of this year's grant scheme will be supporting projects that contribute to progressing two of these priorities:

- **Strategic Priority Two – Access to Justice**

Under this strand, the Commission will support projects that promote access to justice and equip individuals to better understand, claim and vindicate their equality and human rights.

- **Strategic Priority Three – Respect and Recognition**

Under this priority, the Commission will support projects that promote the eradication of racism, ableism, ageism, sexism, homophobia, and transphobia through public understanding and State action.

The Grants Scheme will support a range of human rights and equality-based participatory projects that contribute to fulfilling the strategic priorities associated with these two strands.

3.2 Voice and Agency of Rights Holders

A crosscutting priority will be supporting and empowering people and groups who face the greatest barriers to accessing their rights and who are the least heard. We are committed to constantly listen to and meaningfully involve those who are most affected by the issues we address. We seek to include and value lived experience as a crucial expertise that informs our work and to work in an inclusive way and apply the power of networks. Therefore, the scheme will support projects where the voice and agency of people facing the greatest inequalities are involved.

3.3 Support and Strengthen Our Relationship with Civil Society

With this Grants Scheme, we wish to support civil society organisations including community and rights-holder groups and trade unions working to protect and promote human rights, equality and intercultural understanding. We also wish to strengthen our relationships with civil society, including developing and progressing a shared approach to issues and opportunities. The outcomes and outputs of the projects will inform our work, and where appropriate support our efforts to advance policy change.

Specifically, the Commission is committed to empower groups that are less likely to have their voice heard, including groups protected under the nine grounds of the equality legislation: gender, civil status, family status, age, sexual orientation, disability, race, religion, membership of the Traveller community, as well as people experiencing poverty, socio-economic discrimination or exclusion, including those seeking international protection and migrant communities. We also recognise that individuals and groups face intersectional and multiple forms of inequality, discrimination and non-fulfilment of rights.

Successful projects will build understanding and leadership; empower people, groups and communities who face the greatest barriers and are the least likely to be heard to advocate for their rights and be involved in the decisions that affect them; and to help place human rights and equality at the centre of legislation, policies and practice.

3.4 Strands

The grants scheme will support projects in two thematic areas:

- **Strand A: Advancing Access to Justice and Rights**

Under this strand, the Commission will support projects that promote access to justice and equip individuals to better understand, claim and vindicate their equality and human rights.

- **Strand B: Promoting the Eradication of Ableism, Ageism, Racism, Sexism, Homophobia, and Transphobia**

Under this strand, the Commission will support projects that promote the eradication of racism, ableism, ageism, sexism, homophobia, and transphobia through public understanding and State action.

3.4.1 Strand A: Advancing Access to Justice and Rights

The Commission has as a priority, to advance access to justice. The current gaps in access to justice could be reduced by increasing awareness and understanding of rights, and the skills and know-how to claim and vindicate them before the courts and tribunals such as the Workplace Relations Commission.

The Commission recognises that civil society, including rights-holder and community groups, and trade unions who work directly with people facing the greatest barriers to accessing their equality and human rights and who are more likely to experience discrimination and breaches of their human rights, are best placed to empower rights holders to understand, claim and vindicate their rights as well as advocate for change.

This strand will support projects that:

- contribute to the better understanding of equality rights by those who face the greatest barriers to claim and vindicate their rights and those who can have a multiplier effect. This includes providing education or training on the Employment Equality Acts, the Equal Status Acts and the Public Sector Equality and Human Rights Duty;
- contribute to the better understanding of human rights by those who face the greatest barriers to claim and vindicate their rights and those who can have a multiplier effect. This includes providing education or training on Ireland's human rights obligations and on the Public Sector Equality and Human Rights Duty;
- develop leadership capacity of civil society and rights-holders to advocate for access to justice (under equality law and human rights law) and increase the accountability of individuals and institutions (duty-bearers), including the implementation of the Public Sector Equality and Human Rights Duty;
- provide an evidence base to address gaps or strengthen legislation, policy, and practice, as they relate to access to justice and rights;
- contribute to monitoring and reporting on legislation, policy and strategies related to access to justice and rights.

