# LGBTI+ Capacity building initiative

# for service Providers

# to

# young people and Their Families

Funding scheme for small to medium grants for LGBTI+ Capacity Building Measures

**Deadline: 12 noon on 16th April 2021**

Contact: lgbtiyouthstrategy@equality.gov.ie

# Guidance Note

## Introduction

***The LGBTI+ National Youth Strategy***, launched in June 2018, is a cross Government strategy led by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). Capacity building among service providers to improve understanding of and ability to engage with LGBTI+ young people is a key objective of the Strategy.

The support of families of LGBTI+ young people is widely recognised as a crucial factor in improving the well-being of LGBTI+ youth. For this reason, DCEDIY, in collaboration with Tusla, is launching a funding initiative to build capacity within family support services. This initiative aims to build integrated community approaches for supporting families of LGBTI+ youth.

This grant is for capacity building among providers of family support services to work with LGBTI+ young people and their families, and, where relevant, in collaboration with youth services at the local level. The initiative aims to provide funding to implement evidence-based LGBTI+ training, mentoring, coaching, Continuous Professional Development (CPD) and creation of guidelines targeted at professional service providers of family support along with youth services.

Training and guidance should include a particular focus on Trans and gender-related issues.

## Eligible Organisations/Services/Projects

The initiative is open to

1. Professional service providers, who **provide family support services** that have an identified need for capacity building in the area of assisting parents and carers in their role supporting a young person who has come out as LGBTI+.
2. Professional service providers who deal with **young people and youth services** in collaboration with family support services.

**A service may make one application in respect of a single project or on behalf of a number of funded projects under their management or governance.**

## Target Group

The initiative will target those who work or volunteer with young people **aged 10 to 24 and their families** including:

* Tusla funded Family Support Services, including Family Resource Centres, Area–based Childhood Programmes, Child and Family Support Network members, Tusla Internal Family Support and Eligible Initiatives such as those working in the area of Domestic, Sexual and Gender-based Violence
* Family support services co-located with youth services
* DCEDIY funded Youth Services, including Youth Helplines who work in collaboration with family support services

Funding will be made available for the delivery of:

* evidence-based LGBTI+ training, mentoring and/or coaching;
* Continuing Professional Development (CPD) initiatives;
* development of guidelines targeted at Family Support Service providers, professional service providers and youth services

Training and guidelines should include online and virtual initiatives or guidelines where possible. Training and guidance should include a particular focus on Trans and gender-related issues. Training and guidance should be complementary to any capacity building already being delivered. The grant is available for programmes which have been run before and proven to be effective or for new and innovative programmes. Projects must be delivered in 2021. An allocation towards evaluation of the initiative is also eligible for funding.

## Grants

We envisage that, in the main, grants awarded will be in the region of €2000 - €4000 awarded to individual/ small organisations for initiatives such as training. The scheme will also allow for grants in the region of €10,000 to €15,000, dependent upon the nature, scale and reach of the project proposal.

Service providers can apply for a single once-off initiative. Joint applications will also be considered, for example a Family Support Service and a Youth Service can apply together for a joint initiative, in which case the Family Support Service will be the lead applicant. A service may also make one integrated application on behalf of a number of eligible projects under their management.

Eligible costs include direct costs (e.g. trainers to deliver the programme), programme costs, materials, video or recordings, and indirect overhead costs (e.g. rent, rates, light and heat, ICT, telephone, insurance). Indirect costs cannot exceed 10% of the direct cost of the projects.

## Application for costs to evaluate initiatives

Organisations can apply for additional funds to cover the cost of self -evaluating the impact of initiatives delivered by the organisation. Please see section 4 of the attached application form.

## Guidelines for Applications

**PLEASE NOTE – INCOMPLETE APPLICATIONS WILL CAUSE A DELAY AND MAY RESULT IN YOUR APPLICATION NOT BEING PROCESSED.**

**Complete the application form attached**

Please ensure you complete every section of the form; please DO NOT leave any section blank. Please state NOT APPLICABLE in sections not relevant to your application.

A copy of the applicant’s Tax Clearance Certificate and Charity Registration Number must be submitted with the application.

*If you require any assistance in completing this application, please contact: lgbtiyouthstrategy@equality.gov.ie*

Applications which are submitted with incomplete information will lead to a delay. It may not be possible to assess such applications and as a result the applicant may lose the opportunity to be included in the initiative.

## Submitting your Application/deadlines

Applications should be submitted directly to the Department of Children, Equality, Disability, Integration and Youth by **12 noon on 16th April 2021 to: lgbtiyouthstrategy@equality.gov.ie**

## Appraisal Process and Marking System

The proposals will be scored in accordance with the marking scheme set out below:

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Maximum Score** | **Minimum Score required** |
| Evidence/corroboration of need: Applicants must clearly identify and demonstrate the need for their project proposals. This should include providing supporting evidence of the following:* a clear case for the need for the project
* number of young people/families the service engages with
 | 40 | 20 |
| **Capacity to deliver:**The providers identified to deliver the capacity building should have proven experience. Quotes must be provided and/or a preferred provider and the reasons why they have been chosen should be outlined.  | 40 | 20 |
| **Additionality:**Applicants must clearly demonstrate that the project will be additional to the existing work of the service/organisation and the duration, contact hours (including virtual contact) and estimated number of people who will be involved. | 40 | 20 |

## Decisions

A Selection Committee within the Department of Children, Equality, Disability, Integration and Youth and Tusla will review all submitted applications and grade each section in accordance with the criteria. Final recommendations on award of the grants will be made by this Selection Committee and submitted to the Minister for Children, Equality, Disability, Integration and Youth for consideration.

