



**An Roinn Dlí agus Cirt
agus Comhionannais**
Department of Justice
and Equality

Communities Integration Fund 2019 (CIF 2019)

Guidance Notes for Applicants

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**PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE COMPLETING
THE COMMUNITIES INTEGRATION FUND APPLICATION FORM**

Part A - General Guidance for Applicants

(i) Purpose and Goal of the Communities Integration Fund

The purpose of the Communities Integration Fund 2019 is to support communities across Ireland to play a greater role in promoting the integration of migrants.

A total of €526,000 will be made available in 2019 to local community based organisations to carry out integration projects in their local area. Organisations eligible to apply include local community groups, sports clubs, faith-based groups, arts groups, formal and informal schools and theatrical and cultural organisations. Applicant organisations must operate on a not-for-profit basis.

This funding can be used for both once-off initiatives and short to medium term projects. Projects should take an inclusive approach, aiming to bring migrants and host communities together, and may not be directed solely to any one particular group or nationality.

The maximum amount that may be granted per project under CIF 2019 is €5,000.

(ii) Per Cent for Art Scheme

Of the €526,000 available in 2019, €26,000 is being provided by the Office of Public Works for arts based integration projects under the Per Cent for Art Scheme. This additional funding will be allocated by OPMI in accordance with the assessment criteria

for CIF 2019 (see (x) below- no additional input is required from applicant organisations.

(iii) Themes for 2019

Projects under the following themes will be considered. Use the descriptions below to help you select the most appropriate theme for your project at section 2.7 of the application form.

- *Intercultural Awareness* – A project that brings host communities and migrant communities together to celebrate each other's cultures and customs.
- *Combating Racism and Xenophobia* – A project aimed at preventing racism and xenophobia among local communities.
- *Sport & Community Games* – A project to facilitate local migrant integration by encouraging migrants to get involved in sport.
- *Arts* – A project to encourage social interaction between migrants and members of their local communities, through arts and crafts, music, dance, theatre and literature. Projects considered may be in the form of visual art, crafts, dance, film, literature, music, opera and theatre; including contemporary art practices such as performance, live art, multimedia, video art, sound art etc.
- *Other Community Events* – A project to adapt existing community activities or events to make them more inclusive of migrants.
- *Capacity Building* – A project with a social inclusion focus that seeks to help particularly vulnerable groups of migrants overcome specific difficulties (e.g. English conversation classes for young migrant parents not active in the labour market).
- *Employment* – A project offering employment advice and/or opportunities, e.g. through sponsorship by local businesses for training, skills assessment, placements, etc.
- *Integration Research* – A project to identify knowledge gaps and carry out local needs assessments so that local community integration resources can be used to maximum benefit.
- *Food/Cuisine* – A project to promote interculturalism and integration through the sharing of different cuisines and cooking methods.
- *Education* – A project focused on the educational needs of migrants through provision of additional supports to help migrant children to maximise the benefit of their school attendance (e.g. homework clubs) and older migrants to develop their language skills and better orient themselves to Irish society.

(iv) Target Groups

The purpose of the Communities Integration Fund 2019 is to support communities across Ireland to play a greater role in promoting the integration of all legally resident migrants and their children. It is accepted that the nature of the projects and events being supported means that their beneficiaries may include migrants whose legal status is still under determination. This will not, in itself, render a project ineligible.

As the Fund is intended to promote the integration of migrants and host communities, applicants are required to explain how the proposed project will bring

migrants and host communities together. Projects may not be directed solely to any one particular group or nationality.

(v) Additionality

Project activities must be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level.

(vi) Size of Grant Available

Grants may be provided from a minimum of €1,000 up to a maximum of €5,000 depending on the size and nature of the project.

(vii) Eligible Project Dates

Projects must commence before 31 December 2019 and must be completed no later than 30 June 2020. Projects failing to observe these dates will be deemed ineligible, and funding returned.

(viii) 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 or by 1 December, 2019, whichever is the earlier, will result in forfeiture of the grant offer.

(ix) If your organisation previously received a grant under the Communities Integration Fund 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 2019. The following circumstances may influence the outcome of your application:

- A final report was not submitted or was submitted late;
- There was a substantial underspend on the project;
- 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.