A successful project proposal must clearly demonstrate:

- What aspect of access to justice and rights it will contribute to advancing from a human rights and equality perspective as set out above;
- How it will contribute to advancing strategic objective two set out in the link below;
- How it will centrally involve affected rights-holders/communities and ensure their voice and agency in the process, and;
- How it will fulfil one or more of the outcomes set out below.

Please read the full text of **Strategic Priority Two: Justice** carefully in our Strategy Statement 2022-24 available on our website <https://www.ihrec.ie/documents/strategy-statement-2022-2024/>.

3.4.2 Strand B: Promoting the Eradication of Ableism, Ageism, Racism, Sexism, Homophobia and Transphobia

The Commission considers that a society cannot be inclusive or fair without addressing the structural and institutional arrangements, practices, policies and cultural norms, which have the effect of excluding, or discriminating against, individuals or groups based on their identities. The Commission also recognises intersectionality of identities and that individuals and groups can face multiple forms of discrimination.

Under this strand, the Commission will support civil society organisations to carry out projects that can contribute to the eradication of ableism, ageism, racism, sexism, homophobia and/or transphobia.

This strand will support projects that:

- raise public awareness of ableism, ageism, racism, sexism, homophobia and/or transphobia, including online and the intersectional aspects of such discrimination;
- create understanding of the Employment Equality Acts and the Equal Status Acts, human rights obligations and the Public Sector Equality and Human Rights Duty, and

empower groups experiencing inequality and discrimination as a result of ableism, ageism, racism, sexism, homophobia and/or transphobia;

- develop education and training activities and resources to address ableism, ageism, racism, sexism, homophobia and transphobia in workplaces, educational and other settings;
- carry out participatory research or legislative and policy analysis to strengthen legislation and address gaps;
- promote, monitor or report on national policies, strategies and action plans addressing ableism, ageism, racism, sexism, homophobia, and transphobia.

Please note that a project can focus on any one of these forms of discrimination - ableism, ageism, racism, sexism, homophobia or transphobia - or highlight the intersectional nature of such discrimination

A successful project proposal must clearly demonstrate:

- What kind of initiative will be taken to eradicate ableism, ageism, racism, sexism, homophobia and transphobia from a human rights and equality perspective;
- How it will contribute to advancing the strategic objective three set out in the link below;
- How it will centrally involve affected rights-holders/communities and ensure their voice and agency, and;
- How it will fulfil one or more of the outcomes set out below.

Please read the text of *Strategic Priority Three* carefully in our Strategy Statement 2022-24, available on our website: <https://www.ihrec.ie/documents/strategy-statement-2022-2024/>

3.4.3 Approaches and Outcomes

The Grants Scheme will support approaches under Strand A and B that aim to achieve one or more of the following outcomes. It is **not** necessary for a project to achieve more than one of these outcomes.

Increased awareness and understanding

Supports participatory projects that directly involve communities/rights-holders, which create increased awareness and understanding of equality and human rights including the rights set out in the Equality legislation, human rights law and the Public Sector Equality and Human Rights Duty.

Build multiplier and advocacy capacity

Supports participatory projects to build the leadership capacity and expertise of communities and rights-holders, to understand their rights (in the equality legislation and under human rights law). Enables them to act as multipliers for other rights holders and advocate for change.

Foster changes in attitudes and behaviours

Supports participatory projects that develop transformative human rights and equality-based education and training resources for formal, non-formal education and community and continuous professional development settings. The education and training should aim to foster changes in understanding, attitudes and behaviour and directly involve communities/rights-holders in shaping the content and delivery.

Increased evidence to advocate for human rights and equality-based legislation, policies, strategies, practices and service delivery

Supports qualitative and participatory research, legal, policy analysis and monitoring on human rights and/or equality issues related to Strand A or B that informs legislation, policy, strategies and practice at local and national level, including the effective implementation of the Public Sector Equality and Human Rights Duty by public bodies.

The project should directly involve communities and rights-holders in the research process including, for example, as peer researchers, to empower them and gain the perspective of those directly affected.

Improved collaboration between rights-holders/communities and public bodies (duty bearers)

Supports projects that empower rights-holders/communities to engage with public bodies to shape legislation, policy, practice and services related to Strand A or B.

3.4.4 Types of Activity Supported

The grants scheme supports a wide range of activity where communities and rights-holders play a leading role, and that are developed from a human rights and equality perspective.

