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2020 LGBTI+ Community Services Funding Call

Guidance Notes for Applicants

Version 1.0

First full draft 4 June 2020

Funds Administration Unit

**Introduction**

The National LGBTI+ Inclusion Strategy 2019-2021[[1]](#footnote-1) adopted by Government and launched in November 2019, provides a whole-of-Government framework for identifying and addressing issues which may prevent LGBTI+ people from enjoying full equality in practice in Irish society. The Strategy is based on four thematic pillars providing a vision of an Ireland where members of the LGBTI+ community are visible and included, treated equally, healthy, and safe and supported.

Positive visibility and increased non-stereotypical representation of LGBTI+ identities is vital to support long-term attitudinal change.

The 2020 LGBTI+ Community Services Funding Call is an important element in achieving overall objective of the National LGBTI+ Inclusion Strategy. The Call plans to assist the development of rural community infrastructure to be inclusive and welcoming of LGBTI+ persons, address gaps in LGBTI+ services and support existing LGBTI+ community organisations.

The 2020 LGBTI+ Community Services Funding Call will be grounded by Vision, Mission and Values of the National LGBTI+ Inclusion Strategy 2019-2021.

**Vision**

A safe, fair and inclusive Ireland where people are supported to flourish and to live inclusive, healthy and fulfilling lives, whatever their sexual orientation, gender identity or expression, or sex characteristics.

**Mission**

To promote inclusion, protect rights and to improve quality of life and wellbeing for members of the LGBTI+ community enabling them to participate fully in Ireland’s social, economic, cultural, and political life.

**Values**

The development and implementation of the Strategy will be grounded in the following core principles: Equality, Respect for Diversity, Inclusion, Visibility, Collaboration, Accessibility, and Accountability.

The 2020 LGBTI+ Community Services Funding Call is a measure to help support Action 6.2 of the strategy.

Action 6.2: Increase funding for LGBTI+ community services to ensure existing LGBTI+ services are sustainable and that funding is available to develop additional services, based on gaps identified in the mapping exercise.

Timetable for Calls

|  |  |  |
| --- | --- | --- |
|  | Stages | Date and time or indicative period |
| 1 | Launch of Calls | 17 July 2020 |
| 2 | Deadline for submitting applications | Scheme A Noon -31 August 2020 Scheme B Noon - 17 August 2020 |
| 3 | Notification of results to the Applicants | October 2020 |
| 4 | Sign off of grant agreement | October 2020 |
| 5 | Start of Projects | October/November 2020 |

SUMMARY OF DOCUMENT

**Part A -** General Guidance for Applicants

**Part B -** How to Complete the Application Forms

**Part C** - Next Steps

PLEASE READ THIS GUIDANCE NOTE INFULL BEFORE COMPLETING THE APPLICATION FORM

**Part A -** General Guidance for Applicants

1. **Purpose and Goal of the 2020 LGBTI+ Community Service Funding Call**

The overall aim of this fund is to promote inclusion, protect rights and to improve quality of life and wellbeing for members of the LGBTI+ community enabling them to participate fully in Ireland's social, economic, cultural, and political life.

The Department of Justice and Equality is providing funding of €700,000 for grant Scheme A & B.

It is envisaged that two funding schemes are provided, as follows:

