THE IRELAND FUNDS

HEART OF THE COMMUNITY FUND

APPLICATION GUIDELINES

Apply Online: irelandfunds.org/grants
March 18 – April 8, 2021

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Progress
Through
Philanthropy
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Due to remote working, all inquiries will be dealt with via email. Please contact us at grantsinfo@irelandfunds.org if you have any outstanding questions not addressed in this document.

WHAT IS THE HEART OF THE COMMUNITY FUND?

COVID-19 has placed local communities in the spotlight, with the resounding story emerging being one of communities understanding the changing needs of their residents and responding swiftly and effectively. The past 12 months have shown that the age-old adage of 'the heart of the community' is personified through the countless organisations across the island of Ireland working tirelessly to support some of the most vulnerable people through the crisis caused by this pandemic.

In light of this, The Ireland Funds is proud to announce the establishment of the Heart of the Community Fund, which aims to provide critical and timely funding to a wide range of not-for-profit and community organisations across the Republic of Ireland and Northern Ireland.

The Ireland Funds recognises the power of local communities to be able to identify the need and we trust community leaders to let us know where we can best support these communities during these particularly challenging times.

WHAT AWARDS ARE BEING OFFERED?

The Heart of the Community Fund offers awards up to €5,000 for small, not-for-profits and community organisations with an annual turnover of less than €/£500,000.

Awards will be offered in the following 2 tiers:
- **€2,500**
- **€5,000**

Please note that organisations may only apply for one tier of funding.

We anticipate that a large number of applications will be submitted so please carefully consider which tier is the appropriate level for your proposed application.

WHAT IS THE APPLICATION PERIOD?

The Heart of the Community Fund will accept applications online **from Thursday, March 18 until 3:00pm GMT on Thursday, April 8, 2021.** Late applications will not be accepted.

All applications must be submitted through our online portal. Guidance on how to use this portal is on our website. Due to expected high volume of applications and remote working, all inquiries will be dealt with via email. Please contact us at grantsinfo@irelandfunds.org if you have any outstanding questions not addressed in this document.

WHAT ARE THE FUNDING PRIORITIES?

The Heart of the Community Fund is suitable for organisations making an impact and a positive contribution in their local community.
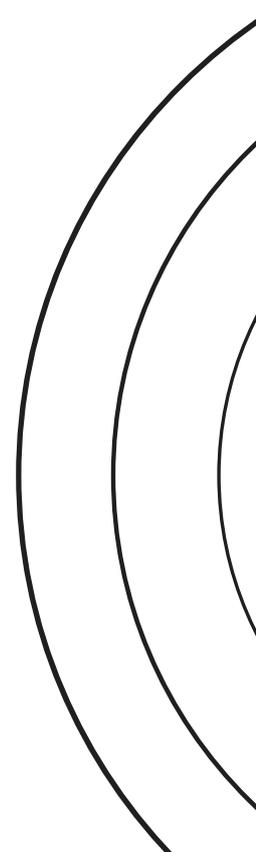
We aim to support organisations who are responding to the ongoing and immediate needs created by COVID-19 and whose day-to-day operations continue to be directly impacted by COVID-19. Funding will support those organisations who continue to adapt their work to respond to the changing needs of their beneficiaries.

Our aim is to support immediate costs and allow organisations to respond to the needs they have identified in their local area. Below are some examples to provide guidance only and is not exhaustive:

- **Example One:** Core costs or costs of overheads such as heating, rent and electricity, to enable the organisation to continue delivering its work and supporting its beneficiaries.
- **Example Two:** Travel expenses for volunteers travelling to and from beneficiaries' homes to provide socially distanced welfare checks.
- **Example Three:** A contribution to the salary support of a part-time relief worker.
- **Example Four:** Projects supporting older or marginalised communities through provision of nutritious meals such as food distribution, Meals on Wheels etc. Activities to connect people in the local community, particularly those in isolated situations such as a virtual befriending programme, online music classes or delivery of activity packs for children with complex needs.
- **Example Five:** Investment in organisational infrastructure to adapt service provision to be delivered virtually, such as purchasing IT for staff members to continue working remotely, or software development costs on improving online/video/telephone counselling capabilities.
- **Example Six:** The purchase of equipment to comply with the Government issued COVID-19 National Protocol for Employers and Workers such as screens, hygiene stations, and safety equipment.