This is not a definitive list but the types of activities that could be supported include:

Capacity Building, Training and Education

- Carrying out participatory capacity building, training and other activities that support the development of leadership and advocacy skills and/or helps build alliances; and
- Transformative education/training activities fostering change of attitudes and behaviours;
- Producing education and training resources in print, digital, accessible or other formats.

Research, Legal or Policy Analysis

- Undertaking qualitative and participatory research - working with and upskilling peer researchers is encouraged;
- Producing legal, policy or strategy analysis or responses;
- Analysing and documenting models of good practice; and
- Carrying out monitoring, or developing monitoring mechanisms.

Awareness-raising and Sharing Learning Activities

- Organising conferences, seminars and roundtables;
- Developing, publishing and disseminating digital or printed materials;
- Organising awareness campaigns and developing digital tools; and
- Generating creative and/or participatory spaces for dialogue and sharing learning.

3.4.5 Funding Available

Civil society organisations working to protect or promote equality and human rights can make **one application** for either a small or general grant, not both:

- **Small grants of up to €6,000**
- **General grants of up to €20,000**

Funding of €400,000 is available.

A goal of the Commission in offering this grants scheme is to support smaller rights-holder and community-led groups. It would encourage such organisations to apply for support as is appropriate to their scale and capacity, within the parameters of the scheme as set out here.

The Commission does not specify the number of projects to be funded under this strand. However, the amount of funding available will allow for a modest number of grants to be allocated at the maximum amount under each type. Projects may be awarded an amount lower than requested in an application, to facilitate funding a greater number of projects.

3.4.6 Eligible Applicants

Civil Society Organisations

The 2023-24 Grants Scheme is open to applications from civil society organisations registered in the Republic of Ireland (it is possible to have a partner in Northern Ireland) that aim to promote human rights and/or equality. This includes national or local community and voluntary organisations, networks, non-governmental organisations, rights-holder groups, area-based community groups, communities of interest groups, and trade unions.

Civil society organisations applying must be registered as a Company with the Companies Registration Office (CRO), and/or be a registered charity.

Other Eligibility Criteria

Applications involving a **collaborative partnership** between two or more organisations, including public bodies, are welcome. However only a civil society organisation can act as the lead applicant and not a public body (see list of public bodies set out in section on the Duty in Appendix B). The lead applicant has full financial responsibility for the project and meeting the terms and conditions of any grant awarded as set out in the grant agreement.

The Commission requires audited accounts/financial statements, bank balance details and current Tax Clearance Certificates from shortlisted applicants for review prior to awarding any grant under this scheme.

4. Applying for a Grant

Introduction and Overview

Under the 2023-24 Grants Scheme, eligible organisations can only submit a **maximum of one application**. Grant applications must be submitted, in full, on the application form provided. The assessment panel will **not** consider additional material.

Applications can be submitted:

By email: grants@ihrec.ie (please use the subject line 'Human Rights & Equality Grant Scheme 2023-24 and Strand [A, or B])

By post: Attention: Grants Team
Irish Human Rights and Equality Commission
16-22 Green Street
Dublin 7

The closing date for receipt of applications is **Wednesday 26 April 2023, strictly at 3.00pm**.

Please note:

- Applications submitted by email must be received in the grants email inbox (grants@ihrec.ie) by the closing time and date indicated.
- Applications by post or courier must be received by the closing time and date.
- Applications postmarked with the closing date will not be accepted, if they arrive after the closing time.

Applications that arrive by post/courier or to the grants email box after this time and date will not be considered under any circumstances.

Important Notice on Email Applications

A grant application submitted by email must arrive in the Grants Inbox before 3.00pm. If it arrives in the Inbox at 3.01pm or anytime thereafter, **it will not be accepted**.

It is recommended to submit at least 60 minutes in advance of the deadline due to the high volume of traffic to the account.

5. Application Form

It is essential to **read the Grants Guidance before completing the application form**. It is important to take into account the Commission's Strategy Statement 2023-24, overall aim of the scheme, funding strand and outcomes supported by the grants scheme in writing the application, so that the application meets the requirements and can be adequately assessed by the assessment panel.

The application form is comprised of five parts, all of which **must be completed in full**.