**SCHEME A: SUPPORTING COMMUNITY SERVICES FOR THE LGBTI+ PERSONS**

* The Department of Justice and Equality will provide funding for between 5 and 10 grants for amounts in the region of €50,000-€100,000.
* Projects to commence in 2020 and, continue into 2021 with the grant paid on a phased basis, to be confirmed in the grant agreement.
* Grant scheme is open to applications from existing LGBTI+ NGOs and community organisations working with the LGBTI+ community. Applications may be submitted by individual organisations, or by a consortium involving two or more organisations where the lead partner is an existing LGBTI+ NGO or community organisation. The other partners may be not-for-profit organisations or social enterprises.
* The Funding scheme goals are:
  + To enhance the services provided by the NGO or community organisation to LGBTI+ persons, such as providing additional outreach capacity or locations, and/or
  + To promote inclusion of LGBTI+ persons, in educational settings, within the workplace, or in wider society, and/or
  + To support social inclusion and address multiple discrimination within the LGBTI+ community, targeting groups at risk of marginalisation such as Travellers, Roma, migrant communities, people with disabilities, etc. and/or
  + To contribute to ensuring that existing community infrastructure in rural areas is inclusive and welcoming to members of the LGBTI+ community, such as the provision of pop-up LGBTI+ services and/or
  + To combat the impact of rural isolation on members of the LGBTI+ community.
* The criteria against which grant applications should be assessed should include the following:
  + Degree to which the planned outcomes meet the goals of the scheme and the strategic fit (35% of Assessment).
    - Whether the project has identified a gap in community services for LGBTI+ persons and a priority need to address that gap.
    - How well the proposed project would meet that need and how feasible and sustainable the impact of proposed solution was.
    - How the proposed project would benefit LGBTI+ persons in rural areas, and from groups at risk of marginalisation and multiple discrimination.
  + Overall strength of project proposal by reference to planned activities (35% of Assessment).
  + Value for money (30% of Assessment).

**SCHEME B: PROMOTING VISIBILITY AND INCLUSION OF LGBTI+ PERSONS**

* The Department of Justice and Equality will provide funding for between 10 and 20 small grants for amounts in the region of €5,000-10,000.
* All projects to be completed by end June 2021.
* As for Grant scheme A, scheme B is open to applications from existing LGBTI+ NGOs and community organisations working with members of the LGBTI+ community. Applications may be submitted by individual organisations, or by a consortium involving two or more organisations where the lead partner is an existing LGBTI+ NGO or community organisation. The other partners may be not-for-profit organisations or social enterprises.
* The Funding scheme goals are to promote LGBTI+ visibility, awareness and expertise, through events or communications directed at the public in general, a specific sector of the economy, a geographic location, or any group within the LGBTI+ community.
* The criteria against which grant applications should be assessed should include the following:
  + Degree to which the planned outcomes meet the goals of the scheme (35% of Assessment).
    - How well the proposed initiative had considered its target group and the intended impact of the initiative.
    - How feasible the proposed initiative is.
    - How the proposed project would benefit LGBTI+ persons in rural areas, and from groups at risk of marginalisation and multiple discrimination.
  + Overall strength of project proposal by reference to planned activities (35% of Assessment).
  + Value for money (30% of Assessment).

For both schemes

* Applications may be for either once-off initiatives or short to medium term projects. Project activities must be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level.
* Allowable expenditure includes salaries, but not capital costs. Duplication of funding is not permitted.
* In determining the overall allocation of grants under Schemes A and B, the Department may have regard to the need to achieve a balanced geographical spread of activities.

1. **Eligible Project Dates**

Projects must be completed no later than 30 June 2021. Projects failing to observe these dates will be deemed ineligible, and funding returned.

1. **Expiry of Grant Offer**

Failure to return the signed Grant Agreement and other requested documentation/information within 6 months of the date of the grant offer will result in forfeiture of the grant offer.

1. **Reasons for non-award**

If your organisation previously received grant funding and did not substantially comply with the terms and conditions set down in the Grant Agreement, it may be precluded from receiving a grant in 2020. The following circumstances may influence the outcome of your application:

* A final report was not submitted or was submitted late.
* There was a substantial underperformance on the project, including failure to deliver on the project outcomes and/or budget.
* Project activities were not carried out according to the terms of the grant agreement.
* Any other breach of the terms and conditions of the grant agreement.

1. **Assessment criteria**

**Initial check**

Applications received by the closing date and time will be subject to an initial check by the Funds Administration Unit to ensure that they are eligible for consideration. In order to be eligible applications must:

- Be submitted on time;

- Be submitted by an eligible applicant organisation;

- Be complete (i.e., all relevant sections completed);

- Be signed by a person authorised to submit the application on behalf of the applicant organisation.

