



Healthy
Carlow



Rialtas na hÉireann
Government of Ireland



Carlow County Council Healthy Ireland Round 3 2019-2021 Community Mental Health Small Grants Scheme Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Introduction

Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 is a national framework for action to improve the health and wellbeing of Ireland over the coming generation. Now in its 3rd year, the 'Healthy Ireland Fund' aims to support innovative sectoral, evidence-based projects, programmes and initiatives that support key national policies in areas such as mental health, physical activity, nutrition and sexual health, tobacco and alcohol and development of spaces and places for health and wellbeing.

Carlow County Council, on behalf of Carlow Local Community Development Committee (Carlow LCDC) is now seeking submissions for a **Community Mental Health** Small Grants Scheme to deliver actions or projects which are in line with the Mental Health theme of Healthy Ireland.

- **A total of €30,000 has been allocated to Carlow.**
- **Minimum Grant €2000 / Maximum Grant €5000 per project.**
- **Projects must align to theme of mental health**
- **Projects must be completed by end of year 2020**

Applications must be made to Carlow LCDC by 5pm on Friday 10 July 2020.

2. Who is eligible to apply?

Any not-for-profit Local community, voluntary, sporting, arts and youth groups

3. What projects are eligible for funding?

Applications must fit under Healthy Ireland Theme 2: **Mental Health**.

All actions included in the programme of work must contribute to one goal in the **Healthy Ireland, A Framework for Improved Health & Wellbeing 2013-2025**. These goals are as follows:

1. Increase the proportion of people that are healthy at all stages of life.
2. Reduce health inequalities.
3. Protect the public from threats to health and wellbeing.
4. Create an environment where every individual and sector in society can play their part in achieving a healthy Ireland.

Where actions are targeting children and young people (0-24 years), they must contribute to one outcome in the '**Better Outcomes, Brighter Futures**', **National Policy Framework for Children and Young People**'. These outcomes are as follows:

1. Active & Healthy, Physical and Mental Wellbeing.
2. Achieving full potential in all areas of learning and development.
3. Safe & protected from harm.
4. Economic security and economy.
5. Connected, respected and contributing to their world.

Actions must also be aligned with the following local strategies:

- **Carlow Healthy County Plan available at:** <http://www.carlow.ie/wp-content/documents/uploads/Healthy%20Carlow%20County%20Plan%202018%20to%202021.pdf>
- **Local Economic & Community Plan available at:** <http://www.carlow.ie/wp-content/documents/uploads/document-issued-for-public-consultation-process.pdf>
- **County Carlow Children and Young People's Plan available at:** <https://www.cypsc.ie/fileupload/Documents/Resources/CYPP/2017%20-%20Carlow%20Children%20and%20Young%20People's%20Plan.pdf>

Examples of projects:

Below are some indicative examples;

- Living well with a chronic condition initiatives
- Social farming programmes
- Creative arts programmes
- Play programmes
- Educational initiatives
- Actions supporting the implementation of 'Connecting for Life' <https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/publications/connecting-for-life-midlands-louth-meath.pdf>
- Infant and children's mental health initiatives

What is not eligible for funding?

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs (*for example, replacement of filters or light bulbs, painting, minor repair of components or items subject to wear and tear, etc.*)
- Legal fees
- Actions which are not aligned to the *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025*, relevant thematic policies and local strategies.
- Actions which duplicate the creation of materials or services that already exist on a wider systemic or national level.

- Actions that provide a competitive advantage to private enterprises e.g. purchasing equipment in privately owned facilities.
- The delivery of services in a setting that is not inclusive of the target community or charges a fee to participants. However, a voluntary contribution is acceptable.
- Actions which are not in line with Department of Education and Skills Circular 0043/2018, for example: the delivery of once-off/short term basis student talks in relation to any aspect of SPHE, PE or health and wellbeing (including mental/ emotional health).
- The development of new health and wellbeing programmes or resources for schools as a range of resources already exist and new ones are currently in development by the Department of Education and Skills and the HSE.
- The following types of actions under Theme 5 - Tobacco and Alcohol are ineligible:
 - Programmes related to the 'Responsible Serving of Alcohol' as this is the responsibility of the drinks industry.
 - Communication materials, other than those from www.askaboutalcohol.ie
 - Educational Programmes which are not linked to resources on www.askaboutalcohol.ie

4. Programme Requirements

The following conditions apply to all projects. If your group/organisation requires any support with any of the following, please contact carlowppn@carlowcoco.ie. This will not affect your eligibility for selection if you are able to demonstrate that you are actively working towards compliance.

Constitution Documents

- Organisations must have a Constitution / Rules or in the case of Companies Memorandum & Articles of Association.

Insurance

- Organisations need to ensure adequate and necessary insurance to operate and deliver the project, to operate its business and to cover all liabilities arising in relation to the project.

Data Protection

- Organisations need to have a robust data protection policy and procedures in place to ensure they are fully compliant with the data protection legislation.

Child Protection

- Organizations must comply with [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#), where it is mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau. Workers include staff, volunteers and those on student placement working for a relevant organisation through which they have access to children and or vulnerable adults.
- Organisation providing services to and/or involving children, shall comply with [The Children First Act 2015](#) which contains key child protection measures which includes but is not limited to the Child Safeguarding Statement.

- Organisations providing pre-school services, shall comply with [The Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) and [The Child Care Act 1991 \(Early Years Services\) \(Amendments\) Regulations 2016](#) to ensure the health, safety and welfare of each child is protected.

Project Timeline

All projects must be delivered, and expenditure incurred between 20 July 2020 and 18 December 2020.

5. Selection Criteria

Applications will be evaluated by the Healthy Carlow Assessment Panel. The assessment criteria are as follows;

- Alignment with Healthy Ireland Framework Mental Health Priority Theme; 'Connecting for Life', Healthy Carlow Community Plan
- Identification of need
- Quality of project design and capacity to deliver outputs
- Value for money (Are the costs included in the budget template, eligible, clear and justifiable?)
- Cross-sectoral engagement
- New and innovative initiatives
- Sustainability
- Evidence of practiced governance protocols

Projects may also be judged having regard to additional criteria deemed appropriate which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims. Consideration will be given for geographic area also.

6. Corporate Governance

Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publicly funded assets without prior approval.

The Code of Governance for Community and Voluntary organisations:

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

7. Approval Procedures

All applications for funding under this programme received by Carlow LCDC will be reviewed and assessed to ensure consistency with the Healthy Carlow County Plan and Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, Carlow LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve).

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

Payment will be made on receipt of invoice/evidence of expenditure.

8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with programme terms and conditions.

Further information may be requested

The LCDC reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

Other

- Applicant groups shall self-certify that they do not have the funding to undertake the work, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- There is no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

9. How to apply

Application Form

Please ensure that you complete the application form in full and that any documentation in support of your application is submitted with your application.

Only programmes that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.

Applications should be forwarded to:

healthycarlow@carlowcoco.ie

Where possible, applications should be made electronically. Where this is not possible, applications may be made by post to:

**Healthy Carlow
Community Section,
Carlow County Council,
County Buildings,
Athy Road,
Carlow**

For any queries, please contact Suzi Doyle, Healthy Carlow Coordinator
healthycarlow@carlowcoco.ie or 087 405 1253.