Please do not go above the work count indicated for each section:

5.1 Part A: Organisational Details

Part A asks for basic information about the eligible applicant organisation, the lead person for this grant application and – where applicable – details of any partner(s). It is a requirement that the lead applicant be registered as a charity and/or a company limited by guarantee to be considered eligible. Please ensure that your organisation's charity and/or company registration number is included in the designated section.

5.2 Part B: Funding Strand

In Part B applicants are asked to indicate under which strand the proposed project falls and which funding amount.

Strand A: Advancing Access to Justice and Rights

Strand B: Promoting the Eradication of Ableism, Ageism, Racism, Sexism, Homophobia and Transphobia

Please ensure that you select the correct strand. Only tick one box.

Small Grant: €6,000

General Grant: €20,000

Please ensure that you select the correct funding amount by ticking the appropriate box.

5.3 Part C: Project Proposal

In Part C applicants are required to provide details about the project. This covers the aims and objectives of the project, project methodology, target group (rights-holders and/or others), key milestones and the intended outcomes and results.

The information provided in this part is particularly relevant to the **'Quality and Relevance 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 and score the proposal.

Aim and Objectives

Please set out the overall aim and objectives of the project, clearly demonstrating the relevance to the Commission's strategic priority and chosen strand. It should set out the specific equality or human rights issue that the project is addressing as it relates to the strand, the involvement of rights-holders/communities and its desired outcomes, with a clear link to at least one of the grants scheme's outcomes as set out earlier.

Target Group

Please explain clearly who the target group(s) is/are, including rights-holders and/or affected communities and how they will be involved in, and benefit from their participation in the project.

Key Milestones

In this section of the application, applicants are asked to set out a clear timeline of the key dates and activities of the project over the year. **The funded project must be carried out and fully concluded within a 12-month period from September 2023 to September 2024.**

Project Methodology and Activities

The project methodology is a description of how the project is going to be carried out and what will be delivered. Please set out a detailed explanation of the approach that will be taken and the key actions and activities that will take place. If an activity requires a significant amount of the budget to complete, there should be a detailed explanation of that activity in this section.

If the project is a research study, the application should clearly state, what the research question is and how the research will be conducted (its research methodology) and how rights-holders will be involved. Involving peer researchers is encouraged as it contributes to the participatory nature of the research.

If collecting primary data, for example, through means of a survey of people or a focus group, applicants should set out what actions they are taking to ensure an ethical approach² is taken in relation to voluntary participation, confidentiality, anonymity, and data protection.³

Project Outputs and Outcomes

Project outcomes are the desired impact of the outputs – activities or actions – of the project. In the application form, set out the outputs and desired outcomes from the project and the process, including the impact on target groups. Describe how the learning will be captured and what the indicators of success would be. Please make a clear link between the project outcomes and grants scheme outcomes.

Dissemination of the Results of the Project

On the completion of the project, explain how the results of the project will be multiplied, promoted and/or disseminated.

² Good practice in research ethics recognises that research studies should ‘do no harm’; that studies are conducted with the full and informed consent of participants, confidentiality is protected and that the collection, storage, use and disclosure of data must comply with the Data Protection Acts 1988 to 2018. Above all, the aims and objectives of the research study should be clear, transparent and each stage of the process should be carried out with honesty and integrity – from research design, to generation and analysis of data, and finally, to the publication of results.

³ For a comprehensive (though not exhaustive) guidance on research ethics, see Social Research Association’s 2021 Research Ethics Guidance: <https://the-sra.org.uk/common/Uploaded%20files/Resources/SRA%20Research%20Ethics%20guidance%202021.pdf>

5.4 Part D: Organisational and Implementation Capacity

In Part D applicants are asked for information on the aims and work of the applicant organisation (and partner organisations, where applicable) including its human rights and/or equality focus. Applicants are asked to demonstrate their organisation's capacity to implement the proposed project based on past project management experience and to set out how and by whom the project will be delivered. Please include examples of relevant experience.

Please consider carefully does the organisation have the capacity to deliver the scale of the project within the time-frame of 12 months. If not, please adjust at this stage.

It is also important that the applicant demonstrate that the organisation has the financial controls in place, the existing capacity and the experience to financially manage the project.

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 and score the proposal.

