Irish Human Rights and Equality Commission

**Human Rights & Equality Grant Scheme 2024-25**

# Grant Application Form


# Part A: Organization Details

Prior to completing this application form, please ensure that you have read “Human Rights & Equality Grant Scheme 2024-25: Guidance Manual for Grant Applications”.

Copies are available from: 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:** Thursday, 18 April 2024

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

Please use the subject line ‘Human Rights & Equality Grant Scheme 2024-25 – [Indicate under which specific strand the application is being made. Under Strand A, B or C]

* **Strand A: Advancing Economic Equality***.*
* **Strand B: Promoting Awareness of Rights and Access to Justice**
* **Strand C: Promoting Climate Justice, Environmental Justice and a Just Transition**

**Post applications to:**

‘Human Rights & Equality Grant Scheme 2024-25’

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 received after this time and date will not be considered. For applications made by post, a postage stamp with the closing date is not sufficient. **It must arrive by 3pm sharp on 18 April 2024.**

# 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 project lead for this application: |  |
| 1.7 | Telephone of project lead for this application: |  |
| 1.8 | Email of project lead for this application |  |
| 1.9 | Name of finance lead for this application |  |
| 1.10 | Telephone of finance lead for this application |  |
| 1.11 | Email of finance lead for this application |  |
| 1.12 | What term best describes your organisation – civil society organisation, community and voluntary organisation, non-governmental organisation, right-holder group, community group, or trade union? |  |
| 1.13 | Applicant organisations must be registered as a company (non-profit) with the Companies Registration Office and/or be registered as a charity. Please ensure that relevant registration numbers are provided |  |
| 1.14 | Company number: |  |
| 1.15 | Charity number: |  |

# Partner organisation details (if applicable)

|  |  |  |
| --- | --- | --- |
| 2.1 | Partner organisation name: |  |
| 2.2 | Postal address of partner organisation: |  |
| 2.3 | Name of partner organisation contact person  |  |
| 2.4 | Telephone of partner organisation contact person: |  |
| 2.5 | Email of partner organisation contact person: |  |
| 2.6 |  What term best describes partner organisation?E.g. civil society organisation, community and voluntary organisation, non-governmental organisation, rights-holder group, community group, trade union, public body, or if other, please specify? |  |
| If there is more than one partner organisation, please copy and paste this box and complete it for each other partner involved. |

# Part B: Funding Strand and Grant Amount

## Please indicate here under which strand your proposed project falls under. Please only tick one box. (Mark with X):

|  |  |  |
| --- | --- | --- |
| Strand A |  **Advancing Economic Equality***.* |  |
| Strand B |  **Promoting Awareness of Rights and Access to Justice** |  |
| Strand C | **Promoting Climate Justice, Environmental Justice and a Just Transition** |  |

## Please indicate which grant amount the application is for. Please only tick one box. (Mark with X)

|  |  |  |
| --- | --- | --- |
| Small Grant | * Up to €6,000
 |  |
| General Grant | * Up to €20,000
 |  |

# Part C: Details of Project

## Project details

In answering the questions below, please make sure that you demonstrate how the project will advance the strand indicated, the Grants Scheme criteria provided and outcomes supported. Please provide sufficient detail to allow the assessment panel to adequately consider your proposal. **Please do not exceed the word count indicated in each section.**

See Guidance Manual Sections 3, 4, 5 and Annex C for marking scheme information.

|  |  |
| --- | --- |
| 5.1 | Title of project |
|  |  |
| 5.2 | What is the overall aim of the project and how does it relate to the goals and objectives of the strand and grants criteria overall? Please read the guidance (Max. 150 words) |
|  |  |
| 5.3 | What are the key objectives of the project? (Please set out a maximum of 5 objectives) (Max. 150 words) |
|  |  |
| 5.4 | Who is the project aimed at? What specific rights-holder and target group(s) will be involved and would benefit from this project? (Max. 100 words) |
|  |  |
| 5.5 | What is the project methodology and key actions, activities and outputs? If your project is a research study, please set out the research aim and a broad methodology for how it will be conducted and how rights holders will be involved. (NB. Please read Section 3 Part C of the Grants Scheme Guidance) (Max. 300 words) |
|  |  |
| 5.6 | Within the timeframe of September 2024 to September 2025, please set out, in a list format, the key milestones. (Max. 100 words) |
|  |  |
| 5.7 | What do you hope to achieve with this project? What are its anticipated outcomes and how you will measure impact? Please link your answer to one or two of the grants scheme outcomes. It is not necessary to link your project to all of them. (Max. 150 words) |
|  |  |
| 5.8 | How will you multiply, promote or disseminate the results of the project? (Max. 150 words) |
|  |  |
| 5.9 | Please provide a brief summary of your proposed project: its aims, objectives, activities and anticipated outcomes. Demonstrate how it meets the strand and grants scheme criteria and the outcomes supported. (Max. 100 words) |
|  |  |