Applications that fail to meet this initial test will not be considered. Applications that pass this initial test will then go forward for further assessment.

**Capacity Assessment**

Applicant organisations must meet minimum governance standards to satisfy the Department that they will be in a position to manage a grant award of this size and complexity, including demonstrating management structures, financial discipline and capacity to manage the monitoring and reporting requirements, as set out below.

- Evidence of working with LGBTI+ Projects;

- Evidence of appropriate governance and financial viability of the applicant organisation;

- Previous experience in delivery of similar /comparable LGBTI activities’

- Evidence of ability to manage the project appropriately;

- Evidence of capacity to collect, maintain and report monitoring information.

**Project Assessment**

All applications will be screened to determine their completeness and the eligibility of the applicant organisation. Applications deemed complete and eligible will then be fully assessed and scored in accordance with the marking scheme set out below.

**Schemes A & B**

|  |  |
| --- | --- |
| **Award Criteria** | **Marks Available** |
| **Strategic Fit & Achieving goals of the scheme.**   * Whether the project has identified a gap in community services for LGBTI+ persons and a priority need to address that gap. * How well the proposed project would meet that need and how feasible and sustainable the impact of proposed solution was. * How the proposed project would benefit LGBTI+ persons in rural areas, groups at risk of marginalisation and multiple discrimination. * How the proposal clearly addresses the themes of the National LGBTI+ Inclusion Strategy 2019-2021. | 35 |
| **Strength of Proposal.**   * Quality of proposal and approach showing * Evidence of need. * How the planned activities will improve services and meet the current unmet needs of the LGBTI+ community. * Clear attainable and measureable targets. * Anticipated outcomes for participants. * The quality of project outcomes. * The previous experience of the applicant. | 35 |
| **Financial Management & Value for Money.**   * Achievement of maximum output for the proposed budget. * Clear and well-structured budget. * Costs are in line with market norms. | 30 |

1. **Decisions**

A Selection Committee within the Department of Justice and Equality will review all submitted applications and grade each application in accordance with the criteria. Final recommendations on the award of the grants will be made by this Selection Committee and submitted to the Minister of State for approval.

Decisions on selection of the Organising Partner and grant awards will be notified to the organisations by the Department of Justice and Equality.

The payment of the grant, related financial administration and any other regulatory and/or financial governance requirements and reporting will be dealt with according to Circular 13/2014.

No cost or part thereof, of any element of the proposed application can be previously expended before approval date i.e. before the date on which final funding approval is confirmed.

1. **Grant Agreement**

Each organisation that receives a grant offer will be required to sign a Grant Agreement with the Department setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Justice and Equality has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

1. **Payments**

In the event that your application is successful you will be asked to provide the bank details of your organisation. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

1. **Duplication of Funding**

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

1. **Changes to projects post award**

Unforeseen circumstances beyond the control of project organisers may affect project dates and scope (e.g. weather events, withdrawal of facilities etc.). In this case you must, at the earliest opportunity, notify the Department using the Project Change Request Form.

**Changes to project dates**

In applying for a change of dates, applicants will be required to state what dates (i.e. project start date, end date or both) are changing, the new project dates and the reason for the change. In no circumstances will organisations be allowed to change their project start or end date beyond 30 June 2021. Any applicant attempting to do so will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

**Changes to project scope**

The new scope of the project must remain commensurate with the goals and themes of the funding scheme and must also be commensurate with the original amount awarded. The reason for the change must be provided. The Department reserves the right to refuse such requests if it is felt the project no longer meets the goals of the Fund or is not commensurate with the amount of funding originally awarded. In such cases, the applicant will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

1. **Project Reporting**

**Final Reports**

All applicants must submit a final report within two calendar months of the agreed project end date.