5.5 Part E: Project Budget and Costings

Part E asks for information on the funding being applied for, the total amount sought and a breakdown of the project costs, with a detailed explanation of each cost. All costs should be quoted in Euro and include VAT.

It is important that applicants ensure that they provide clear and sufficient detail to allow the assessment panel to adequately consider and score the budget items in the proposal. The information provided in this part is particularly relevant to the 'Costs' section of the Marking Scheme and all efforts should be made to give detailed explanations of all envisioned spending. Applicants are asked to breakdown and explain the project's costs across a number of headings. Please note that not all of these headings will apply in each case.

These headings are:

Contracted Services

It is very important to note that the 2023-24 grants scheme does not cover core or contracted employee costs. Funding covers the cost of contractors, who are people or companies contracted under a contract for service to support the delivery of the project.

A contract for service may include, for example, fees for contractors engaged to undertake research (including peer researchers), to provide human rights and equality expertise, training, facilitation, project coordination or project administration.

For each contractor, please clearly set out the costs **per hour/day and the number of hours/days envisaged**.

Event Costs

This may include, for example, venue hire, meeting rooms, refreshments.

Travel and Subsistence

This may include, for example, speakers travel and subsistence costs or reasonable support for participants to engage in a project or attend an event, if it is deemed necessary.

Promotion Costs

This includes support for the promotion of awareness of the project's results. This cost line may include, for example, event/project publicity and advertising, printing and design, and costs of online supports and social media.

Please note if the project is itself, an awareness campaign that requires a substantial budget then it also needs to be explained fully and in detail in the project methodology section.

Purchase of Materials

This may include, for example, training materials, photocopying or stationery.

Other Costs

Other costs arising should be clearly specified and must be eligible.

Administration

A flat fee of 10% towards the administration of the grant is allowable for eligible organisations who are awarded a grant.

Ineligible Costs

Read this section carefully, to ensure that ineligible costs are not included.

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

- Organisation core costs, including overheads;
- Core or contracted employee salaries (only contracts for services are eligible, see above);
- 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 and the co-signing of the grant agreement by the IHREC;
- Funding of post-graduate theses;
- Purchase of IT or other office equipment or general office supplies, including mobile phones and laptops;
- Fundraising activities;
- Elements already funded from other sources;
- Capital costs;
- Projects or activities that give rise to commercial activity or profits.

5.6 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.

Applicants who have a potential conflict of interest will be asked to declare it, in the interests of transparency.

6. Final Application Check

All sections of the application form must be completed correctly. Please **double-check** your application form before submitting to ensure that it is the final version. Incomplete applications are not eligible and will not be assessed. Resubmissions after the deadline will strictly not be accepted.

Have you:

- Provided your Charity number/Company registration number
- Completed all fields within the maximum characters allowable
- Selected the correct strand
- Selected the correct grant amount you are applying for
- Provided clear and accurate summary of your proposed project intention
- Provided a Project Lead and Finance Lead and a generic email address
- Provided an estimated budget breakdown on the grant amount being applied for and included VAT in your calculations.
- Completed your application in full
- Make sure you submit in good time in advance of the deadline:
 - 3.00pm, Wednesday 26 April 2023

7. Assessment and Marking

Evaluation of Applications

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

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

A panel convened for that purpose will assess all eligible applications received. The assessment panel for the Human Rights & Equality Grant Scheme 2023-2024 will comprise of relevant staff of the Commission and independent external expertise.

7.1 Assessment Criteria and Marking

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

- Quality and relevance of the proposal from a human rights and equality-based perspective (50 marks);
- Organisational and Implementation Capacity (30 marks); and
- Costs (20 marks).

In determining the overall allocation of the 2023-24 Grants Scheme, the Commission may have regard to the need to achieve a balanced geographical spread of activities.

Further details of this marking scheme are set out in Annex C below.

7.2 Notice of Outcome

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

7.3 Shortlisting Conditions

Potential awardees are informed that they have been shortlisted. This shortlisting is conditional on timely receipt of requested financial documents, the satisfactory completion of a financial risk assessment and the grant agreement being co-signed by the Director of the IHREC. Only then will those shortlisted be invited to submit an invoice for the first instalment of the grant. While shortlisted, any work on the project or promotion of it cannot be under taken.