WE WILL PRIORITISE:

- Organisations that can demonstrate that they are responding to the current and emerging needs of their communities due to the challenges of the ongoing pandemic.
- Organisations that have struggled to access alternative funding streams during the pandemic or do not have many active grants.
  - **Example:** An organisation that has not received funding from the government for 2021, in comparison to an organisation that has received a grant to cover this project and government funding for 2021.

CRITERIA:

1. All projects must be in line with government advice and guidelines regarding Coronavirus (https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/)

2. The organisation must have an annual turnover* of less than €/£500,000. Organisations with a turnover exceeding this limit are not eligible to apply for this specific grant round.
   - *Turnover is the total income made in a certain period. It is sometimes referred to as gross revenue or income.*

3. The project or activity for which you are seeking funding must take place on the island of Ireland.

4. The project must be for a future activity, not for an activity or project that has already been completed - funding cannot be retroactively applied.

5. Due diligence is critical to The Ireland Funds and organisations must be able to satisfy the following requirements:

   Must be:
   - ✓ Unincorporated Association with an explicit not-for-profit object
   - ✓ Company Limited Guarantee (CLG)
   - ✓ Community Interest Company (CIC)
   - ✓ Registered Charity
   - ✓ Charitable Trust

   Must have:
   - ✓ Governing Document (ie. Memorandum & Articles of Association; Trust Deed; Constitution)
   - ✓ Financial Statements (Audited or Unaudited Accounts are equally accepted)

   Governing documents must contain the following clauses:
   - ✓ <u>Income and Property</u>
     - Outlining the allocation of any income to the sole purpose of pursuing the organisations purpose and objects
     - Ensuring that any Directors will not be renumerated by salary or fees
   - ✓ <u>Winding Up/Dissolution</u>
     - Providing security for income/funds should the organization cease operations. Funds are guaranteed to be transferred to an organisation with a similar charitable purpose.

6. Organisations may submit only one application - multiple applications from the same (registered) organisation for different areas of work will not be accepted.

7. Salary costs may be included but a clear case for positive impact in the local community must be presented.

8. Applications may request the purchase of IT equipment. If submitting to purchase IT equipment for beneficiaries of your service, a clear plan for distribution and sustainability of equipment must be included.

THE HEART OF THE COMMUNITY FUND WILL <u>NOT</u> PROVIDE SUPPORT FOR THE FOLLOWING ACTIVITIES:

- Individuals, bursaries or scholarships
- Tuition, course fees, accreditation costs for staff and volunteers
- Medical expenses
- Capital projects - purchase of buildings/land or construction/refurbishment projects
- Purchase of vehicles
- One-off events – performance production, conferences, festivals. The project must have a lasting impact over a set period of time
- Animal welfare activities
- Consultancy fees
- Marketing materials or publication costs
- Commemorative structures i.e., statues, benches, plaques
- The advancement of religious beliefs or religious teachings. Religious organisations may apply for activities that benefit the wider community and do not include religious practice or teachings e.g., a soup kitchen in a parish hall.

HOW DO I APPLY?

Applications for the Heart of the Community Fund are being accepted through an online application form only. The link to the application form will be available via our website www.irelandfunds.org/grants **from Thursday, March 18 until 3:00pm GMT on Thursday, April 8, 2021.**

For help using the online portal please click here.

To watch a video on how to set up an organisation and make an application through the online portal, please visit www.irelandfunds.org/grants.

DURING YOUR APPLICATION:

- Check your budgets and ensure you can deliver on spend and project targets
- Keep answers concise, compelling, and coherent. Do not exceed the word count
- Tell us about the project and/or activities you are requesting funding for and clearly explain the need and link the identified need with the fund criteria
- Complete all questions on the application form accurately
- Submit all required documents as per the guidance notes, e.g., governing documents
- Once submitted, all applications are final. Please ensure you review and are happy with your application before submitting it.

AFTER SUBMITTING YOUR APPLICATION:

- Keep a record of your application. The application software will allow you to download a completed PDF copy of your full application. We would also urge you to keep record of the email address you registered with and password
- Once the application has been received, confirmation will be sent to the email address provided on your form. Please note that acknowledgement emails may land in your spam or junk folder.

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