Decisions on grant awards will be notified to the services/projects and organisations by the Department of Children, Equality, Disability, Integration and Youth.

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.

## Evaluation of the Initiative

The Department of Children, Disability, Equality, Integration and Youth will arrange evaluation of the Initiative to measure its impact. All successful services will be requested to participate in the evaluation process.

Services may also apply for funding towards the cost of self-evaluating. Please see section 4 of the application form.

### IMPORTANT NOTES

* Grants awarded must be fully spent in **2021.**
* Applications should only be submitted for funding of projects which can be fully completed, vouched for and accounted for in 2021.
* Any money unspent by a grantee by December 31st 2021 must be surrendered to the Department of Children, Equality, Disability, Integration and Youth; the Department will recover money from any grantee found in breach of this requirement.
* All evaluations of initiatives must be made available to the Department of Children, Equality, Disability, Integration and Youth to contribute to the overall evaluation of the Grant Scheme.

# Application Form

## Applicant Details

**1.1. Please specify which category below best fits your organization:**

Tick or enter Y in the adjacent box

|  |  |  |  |
| --- | --- | --- | --- |
| Youth services |  | Youth Helpline |  |
| Family Support Services |  | Other Eligible Initiatives, eg. DSGBV |  |
| Area Based Childhood Programmes |  | Tusla Internal Family Support |  |
| Child and Family Support Network Members |  | Services already in receipt of DCEDIY funding |  |

|  |  |
| --- | --- |
| Other (please specify) |  |

**1.2 Please indicate if this application is an integrated or a joint application with another service/organisation**

Yes No

If yes, name and contact details for **all** services/organisations involved in delivery of the programme.

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| --- |
|  |

Name of governing service organisation that will lead on the programme

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| --- |
|  |

## Service/Project Details

* 1. **Name of Service / Project**

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| --- |
|  |

**2.2 Address of premises**

|  |
| --- |
|  |

**2.3 Person to be contacted in respect of this application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |

**2.4 Address for correspondence**

|  |
| --- |
|  |
|  |
| **Charity Registration No.** |  | **Eircode**  |  |
| **CRO Number**  |  | **Tax Clearance Access No.** |  |
| **Tax Reference No.** |  |

**2.5 Contact details.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Landline** |  | **Mobile** |  |
| **E-mail:** |  |
| **Website**  |  |
| **Social media**  |  |

**2.6 Bank details**

|  |
| --- |
| Please state:  |
| Name of bank:  |
| Address of Bank:  |
| IBAN Number:  |
| IBIC number:  |

## Details of Grant Sought

**3.1. Please provide a brief summary of your organisation's aims, objectives, methodologies and services to young people (Max. 300 words)**

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**3.2 Please provide a summary of the proposed expenditure (Max. 300 words)**

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**3.3 What is your identified need (including any corroborating evidence)? (Max. 300 words)**

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|  |

**3.4 How do you intend to deliver the initiative (including details of the provider and their track record, three quotes if relevant)? (Max. 300 words)**

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**3.5 How is your proposed initiative additional to the existing work of your service/organization (including the duration, contact hours and estimated number of people who will be involved)? (Max. 300 words)**

|  |
| --- |
|  |

## Optional - Self-evaluation application

**4.1 Please outline proposed methods of evaluating the programme that your organisation will deliver (Max.300 words)**

**4.2 Please outline estimated costs of evaluating the programme delivered.**

## Financial Details

**5.1 What is the Total Cost of the proposal (incl. self-evaluation if relevant)?**

|  |
| --- |
| € |

**5.2 What is the Grant Amount for which you are applying?**

|  |
| --- |
| € |

**5.3 If the total cost is more than the amount of the grant for which you are applying, is the balance of funding secured?**

## DECLARATION OF ACCEPTANCE

On behalf of our Organisation/Service/Project, we apply for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge and belief. We consent to the Department of Children, Equality, Disability, Integration and Youth making enquiries to a third party if necessary regarding details of the funding application.

We understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003. We also understand that making application is no guarantee of funding.
We also accept, as a condition for the award of a grant, that it involves no commitment to any other grants from the Department of Children, Equality, Disability, Integration and Youth or from any Government Department. The project sponsors are agreeable to have the project monitored by DCEDIY and to allow access to its premises and records, as necessary, for that purpose.

If funding is approved, we agree and confirm that we will manage the grant in accordance with the conditions. We agree to seek value for money and to abide by the Public Procurement guidelines. The funds will be applied for the purposes set out in our application and we undertake that funding from any other source will not be used for the same purpose. In the event that we are unable to spend the grant for the purposes set out in our application, we agree to return the grant. We understand that the DCEDIY may seek the refund of the grant if we fail to comply with these conditions.

We acknowledge that any funds awarded are subject to such funds being available to the Department and that they must be used in the year(s) the grant is awarded and for the purpose stated and not to replace existing funding and we will acknowledge the support we have received from the Department of Children, Equality, Disability, Integration and Youth in all publicity in relation to our project.

 We hereby apply for grant funding and accept the above Terms and Conditions:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_

## Department of Children, Equality, Disability, Integration and Youth- Data Privacy Statement

The Department of Children, Equality, Disability, Integration and Youth is committed to protecting the rights and privacy of individuals in accordance with both European Union and Irish data protection legislation. We place high importance on the correct, lawful and fair handling of all personal data, respecting the legal rights, privacy and trust of all individuals with whom we deal. This document contains the Department's complete Privacy Statement.

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