**Interim Reports**

An interim report must be submitted by 28 February, 2021 in respect of projects not completed by 31 January2021. A final report will still be required.

**NB** The onus is on the person who signs the Grant Agreement to ensure that the report(s) is/are submitted on time.

**Report Structure/Templates**

All reports should contain information on how the money has been spent and the outcomes achieved. Project reporting templates will be issued to successful applicants.

Reports should, where possible, include photographs to illustrate the activities undertaken and the participants involved. Organisations need to be mindful of the issue of confidentiality and privacy and must obtain permission for the use of the images prior to submitting the report to the Department. Extracts from the report, including photographs, may be published by the Department.

1. **Audit**

The Department of Justice and Equality has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

1. **Children First Act 2015**

In the event that your application is successful a statement of compliance with the Children First Act 2015 will be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the [Tusla website](http://www.tusla.ie/children-first/organisations) <https://www.tusla.ie/> A copy of the national guidance can be found on the Department of Children and Youth Affairs website [here](https://www.dcya.gov.ie/docs/EN/Children-First-FAQs/33/4436.htm) You can download the [Children First Act 2015](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf) from the Irish Statute Book [here](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf).

**Part B - How to Complete the Application Form**

**Scheme A: Supporting LGBTI+ Community Services**

Please provide confirmation that you have read the accompanying LGBTI+ Fund 2020 Guidance Notes.

**Section 1: Contact Details of Applicant Organisation**

* 1. **Legal Name of organisation:** The full legal name of the organisation making the application.
  2. **Other Names(s):** Other names by which the organisation is known (i.e. Trading Name).

**1.3 Address:** The full postal address to which correspondence relating to the application may be sent.

**1.4 County:** Insert the name of the county in which the project will take place. Do not insert the word county or co - only one word should appear in this column - if your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.

* 1. **Main Telephone Number:** The regular daytime contact number of the applicant.
  2. **Main Email Address:** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account.

**1.7 Name and role of person responsible for answering any queries concerning this application:** The name and role of person responsible for answering any queries and has the necessary expertise and knowledge regarding the project.

**1.7.1 Contact phone number:** The direct phone number of the person responsible for answering queries.

**1.7.2 Contact email address:** The direct email address of the person responsible for answering queries.

**Section 2: Organisation Details**

**2.1 Organisation Category (Which of the following best describes your organisation).**

Public Body

Statutory Body

Private Company

Voluntary Organisation

Other

Choose one of the options provided. NOTE: APPLICATIONS FROM INDIVIDUALS ACTING ALONE ARE NOT ADMISSABLE.

**2.1.1 CRO Number:** The applicant’s Companies Registration Office (CRO) Number, if applicable.

**2.1.2 Charity Number:** The applicant’s Charities Number that it received upon registration, if applicable.

**2.2 Date of establishment of Organisation:** Insert the date of establishment of Organisation

**2.3 Number of staff currently employed in Organisation (Whole Time Equivalents).**

Insert the total number of paid full-time and part-time staff currently employed by your organisation.

**2.4 Average number of volunteers engaged in a typical month:**

Insert the number of unpaid volunteers engaged by your organisation in a typical month.

**2.5 Outline the main activities carried out/ support services provided by your organisation including geographical reach.**

Please provide details of the main activities provided by your organisation including geographical reach.

**2.6 Outline the management and governance structure of your organisation.**

Outline the management and governance structure of your organisation e.g., is it governed by a Board of Directors (if so, are they Executive or Non – Executive Directors), or by a Board of Management, or is there some other type of structure in place?

**2.7 Outline the operational management controls systems that will be established for this project.**

Describe the project management, governance and operational control arrangements that you plan to put in place for your project. Please indicate how operational information will be recorded and stored by your organisation.

**2.8 Give a brief general overview of the main activities/ services provided by your organisation.**

**2.9 Outline any previous experience working with the LGBTI+ Community.**

Does your organisation have any previous experience working with the LGBTI+ Community, or other experience that is of relevance to the objectives of the Call (as outlined above)? If yes, include brief example(s) in the space provided.