# Part D: Organisational & 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.

**Please do not exceed the word count indicated in each box.**

See Guidance Manual Sections 3, 4, 5 and Annex C for marking scheme information.

|  |  |
| --- | --- |
| 6.1 | In what year was your organisation established? |
|  |  |
| 6.2 | What is the overall aim of your organisation? (Maximum 50 words) |
|  |  |
| 6.3 | Give a brief outline of the work of your organisation as it relates to advancing human rights and equality? (Max. 150 words) |
|  |  |
| 6.4 | How many staff does your organisation have? (Max. 100 words) |
|  |  |
| 6.5 | Please give details that demonstrate your organisation’s capacity and experience to manage and implement a project of the kind and scale proposed: (Max. 200 words) |
|  |  |
| 6.6 | Describe how the project proposed will be managed and delivered and by whom: (Max. 150 words) |
|  |  |
| 6.7 | What governance structures are in place within your organisation to ensure good governance and management for the scale of project set out in your proposal? (Max. 150 words) |
|  |  |
| 6.8 | Please outline any previous experience your organisation has in financially managing projects of the kind and scale set out in your proposal. (Max. 200 words) |
|  |  |
| 6.9 | What financial procedures and control systems are in place within your organisation to ensure good financial management for the scale of project set out in your proposal? (Max. 150 words) |
|  |  |

## Partnership information (if relevant):

|  |  |
| --- | --- |
| 7.1 | In what year was your partnership established? |
|  |  |
| 7.2 | What is the overall aim of your partnership as it relates to the delivery of this project proposal? (Max. 150 words) |
|  |  |
| 7.3 | Give a brief outline of the work of your partner organisation to advance human rights and equality. (Max. 150 words) |
|  |  |

# Part E: Project Budget

## Budget

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

**Please do not exceed the word count indicated in each section.**

See Guidance Manual for information on costs and Annex C for marking scheme

|  |  |
| --- | --- |
|  | Please indicate with an X which grant funding you are applying for. **Only tick one box.** |
| **Small grant up to €6,000****General grant up to €20,000** |  |
|  |
| Please state the **total cost (including VAT)** of the project for which you are seeking funding (it cannot exceed the amount of the grant). |  |
|   | * Please provide a full explanation and breakdown of costs including daily/hourly rates for contractors.
* 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 in a contract for service to undertake research (including peer researchers) or to provide human rights and equality expertise, training, facilitation, project coordination, or project administration. **IMPORTANT:** **Please note that core or contracted staff salary costs are ineligible.** Please provide a detailed breakdown of each cost item.  Please include daily/hourly rates and amount of days. |
| Item 1 | € |
| Item 2 | € |
| Item 3 | € |
|  |  **Event Costs: Please specify**(This may include for example venue hire, meeting rooms, refreshments etc.)Please provide a detailed breakdown of the costs for each item. |
| Item 1  | € |
| Item 2 | € |
| Item 3 | € |
|  | **Travel and Subsistence: Please specify**(This may include for example speakers travel and reasonable subsistence or support for participants to engage in a project or attend an event)**Please provide a detailed breakdown of the costs for each item – i.e. cost of travel per person.** |
| 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)**Please provide a detailed breakdown of each cost item.** |
| Item 1  | € |
| Item 2  | € |
| Item 3  | € |
| **Purchase of Materials: Please specify**(This may include for example training materials, photocopying, stationery)**Please provide a detailed breakdown of each cost item.** |
| Item 1  | € |
| Item 2  | € |
| Item 3  | € |
| **Other costs: Please specify****(This includes other miscellaneous costs)****Please provide a detailed breakdown of each cost item.** |
| Item 1  | € |
| Item 2  | € |
| Item 3  | € |
|  | Administration  |  |
|  | 10% unvouched allowable for administration costs | € |
|  | Total Project Cost  |  |
|  | (NB. the amount cannot exceed the grant amount requested) | € |
|  | Please indicate how value for money issues have been considered in the development of this proposal? (100 words) |
|  |  |

# 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 1997-2014.

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 |  |

##  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 2024-25. |

## 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:*

1. *The application or the subject matter of the application*
2. *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 G: Grant Criteria and Scoring

##  Scoring Schedule

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

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

Further details of this marking scheme are set out in **Annex C** in the Grant Guidance Manual.

**16 – 22 Sráid na Faiche,**

**Baile Átha Cliath, D07 CR20**

16 – 22 Green Street,

Dublin, D07 CR20

**Idirlíon**/Web www.ihrec.ie

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