

Communities Integration Fund 2018

Guidance Notes for Applicants

Section A - General Guidance for Applicants

Section B - How to Complete the Application Form

**PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE
STARTING TO COMPLETE THE FUNDING APPLICATION FORM**

Section A

General Guidance for Applicants

(i) Purpose and Goal of the Fund

The purpose of the Communities Integration Fund 2018 is to provide funding and support for communities across Ireland to play a greater role in promoting integration by providing practical support to facilitate social inclusion among the migrant population.

A total amount of €500,000 will be made available in 2018 to local community based groups to pursue the goals of **promoting migrant integration** and fostering mutual cultural respect and appreciation in their area. Groups that can be funded can include local community groups, sports clubs, faith-based groups, arts groups, formal and informal schools, theatrical and cultural organisations. This funding can be used to fund both once-off initiatives and short to medium term projects and is particularly geared towards projects at the local and regional level that bring migrants and the host society together.

(ii) Themes for 2018

Based on an assessment of project activities in 2017 the following themes are being given special priority in this year's round of funding:

- Activities aimed at challenging racism and discrimination in our communities
- Activities aimed at Migrant women
- Activities aimed at supporting LGBT migrants
- Activities aimed at addressing barriers to migrant participation in sports clubs
- Activities that support elderly migrants

As well as these specific targeted themes, the Fund will also continue to support activities under general themes established in the 2017 round of funding including as follows:

- Intercultural Awareness - Projects and events that bring host communities and migrant communities together to celebrate each other's cultures and customs.
- Sport & Community Games- Projects that seek to facilitate local migrant integration and improve the mental and physical well-being of migrants by encouraging them to get involved in sport



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- Arts - Projects that encourage migrants and local host communities to interact with each other through arts and crafts, music, dance, theatre and literature.
- Other Community Events - Projects involving a more broad-based community event adapted to be more inclusive of migrants, e.g. a pre-existing Annual Fairs to which migrant specific stalls, entertainment, etc., has been added.
- Capacity Building - Projects with a social inclusion focus that seek to help particularly vulnerable groups of migrants overcome specific difficulties (e.g. parenting classes for young migrant parents).
- Employment - Projects that offer advice on seeking employment and offer employment opportunities through training, sponsorship by local businesses and skills assessment.
- Integration Research - Projects that identify knowledge gaps and carry out needs assessments so that local community resources set aside for migrant integration can be utilised to the maximum benefit of migrants.
- Food/Cuisine - Projects that promoted interculturalism and integration through the sharing of different cuisines and cooking methods.
- Education - Projects 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.
- Transportation - Projects that target immobility and social isolation among the migrant population due to an inability to drive or difficulties accessing public and private transport.

Use the descriptions above to help you select the most appropriate Theme for your project at section 2.5 of the application form. .

(iii) Target Groups

The Fund is primarily aimed at all migrants and children of migrants legally resident in the State. However, it is accepted that the nature of the projects and events being supported will quite often encompass other migrants whose legal status is still under determination. This will not render a project ineligible.

(iv) Additionality

Any project/activity should ideally compliment and support of existing structures at local level rather than compete or work in opposition to same.

(v) Size of Grant Available

Grants/funding may be provided from a minimum of €500 up to a maximum of €5,000 depending on the size and nature of the project.

(vi) Eligible Project Dates

Projects must commence before 31 December 2018 and must be completed no later than 30 June 2019. Projects failing to observe these dates will deemed ineligible.

(vii) Expiry of Grant Offer

Organisations in receipt of a grant offer will be required to enter into a Grant Agreement. 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, 2018, whichever is the earlier, will result in forfeiture of the offer.



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(viii) Assessment criteria

- Voluntary input
- Value for money
- Cost effectiveness
- Degree to which proposal meets the goals and themes of CIF 2018
- Added value to existing project(s) or activities
- Number of migrants hoped to be reached
- Geographical scope of project/activity
- Whether activity/project will have support of a local network

(ix) Grant Agreement

Each successful project will be required to sign a simple grant agreement before funds can be released. A copy of the standard grant agreement template will be available in due course on the OPMI website www.integration.ie.

(x) 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.

(xi) Changes to Projects post award

It is acknowledged that unforeseen circumstances beyond the control of project organisers can effect project dates and scope (e.g. weather events, illness of key people etc.)

Changes to project dates

Changes to project dates should be notified as soon as possible to the OPMI. A simple project change request form will be made available for this purpose. 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 projects dates and a full explanation for the change. In no circumstances will projects be allowed to change their project start or end date beyond 30 June 2019. 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

Where an applicant wishes to change their project scope a simple project change will again be made available for this purpose. The new scope of the project must remain commensurate with the goals and themes of the CIF2018 and must also be commensurate with the original amount awarded. A full explanation for the change of scope and any changes of dates must accompany the request. 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.



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(xii) Project Reporting

Final Reports

ALL projects must submit a final report within TWO CALENDAR MONTHS of the agreed project end date. OPMI may send you a reminder closer to the time.

Interim Reports

Any projects which will not be completed **31 January 2019** will be asked to provide an interim report by that date. This is to facilitate OPMI in preparation of the CIF2018 implementation report which will be due for publication in March 2019. OPMI may send you a reminder closer to the time. A final report will still be required within two months of the project ending even if an interim report has issued.

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 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.