**Section 3: Project Proposal**

3**.1 Project Name**

What is the name of your project? Suggested limit is 10 Words.

3**.2 Project/ Proposal Description**

Provide a general description of the proposal with details of objectives and outcomes.

3**.3 Outline the specific objectives of the project**

Explain how your project will contribute to the achievement of the objectives set out in the Call. Suggested limit is 200 Words

3**.4 Project Start Date**

## Enter your project start date.

3**.5 Project End Date**

## Enter your project end date.

3**.6 What is the geographical scope of your project? Please list all locations.**

Indicate the local area in which your project will operate based on both the project activities and the geographical spread of participants.

3**.7 Explain how your project will contribute to the purpose of this call.**

Explain how your project will contribute to the overall purpose of the call and the benefits to the LGBTI+ community.

3**.8 Outline any previous experience in delivering a similar project.**

Give a general overview of any previous experience in delivering a similar project. You should focus primarily on the past 3 years.

3**.9 Do you intend to work with any project partners in the implementation and delivery of this project?**

Please answer Yes or No.

It is not a requirement to work with a partner in the delivery of a project. If however, you are

intending to work with one or more partner organisations you should set out below how this

arrangement will operate.

If yes, please enter the names of the proposed partner organisations and give a brief description of how the collaboration with the partner will operate (i.e. governance, finance, outputs, reporting).

If more than one organisation is applying for funds, one organisation must be nominated as the Lead Applicant. If successful, the Lead Applicant will sign the Grant Agreement and will carry the liability for ensuring its terms and conditions are met by them and all delivery targets.

The project plan should clearly indicate the responsibility of each partner and the level of linkage. There should be a clear division of responsibility and costs. A service level agreement should be in place which should clearly define each partner’s role and responsibilities. There should be clear budgets and projections detailing all the costs involved.

**Section 4: Financial Information**

**4.1 Outline what your organisation has in place to ensure good financial management**

Outline in brief the form of financial controls your organisation operates to ensure good financial management e.g. accounts system, segregation of duties, finance committee in place, etc.

**4.2 Are your accounts audited annually?**

Answer Yes or No.

**4.3 You are required to submit a copy of your organisation’s most recent audited Annual Accounts or Accountants Report, with this application. Please upload.**

**4.4 Has your organisation received a qualified set of accounts in the last 5 years?**

Answer Yes or No.

If Yes, please outline below the reasons for the qualification. You should set out the details of what occurred, the reasons behind the qualification, and the steps taken to remedy the issue.

**4.5 Has your organisation previously applied for funding for this initiative from the Department of Justice and Equality or any other Government body since 1 January 2016?**

Answer Yes or No.

If Yes, please provide comprehensive details of the funding received, the outputs and outcomes and how this delivered value for money.

**4.6 Is your organisation currently in receipt of funding for this initiative from other public bodies?**

Answer Yes or No.

If Yes, please provide comprehensive details of the funding received, the outputs and outcomes and how this delivered value for money.

**4.7 What is the total cost of operating your project for each of the years?**

Please detail the total cost of your project per year and the Funding being sought from the Department of Justice and Equality.

Provide details of direct salary costs, direct staff costs, direct project costs, direct travel & subsistence, direct equipment, direct accommodation, indirect staff costs, administration and overheads. It would strengthen you application if more detailed financial projects and budgets were submitted.

If you require additional rows in the table, please insert.

**4.8 Outline the total cost of operating the project analysed between payroll and non- payroll costs**

Please detail the total cost of your project analysed between payroll and non- payroll costs.

**4.9 Please give details of the extent, if any, to which your proposal would leverage other resources e.g. European or philanthropic funding or voluntary input.**

**4.10 Detailed analysis of payroll costs**

You should provide details of all staff costs associated with the project (this may be attached

in an appendix). Justification must be provided for the salary costs being proposed by reference to relevant salary levels in the labour market. Where additional benefits are provided to staff (i.e. car, car allowance, health insurance, bonus, etc.) these should be documented and included as part of the application.

