



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

2021 Community Development Pilot Programme *Call for Proposals*

Application Form

Closing date – 12 noon Wednesday 31st March, 2021

APPLICATION FORM

Please ensure all sections of the form are completed, and requested documentation provided, before submitting your form

Section 1: Applicant Information

(a) Organisation Name	
(b) Main Contact person:	
(c) Address	
(d) Direct Telephone Number (mobile)	
(e) Main Email Address	

Section 2: Organisation Information

(a) Organisation Category	Which of the following best describes your organisation <input type="checkbox"/> (i) Charity <input type="checkbox"/> (ii) Local community development organisation <input type="checkbox"/> (iii) Social Enterprise <input type="checkbox"/> (iv) other (describe)
(b) If organisation is a Charity, please give Charity Registration Number:	
(c) Which sector best describes the main supports and services which the organisation currently provides?	

(d) What is the main objective of your organisation?	
<p>(e) Is your organisation required to have audited annual accounts?</p> <p>If Yes, please provide your 2019 audited accounts.</p> <p>If No, please provide such financial statements as are available for 2019. As per DPER Circular 13/2014.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Section 3:- Relevant experience (30 Marks)

1. Provide details of relevant experience of your organisation working with marginalised individuals and groups using community development interventions, including providing examples of the engagement strategies used

2. Provide details of the existing supports your organisation provides to marginalised individuals and groups and the impact of the work

3. Outline the achievements of your organisation in delivering community interventions

4. Provide information on projects run by your organisation in the area of social inclusion that demonstrate a commitment to the UN Sustainable Development Goals, in particular those with a climate action or just transition focus

5. Describe how your organisation is integrated locally with other services and provide examples of previous collaboration with local stakeholders on similar projects.

Section 4: Corporate Governance and Financial Management (10 Marks)

1. Describe the corporate governance structure of your organisation

2. Outline what controls your organisation has in place to ensure good financial management

3. What are your organisation's sources of funding and provide the financial documentation requested above as appropriate

4. Describe the operational management and control systems that will be established for this project

5. Outline the monitoring framework in place in your organisation and previous experience of collecting, maintaining and monitoring information on similar projects

Section 5: Fit with Programme Objectives (20 Marks)

1. Explain how your project will contribute to the achievement of the programme objectives outlined in the Information Booklet

2. Describe how sustainable the impact of the project will be to the target groups after the completion of the pilot?

Section 6: Strength of Proposal (30 Marks)

1. Provide details of your proposed project, to include planned activities and clear attainable and measurable targets

2. Describe the need identified and rationale for your project

3. Outline how your project will benefit specified marginalised individuals and groups

4. What are the anticipated outcomes of the project?

5. Describe the engagement strategies proposed to engage with the selected target group(s)

Section 7: Value for Money (10 Marks)

1. Provide detailed costings for the proposed project, including details of all associated direct staff costs

2. Provide justification for the salary costs being proposed by reference to relevant salary levels in the labour market

3. Outline how the project will provide value for money, over years 1 to 3 with reference to anticipated outcomes.

Section 8: Use of Data

The information on this Application Form will be used by the Department of Rural and Community Development for the purposes of processing the application. Further information may be sought by the Department to clarify aspects of the project proposal.

The Applicant and the Department are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation (“GDPR”).

The Department retains the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded project(s) –

- i. any information supplied by the Applicant to the Department,
- ii. any relevant data gathered by the Department in administering grant aid to the project, except where the information is considered to be personal or commercially sensitive.

Section 9: Applicant Declaration

This declaration must be signed by an officer authorised by the applicant organisation to make such funding applications.

- i. I confirm that I have read and understood this document.
- ii. I declare that the information given in this application is true and correct.
- iii. I request that assistance be given in support of the project as outlined and certify that, if awarded, the funding will be solely used for the purpose for which it is approved.
- iv. I can confirm that this project is not funded from any other source.

SIGNATURE	
NAME	
POSITION	
DATE	