

**THIS IS A GOOD EXAMPLE OF A GRANT APPLICATION THAT IS DETAILED AND COMPLEX I HAVE SHOWN EXAMPLE ANSWERS TO QUESTIONS**

## FUNDING SCHEME TO STRENGTHEN AND SUPPORT VOLUNTEERING 2020

- It is important that you fully answer **all** questions
- Please use **BLOCK CAPITALS** for handwritten applications

### Part 1 Organisation details.

<b>Legal Name of Organisation:</b>	
<b>Trading name of Organisation:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>E-mail address:</b>	
<b>Contact name, number &amp; E-mail address (of contact)</b>	

**2. Describe your Organisation's legal structure e.g. Company Limited by Guarantee; Co-op; Constitution; Trust, etc.**

*Company Limited by Guarantee*

**3. State your Tax Reference Number**

**Charitable Status (CHY) Number?**

**4. Briefly set out the aims and strategic objectives of the Organisation and how funding will meet those objectives**

#### **Aims & Objectives**

My suggestion

To advance ..... (What you do) through the provision of ... (how you do it), which will (name the benefits which are the Outcomes).

#### **Elaborate here on the Aims Example**

1. to provide new innovative and flexible ways for young people to engage in social action
2. to increase social awareness, to encourage participation in social issues facing new Communities in the Community
3. to provide a platform and voice for .....Whatever you do
4. To work to ensure that ..... Name the outcomes/ benefits you will achieve
5. To encourage and assist national and local groups to overcome ..... Name the problem
6. to provide opportunities and forums at regional level for disadvantaged people to present their proposals for creating a better world; Give examples
7. to encourage Research and analysis by young people of social issues and problems such as poverty, disability, social exclusion, environment and gender, with a view to raising public awareness and stimulating positive action;
8. to promote social innovation which has a positive influence on young peoples' lives and

contributes to their personal development;

9. to support educators and young people to respond to new emerging social needs by developing services, activities, education, communications, pilot projects and models of good practice;

10 To work with partners within and beyond the Local community to promote social innovation and entrepreneurship;

## Elaborate in more detail if you have examples of work Strategic Plan 2019-2021

Name 3-4 overarching goals to achieve by 2021

- To give .....
- To give real opportunities to your clients/customers .....
- To be an innovative body .....
- 

Our Budget 2020 is attached with this application.

### Part 2 – Details of Funding sought

2.1 State exactly the costs for which funding is being sought under the headings listed below;

(i) **Salaries:**

Name	Title of Post	No. of hours worked per week	Salary 2019 (Amount funded by Statutory funders)	Employers PRSI (Amount funded by statutory funder)
1 <b>See separate spreadsheet</b>			€	€
<b>Totals - Salaries &amp; Employers PRSI (2020)</b>				

*In the event that the above does not cover all employees, please copy layout and attach additional data with this application. In such cases ensure the full total of all Salaries appears in 'Summary' section which follows.*

(ii) **Overheads & Administration:**

N.B. If the project is in receipt of funding from other sources, which includes funding towards overheads etc., then overhead costs should be attributed to the Department on a pro-rata basis.

<b>See separate spreadsheet</b> These are SAMPLE Overhead headings. Use what applies to your organisation which may be less.	2019 Expenditure - €	2020 Budget Expenditure- €
Travel & Subsistence		
Rent and Rates		
Postage / Telephone		
Office Supplies/Stationery/Printing		
Light and Heat		
Insurance		
Bank Interest and Charges		

Auditing, Accountancy & Professional Fees		
IT/Server Support & Maintenance		
Marketing & Promotion		
Projects / Activities /Events.		
Volunteer/Intern Expenses		
<b>Total Overheads and Administration</b>	€	€

### Summary

<b>See separate spreadsheet</b>	<b>2019 Expenditure</b>	<b>2020 Budget</b>
(i) Total Salaries (inclusive of employers PRSI)		
(ii) Total Overheads and Administration		
<b>Total Funding</b>	€	€

### 2.2 Provide a proposed profile of anticipated expenditure of funding. –

January	February	March	April	May	June
€	€	€	€	€	€

Total January to end June - € \_\_\_\_\_

July	August	September	October	November	December
€	€	€	€	€	€

Total July to end December - € \_\_\_\_\_

### 2.3 Provide job descriptions for all posts being funded by the Department.

Title	Job Description:
CEO	Manages company with direction from the Board and engages with external stake holders
Administrator	Provide operational support to the Volunteers
Finance & Administration Manager	Responsibility for partner stakeholders, reporting, accountability and management of financials, administration and resources

### 2.4 Chief Executive Salary. (Only requires completion if organisation has a CEO whose salary etc. is being funded either in part or in whole by the Exchequer/DRCD.)