**Section 5: Strategic Fit**

**5.1 Outline how this project will support the four thematic pillars outlined in the LGBTI+ Strategy.**

The National LGBTI+ Inclusion Strategy 2019-2021 is based on four thematic pillars providing a vision of an Ireland where LGBTI+ people are visible and included, treated equally, healthy, and safe and supported.

**5.2 Indicate which theme of the LGBTI+ 2020 Funding Call will be addressed by your project.**

You must select one theme. If your project addresses more than one please pick the theme

that best fits your project.

Enhance the services provided by the NGO or community organisation to LGBTI+ persons, such as providing additional outreach capacity or locations.

Promote inclusion of LGBTI+ persons, in educational settings, within the workplace, or in wider society.

Support social inclusion and address multiple discrimination within the LGBTI+ community, targeting groups at risk of marginalisation such as Travellers, Roma, migrant communities, people with disabilities, etc.

Combat the impact of rural isolation on LGBTI+ persons.

Outreach support to LGBTI+ persons and their families, including initiatives to combat intersectional discrimination affecting LGBTI+ persons.

Advocacy services: on behalf of LGBTI+ persons.

Awareness: Developing information, guidance toolkits and frameworks and delivering LGBTI+ awareness/ sensitivity training in healthcare settings, businesses, schools etc., and to assist local employers in improving workplace inclusion.

**Section 6: Proposal Outputs/ Outcomes and Monitoring Processes.**

**6.1 Outline the overall aims/ outcomes to be delivered by the Project/ Proposal** Please provide an outline of the overall aims/ outcomes to be delivered by the Project/ Proposal.

**6.2 Outline the outputs of your project/ proposal, please specify each output in the table provided.**

Please provided information on:

1. Description of output.
2. Participant numbers in total.
3. Projected cost of the total output.
4. Date to be delivered by.

**6.3 Outline clearly how you intend to effectively manage the project, so as to deliver on the agreed outputs and outcomes. This must state clearly your management processes to monitor and report on the deliverables.** Please provide an outline on how you intend to effectively manage the project, so as to deliver on the agreed outputs and outcomes. Please state clearly your management processes to monitor and report on the deliverables.

**Section 7: Declaration**

Please provide a declaration that you have read and understood the Department of Public

Expenditure and Reform Circular: 13/2014 ‘Management of and Accountability

for Grants from Exchequer Funds.’ http://circulars.gov.ie/pdf/circular/per/2014/13.pdf

Please certify that the requirements and procedures as stated in Circular: 13/2014 ‘Management of and Accountability for Grants from Exchequer Funds’ will be complied with.

Please provide a declaration that you have the authority to represent the applicant organisation and certify that the information in this form is true and accurate. (Where it subsequently emerges that the information provided in the application form or being reported during the lifetime of the project is partially or wholly untrue, the funding will be repaid to the Department.)

Confirmation that the applicant understands that information supplied in/or accompanying this application may be made available to Third Parties on request under the Freedom of Information Act 2014. Please outline any sensitive information in your application.

The Department of Justice and Equality shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

a) The application or the subject matter of the application

b) The rejection for any reason of the application.

**Section 8: Signature**

This Section should be signed by a person within the applicant organisation who has the authority to submit this application for funding**.**

Please provide the follow details:

Amount of grant sought.

Name of signatory.

Name of person who will sign the grant agreement (if different from above).

Date of signatory

Please provide confirmation that the information given in this form is true, complete and accurate.

**Scheme B: Promoting LGBTI+ Visibility and Inclusion**

Please provide confirmation that you have read the accompanying LGBTI+ Fund 2020 Guidance Notes.

**Section 1: Details of Organisation**

1.1 **Name of organisation:** The full name of the organisation making the application.

1.2 **Address:** The full postal address to which correspondence relating to the application may be sent.