(xiii) Audit

The Office for Promotion of Migrant Integration and the Department of Justice and Equality has the right of audit over this expenditure. CIF2018 is also subject to audit by the Comptroller and Auditor General. If successful you will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

This guidance note and the CIF2018 Grant Application forms are available to download on-line at the OPMI website www.integration.ie or from the Department of Justice website www.justice.ie



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Section B How to Complete the Application Form

Part 1

- 1.1 **Name:** The full name of the organisation making the application.
- Address:** The full postal address to which any correspondence relating to the application will be sent.
- Telephone Number:** The regular daytime contact number of the applicant organisation. Can be landline or mobile but NOT a premium rate number.
- Email:** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account.
- 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.
- 1.2 **Date of establishment of organisation:** The date should be inserted in the format DD/YY/MMMM. New groups/organisations which have been established for the specific purposes of making an application should insert the current date (date application is submitted).
- 1.3 **Organisation category:** Choose one of the three options provided. If you choose private company please enter your Registered Company Number. If you choose Voluntary Body and have charity status please enter your Registered Charity Number. NOTE: APPLICATIONS FROM INDIVIDUALS ACTING ALONE ARE NOT ADMISSABLE. YOU MUST CHOOSE ONE OF THE THREE CATEGORIES OFFERED TO DESCRIBE YOUR GROUP OR ORGANISATION..
- 1.4 **Number of staff currently employed:** Insert the total number of paid full time and part-time staff currently employed by your organisation.
- 1.5 **Number of volunteers:** Insert the number of unpaid volunteers engaged by your organisation in a typical month.
- 1.6 **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.

Part 2

- 2.1 **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 briefly describe what you hope to achieve with your project and the activities you will be organising.



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- 2.2 **Provide 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 preferably in short bullet points outline the expected outcomes of your project.
- 2.3 **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):** Required for analysis purposes for annual report. Exact numbers are not required, just your best estimate of the numbers that will take part in your project.
- 2.4 **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 CIF2018 and on what it will mainly be spent. (A more detailed budget should be provided in section 3.1)
- 2.5 **Indicate which theme of the CIF 2018 will be addressed by your project :** Refer to Paragraph (ii) of Part A of these guidance notes for short descriptions of the general themes being supported by the Fund in 2018 and then select the option from the list that's closest to describing your project.
- 2.6 **What is the geographical scope of your project?** Indicate the local area in which your project will operate based on both the project activities or the geographical spread of participants.
- 2.7 **Please provide details of previous experience working with migrants (if any):** Here you should put any details of experience that the group making the application has in working with migrants and not individual members of the team.
- 2.8 Please provide start date and end date of project (if project is a one-day event please indicate same in space provided): **IMPORTANT – Project start date must be in 2018. Projects that do not commence in the same fiscal year as the Fund (i.e. 2018, will not be entertained).**

Part 3

- 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.
- 3.2 **Please provide the following information to allow grants to be issued by in the event your application is successful:** Grants cannot be paid in cash. You must provide details of the bank account used to fund the project in order for the Department's Financial Services to issue payments.



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Part 4

4.1 to 4.7 **These sections are required under the Children First Act, 2015. YOU MUST COMPLETE THESE SECTIONS AS INSTRUCTED.**

Relevant Services as listed under Schedule 1 of the Children First Act, 2015 are as follows:

SCHEDULE 1

Section 2

RELEVANT SERVICES

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
 - a) An establishment which provides early years services within the meaning of Part VII(A) of the Child Care Act 1991,
 - b) A school or centre of education, both within the meaning of the Education Act 1998,
 - c) any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children,
 - d) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991 or to children with disabilities in relation to their disabilities,
 - e) A special care unit provided and maintained in accordance with section 23(k) of the Child Care Act 1991,
 - f) A children detention school within the meaning of section 3 of the Children Act 2001,
 - g) A reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality where children may be accommodated, or
 - h) A centre which provides residential accommodation services to victims of domestic violence where children may be accommodated.
2. Any work or activity which consists of the inspection of a service provided to a child under the Child Care Act 1991, the Education Act 1998, the Children Act 2001 or the Health Act 2007.
3. Any work or activity which consists of the inspection, examination or investigation by the Office of the Ombudsman for Children under the Ombudsman for Children Act 2002.
4. Any work or activity which consists of treatment (including assessment which may lead to treatment), therapy or counselling provided to a child.
5. Any work or activity which consists of the provision of—
 - a) educational, research, training, cultural, recreational, leisure, social or physical activities to children,
 - b) care or supervision of children, or
 - c) formal consultation with, or formal participation by, a child in respect of matters that affect his or her life, whether or not for commercial or any other consideration.



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6. Any work or activity which consists of the provision of advice or guidance services (including by means of electronic interactive communications), a necessary and regular part of which consists, mainly, of the person having access to, or contact with, children.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs which would or could bring that minister, priest or other person, as the case may be, into contact with a child.
8. Any work or activity as a driver of, or as an assistant to the driver, or as a conductor, or as a supervisor of children using a vehicle which is being hired or used only for the purpose of conveying children who are unaccompanied by a parent or guardian.
9. Any work or activity which is carried out by a member of An Garda Síochána, a necessary and regular part of which consists mainly of the person having access to, or contact with, children

For further information on how Children First may affect your organisation please refer to the [Tusla website](#). A copy of the national guidance can be found on the Department of Children and Youth Affairs website here: [Children First: National Guidance for the protection and Welfare of Children](#) or you can download the [Children First Act, 2015](#) from the Irish Statute Book Website.

Part 5

5.1 to 5.2 Final Declaration

This should be completed by the person to whom all correspondence relating to the proposed grant-aided activity will be addressed. Applications without Part 5 completed and signed will not be considered.

Note on signing the form

- The Form Signing tool in Adobe Reader allows you to sign with your real signature.
- Digital signatures can also be used, Just follow the instructions provided on the form itself.

**ALL APPLICATIONS MUST BE SUBMITTED BY
EMAIL ONLY TO:**

integrationfunds@justice.ie

BY 12 MIDNIGHT ON THURSDAY 3 MAY 2018