CEO Name	<b>See separate spreadsheet</b>
Gross Pay	
Employers PRSI	
Pension Contribution	
BIK (Itemised)	

### 2.5 Provide a summary of Statutory, EU or philanthropic funding that your organisation received or was awarded in 2019.

Funder	Programme (if applicable)	Amount
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		<b>Awarded</b>
<b>Total</b>		€

**2.6 Provide a summary of other sources of Income applied for or expected in 2020** (excl. Scheme to Strengthen and Support Volunteering - DRCD)

Provider	In respect of -	Amount

**Part 3: Governance Arrangements**

**3.1 Provide details of the current governance arrangements of your organisation in relation to the following:**

a) Board composition and size, highlighting relevant skills and expertise of Board Members. **Board Composition**

There are ... directors on the Board, a Chairperson, Treasurer and ..board members. The board has a good balance of diversity of skills and experience. There is an established ethos in the organisation to appoint or replace new board members with required skills.

**Skills and expertise of the board:**

**Chairperson**

**Treasurer**

b) Board structure and management committees e.g. provide details of any sub-committees or advisory boards and their purpose.

d) **Governance Codes or good governance standards.** Please state whether there are any that your organisation has adopted or is in the process of putting in place and when did/ will this process commence?

e) **Financial Management** please provide details of the specific procedures and controls in place within your organisation to ensure good financial management, including the management of reserves.

f) **Risk Management:** Highlight the Board's strategies to deal with any financial and operational risks that are relevant to your organisation e.g. provide details of any risk registers, risk management framework/strategy or other risk management tools that are implemented by the Board.

**Risk Management.**

**3.2** Attach a copy of your organisation's Memorandum and Articles of Association/ Governing Document. This is non-applicable if you are currently in contract with the Department and have made no recent changes to your Governing Document.

**3.3** A **Work Plan for 2020** should be forwarded to the Department with this application.

**3.4** Audited Accounts for 2018 should be forwarded when available.

**Signed:** \_\_\_\_\_  
(NOT block letters)

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

Role in organisation: \_\_\_CEO\_\_\_\_\_

**The completed Application Form and any supporting documentation should be submitted either by email to: [volunteer@drcd.gov.ie](mailto:volunteer@drcd.gov.ie) or directly to - Department of Rural and Community Development, Community & Voluntary Supports, Floor 2, 25 Clare Street Dublin 2, by Friday 25th January 2020**

**Please read carefully**

By submitting the application, the Board of Directors/Management Board declare that the information provided in relation to the organisation described in this application is true and complete to the best of their knowledge and belief.

The Board of Directors/Management Board acknowledges that any funds awarded must be used for the purpose stated and not used to replace existing funding. The Board also understands that information supplied in, or accompanying, this application may be made available on request under the Freedom of Information Acts 2014.

The Board accepts, as a condition of the award of a grant, that it involves no commitment to any other grants from the Department of Rural and Community Development.

**Disclosure under the Freedom of Information Act**

The Department of Rural and Community Development wishes to remind applicants that the information contained in the application form and supporting documentation may be released, on request, to third parties, in accordance with the Department's obligations under the Freedom of Information Act 2014.

You are asked to consider if any of the information supplied by you in applying for funding under the scheme should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity. The Department will consult with you about sensitive information before making a decision on the release of such information. The Department will release, on request, information to third parties, without further consultation with you, unless you identify the information as sensitive with supporting reasons.

If you consider that some of the information is sensitive, you are required to clearly identify such information when submitting your application.

**If you do not identify any of the information supplied in the Application Form and supporting documentation as being sensitive you are acknowledging that any, or all of the information supplied, will be released in response to a Freedom of Information request.**