1.3 **County**: Insert the name of the county in which the project will take place. Do not insert the word county or co - only one word should appear in this column - if your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.

1.4 **Telephone Number:** The regular daytime contact number of the applicant organisation. Can be landline or mobile but not a premium rate number.

1.5 **Email:** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account.

1.6 **Legal Name**: Some organisations such as registered charities and NGOs etc. are registered for tax purposes under a different name to that by which they are commonly known. If this applies to the organisation you are representing, insert the legal name here. Otherwise, leave blank.

1.7 **Organisation category:** Choose one of the options provided. NOTE: APPLICATIONS FROM INDIVIDUALS ACTING ALONE ARE NOT ADMISSABLE.

1.8 **Number of staff currently employed:** Insert the total number of paid full-time and part-time staff currently employed by your organisation.

1.9 **Average number of volunteers:** Insert the number of unpaid volunteers engaged by your organisation in a typical month.

1.10 **Name of the main contact person responsible for any query concerning this application:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the project proposed within the application.

1.11 **Name of the person who will enter into the Grant Agreement**: This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation.

1.12 **Please provide details of previous experience working with the LGBTI+ community (if any?)** Does your organisation have any previous experience working with the LGBTI+ Community, or other experience that is of relevance to the objectives of the Call (as outlined above)? If yes, include brief example(s) in the space provided.

**Section Two: Project Goals, Objectives and Outcomes**

2.1 **Name of project:** Insert the name of your project here.

2.2 **Describe your project/activity**:What is required here is a brief summary of what your project entails.

2.3 **Describe how the project how the project will benefit the LGBTI+ community in rural areas, at risk of marginalisation and/or multiple discrimination;** please stick to the word limit and describe what you hope to achieve with your project and the activities you will be organising.

2.4 **Provide a summary of the project/ activity the grant will be used for, setting out the main activities to be undertaken: please** stick to the word limit and use short bullet points to outline the expected outcomes of your project.

* 1. **Please provide details of how the project will promote LGBTI+ visibility and awareness:**

Insert details of how the project will promote LGBTI+ visibility and awareness.

* 1. **Please provide start and end dates of the project: IMPORTANT –** The project start date must be in **2020** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 June, 2021**. Projects that do not comply with this criteria will not be considered.

Insert Start and End dates.

* 1. **Provide a short description of the proposed outcomes expected:** Please outline the proposed outcomes and how they will benefit the LGBTI+ community.
  2. **Estimate the total number of participants expected to benefit from this proposal:** exact numbers are not required, just your best estimate of the numbers that will take part in your project.
  3. **What is the geographical scope of your project?** Indicate the local area in which your project will operate based on both the project activities and the geographical spread of participants.

3.1 **Please provide a detailed breakdown of projected expenditure and the total amount of the grant sought**: Use the table provided. A simple project budget is required here. One line for each main item of expenditure. Similar costs should be grouped together.

**Section 4: Declaration**

4.1 **Amount of grant sought**:

Insert:

Name of signatory

Name of person who will sign the grant agreement (if different from above)

Date (after 17/07/2020).

Provide confirmation that the information given in this form is true, complete and accurate.

**Part C - Next Steps**

1. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
2. Successful applicants will be asked to provide, in the form and manner requested, the following:

* Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
* Bank details of the organisation
* Tax number (if applicable)
* Registered Company No. / Registered Charity No. (if applicable)

**NB: the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order**.

1. All decisions on grant applications are final, and no appeals will be considered.
2. The review and decision-making process will take approximately 10 weeks, therefore, you can expect to hear from us October 2020. However, this date may change depending on the number of applications received and other circumstances.
3. The Department will not respond to queries during the review process.

1. <http://www.justice.ie/en/JELR/LGBTI+Inclusion_Strategy_2019-2021.pdf/Files/LGBTI+Inclusion_Strategy_2019-2021.pdf> [↑](#footnote-ref-1)