(x) Assessment criteria

All applications will be screened to determine their completeness and the eligibility of the applicant organisation and proposed activities. Applications deemed complete and eligible will then be fully assessed according to the following criteria:

- Overall strength of project proposal by reference to planned activities
- Degree to which the planned outcomes meet the goals of the Communities Integration Fund 2019
- Value for money

In determining the overall allocation of CIF 2019, the Office for the Promotion of Migrant Integration may have regard to the need to achieve a balanced geographical spread of activities.

(xi) Grant Agreement

Each organisation that receives a grant offer will be required to sign a Grant Agreement with the Office for the Promotion of Migrant Integration 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.

(xii) 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.

(xiii) 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.

(xiv) 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 Office for the Promotion of Migrant Integration using the Project Change Request Form which will be available for download on the OPMI website www.integration.ie in due course:

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 2020. 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 CIF 2019 and must also be commensurate with the original amount awarded. The reason for the change must be provided. OPMI 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.

(xv) 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, 2020 in respect of projects not completed by **31 January 2020**. 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 available for download on the OPMI website www.integration.ie in due course.

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 OPMI. Extracts from the report, including photographs, may be published by OPMI.

(xvi) 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.

(xvii) 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 <https://www.tusla.ie/>. A copy of the national guidance can be found on the Department of Children and Youth Affairs website [here](#). You can download the Children First Act 2015 from the Irish Statute Book [here](#).

Part B - How to Complete the Application Form

Section 1 Details of the 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. This may be the same person mentioned at 1.5 above.

Section 2 Project Objectives

- 2.1 **Name of project:** Insert the name of your project here.
- 2.2 **Describe your project/activity in 50 words or less:** What is required here is a brief summary of what your project entails.
- 2.3 **Provide a summary of the project/activity the grant will be used for setting out main activities being undertaken (300 words max):** 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 **Give a short description of the expected outcomes you hope to achieve through your project/activity (150 words max);** Please stick to the word limit and use short bullet points to outline the expected outcomes of your project.
- 2.5 **Estimate the number of participants you expect to take part in your project activities broken down by migrants and non-migrants (include children of migrants in the migrant total):** Exact numbers are not required, just your best estimate of the numbers that will take part in your project.
- 2.6 **Provide a short summary of the proposed projected expenditure and the reason for this expenditure:** Required here is just a line or two outlining why this project requires funding through the CIF 2019 and on what it will mainly be spent. (A more detailed budget should be provided in section 3.1)
- 2.7 **Indicate which theme of the CIF 2019 will be addressed by your project:** Refer to Paragraph (iii) of Part A of these Guidance Notes for short descriptions of the general themes being supported by the Fund in 2019 and then select the option from the list that's closest to describing your project.
- 2.8 **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.
- 2.9 **Please provide details of previous experience working with migrants (if any):** Insert details of experience that the group making the application has in working with migrants, and not individual members of the team.
- 2.10 **Please provide start date and end date of project: IMPORTANT** – The project start date must be in **2019** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 June, 2020**. Projects that do not comply with this criteria will not be considered.

Section 3 Budget Details

- 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 (e.g., paintbrushes, paint, canvasses, modelling clay etc. should be grouped as one single expense under Art Materials). All estimated costs should include VAT where appropriate.

Section 4

- 4.1 **Amount of grant sought:** insert the amount sought for your project – the maximum that may be inserted here is €5,000. Applications seeking amounts greater than €5,000 will not be considered and will be deemed unsuccessful.

Complete the signature part in Section 4.

Part C - Next Steps

1. When you have completed the application, click 'Submit' and the contribution (application) ID will be displayed - this will serve as confirmation that your application has been submitted. You will be presented with the option of printing and saving the application as a PDF and you are strongly urged to do so. We do NOT provide emailed acknowledgements and ask that you do not email us to ask for confirmation.
2. The PDF version that you save will have a unique reference number and the date and time submitted – this should be retained by your organisation.
3. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
4. 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.

5. The closing date for receipt of applications is **21:00 on Thursday 2 May 2019**.
6. All decisions on grant applications are final, and no appeals will be considered.
7. The review and decision-making process will take approximately 10 weeks, therefore, you can expect to hear from us by **12 July 2019**. However, this date may change depending on the number of applications received and other circumstances.
8. OPMI will not respond to queries during the review process.