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

- Confirmation of receipt of a valid and in date tax clearance certificate;
- 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 (bank statements showing the transactions made for the payments, PAID stamp marked on the invoice, remittance advice, etc.), recorded in the financial expenditure form provided by IHREC;
- 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 12 months of signing the Grant Agreement; and
- Detailed budget submitted in the application.

All financial documentation requested in the conditional letter of offer to Grant Recipients **must be returned, no later than three weeks** after receipt of the agreement from the Commission or risk retraction of the conditional offer. When the documents have been reviewed and the awarding of the grant approved, the Grant Recipient will be asked to return a signed Grant Agreement, which is then co-signed by the IHREC. Once both parties have signed the grant agreement, the IHREC will request an invoice from the grant recipient for the first grant payment.

7.4 Payment of Second and Third Grant Instalments

The first instalment of 40% of the grant is provided at the beginning of the project. To draw down a second payment of 40%, the Grant Recipient must provide vouched receipts that prove expenditure of up to 80%. If all is in order, the Grant Recipient will be asked to submit an invoice for the second instalment.

The final instalment of 20% will be made upon the satisfactorily completion of the project, receipt of the project and financial reports and vouched receipts for that amount. The Grant Recipient will be required to submit a letter stating formally that all expenditure is receipted and accounted for. Only then will they be asked, to submit their final invoice for payment of a remainder of the grant.

7.5 Monitoring and Interim Reporting

Grant Recipients are required to submit a short bi-monthly financial and performance report, setting out any expenditure, accompanied by vouched receipts and any progress made in the implementation of the project.

7.6 Final Project and Financial Report

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

- A summary of actions and activities undertaken;
- Project results, achievements or outcomes; and
- An assessment of how the project objectives have been met

It will also set out the total expenditure for the project and be accompanied by any outstanding vouched receipts and paid invoices.

The Commission also requests a copy of any published material from the project.

7.7 Use of Commission Logo

A specific logo that acknowledges that the Commission funded the project is available and must appear on all publications, presentations and publicity about the project. A disclaimer must appear on all published reports. The logo, text for the disclaimer and detailed guidelines of how and where to use this material are available on the Commission's website <https://www.ihrec.ie/our-work/human-rights-and-equality-grants-scheme/>

7.8 Review by the Commission

The Commission reserves the right to conduct a review of the impact of its grants scheme. Successful applicants will be asked to confirm that they will cooperate with such a review, should it be undertaken.

8. IHREC Grant Application Support

Any questions or queries about any aspect of the grants scheme or application process may be directed to the Grants Team in IHREC. Please email grants@ihrec.ie with the subject line 'Query Human Rights & Equality Grant Scheme 2023-2024'.

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: Human Rights and Equality Based Projects

The Human Rights and Equality Grants Scheme Guidance is informed by the human rights-based approach and the framework formulated by the UN Office of the High Commissioner for Human Rights, guided by international human rights standards and operationally geared to promoting and protecting human rights and equality.⁴

This approach is about empowering people ('rights-holders') to know and claim their rights and increasing the ability and accountability of individuals and institutions ('duty bearers') who are responsible for respecting and fulfilling rights and protecting against discrimination and violations of human rights.

This means giving people greater opportunities to participate in shaping the decisions that impact on their human rights and the achievement of equality. It also means increasing the ability of those with responsibility for fulfilling rights to recognise and know how to respect those rights, and make sure they can be held to account.

It is about ensuring that both the standards and the principles of human rights and equality are integrated into policy-making as well as the day-to-day running of organisations. This is more clearly set out in a national context in the Public Sector Equality and Human Rights Duty, explained in more detail in Annex C.

⁴ <https://www.ohchr.org/Documents/Publications/PovertyStrategiesen.pdf>

Annex B: Public Sector Human Rights and Equality Duty

Since 2014, the Public Sector Equality and Human Rights Duty is part of the legislative framework governing human rights and equality in Ireland.

A Statutory Obligation

Section 42 of the Irish Human Rights and Equality Commission Act 2014 imposes a statutory obligation on public bodies in performing their functions to have regard to the need to:

- eliminate discrimination;
- promote equality of opportunity and treatment for staff and persons to whom it provides services; and
- protect the human rights of staff and persons to whom it provides services.

This Public Sector Equality and Human Rights Duty places equality and human rights at the heart of how a public body fulfils its purpose and delivers on its functions.

The 2014 Act requires a public body, having regard to its functions, purpose, size and resources available to it, to:

1. **Assess** - set out in its strategic plan an assessment of the human rights and equality issues it believes to be relevant to the functions and purpose of the body;
2. **Address** - set out in its strategic plan the policies, plans and actions in place or proposed to be put in place to address those issues;
3. **Report** - report on developments and achievements in that regard in its annual report.

The obligation to integrate the Duty in a public body's strategic plan and annual report means that assessing and addressing equality and human rights issues is an ongoing process that should be reviewed and developed in accordance with strategic planning cycles.

The Role of the Commission: Guidance and Enforcement

The Irish Human Rights and Equality Commission can give guidance to and encourage public bodies in developing policies and good practice in relation to human rights and equality.

Where the Commission considers that there is evidence of a failure by a public body to perform its functions in line with the Public Sector Equality and Human Rights Duty it may invite a public body to carry out a review, or prepare and implement an action plan related to the performance of its functions, or both. The focus of the review or action plan may be on equality of opportunity and human rights in general terms, or on a particular aspect of human rights or discrimination in the body, or both.

What is a public body?

The definition of a public body for the purposes of the Duty includes:

- A Department of State;
- A local authority;
- The Health Service Executive;
- A university or institute of technology;
- An education and training board;
- Any other person, body or organisation established under statute, or under any scheme administered by a Government Minister, excluding the Defence Forces;
- A company wholly or partly financed by or on behalf of a Government Minister, in pursuance of powers conferred by or under another enactment;
- A company where the majority of shares are held by or on behalf of a Government Minister. In addition, any other person, body, organisation or group financed wholly or partly out of moneys provided by the Oireachtas, may, in the public interest, be prescribed as a public body by the Minister for Justice and Equality, following consultation with the Irish Human Rights and Equality Commission.

Further information on the Public Sector Equality and Human Rights Duty can be found on the Commission's website at <https://www.ihrec.ie/our-work/public-sector-duty/>

Annex C: Marking Scheme

| Criteria | Description | Max mark available |
|--|---|--------------------|
| Quality and Relevance of the Proposal | <p>Quality and relevance of the proposal to advancing access to justice and rights or promoting the eradication of ableism, ageism, racism, sexism, homophobia, and transphobia from a human rights and equality based perspective as set out in the guidance:</p> <p>Are the aims and objectives clearly set out and a link made to the relevant Commission strategic priority and related objectives?</p> <p>Is there a clear explanation and rationale about what and why the specific equality or human rights issue and target group(s) outlined in the proposal were selected?</p> <p>Is it clear how the project will be carried out or the research study conducted and are the actions or activities and timeline clear and realistic?</p> <p>Is the involvement of rights-holders and/or communities clearly set out?</p> <p>Is there clarity about what the proposal hopes to achieve (outcomes)?</p> <p>Does the proposal aim to identify or address gaps in relation to the themes of the strands?</p> | 50 |
| Organisational and implementation capacity | <p>The feasibility and credibility of the proposal plan:</p> <p>Are the actions or activities realistic and achievable in terms of realising expected outcomes and in terms of implementation within the timeframe?</p> <p>Is there capacity to complete the project to a high standard within the timescale:</p> | 30 |

| Criteria | Description | Max mark available |
|-----------------------|--|--------------------|
| | <p>Is there evidence of a good record of successfully managing similar projects, and achieving tangible results from previous projects?</p> <p>Does the application make clear the organisation's capacity to manage and implement the proposal?</p> <p>Does the application clearly demonstrate that the applicant has the governance and financial controls in place and has the capacity and expertise to financially manage this scale of project?</p> | |
| Costs | <p>Costings and value for money:</p> <p>Does the proposal clearly set out and explain each budget item in detail?</p> <p>Are the costings realistic?</p> <p>Does the budget consider value for money? i.e. does it identify anywhere value for money has informed the approach to implementing the proposal?</p> <p>Clarify rationale for specific areas of budget allocation as appropriate and explain how this budget allocation is expected to contribute to realising outcomes;</p> | 20 |
| Total marks available | | 100 |

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