ADVICE TO HELP YOU MAKE THE BEST APPLICATION

Please take a few minutes to read our step-by-step guide. It will help ensure your group makes the best possible application for support. If you need more help before making an application, you can always get in touch – email [bmunsocregenfund@dublincity.ie](mailto:bmunsocregenfund@dublincity.ie) or call 01-2225714

1. **Are you eligible? What groups can apply to Ballymun Social Regeneration Fund for support?**
2. Organisations are funded in order to meet the needs and gaps in service provision, projects and programmes in the Ballymun area linked to Sustaining Regeneration, a Social Plan for Ballymun **(link to document here)**
3. Your group must be a not-for-profit organisation that is based in and benefits residents who normally reside in Ballymun **(link to map here)**
4. In every instance, 80% of the project’s beneficiaries must be resident in the defined Ballymun area and you must be able to illustrate this within your application.
5. **What type of applications will be considered for support?**

Local projects, which improve the quality of life & build the community capacity. Applications will be considered across the seven themes of the Sustaining Regeneration Strategy

* Place Making
* Education, Lifelong Learning and Training
* Community Safety
* Health and Wellbeing
* Child Development and Family Support
* Arts and Culture
* Recreation and Sport

1. **What applications will not be considered for support?**
2. Applications from organisations that have started new programmes/services or incurred expenditure before funding is sought or confirmed.
3. Applications from private, profit making, or commercial organisations.
4. Applications from national charitable or not-for-profit organisations who do not base their operations for this fund in Ballymun.
5. Applications from organisations where there is a clear statutory public services responsibility.
6. Applications from organisations seeking support for items that mainly benefit individuals (e.g. sport/clothing/dance costumes/band uniforms etc.) where there is no evidence of wider community engagement.
7. Applications from individuals (e.g. for personal sponsorship)
8. Applications for a project promoting religious or political beliefs.
9. **Make your application in good time**
10. Complete the application form, taking note of the fund’s terms and conditions before making your submission and ensuring you answer all questions and submit your budget costings. Applications must be made online. Help completing the application is also available by contacting the fund administrator at [bmunsocregenfund@dublincity.ie](mailto:bmunsocregenfund@dublincity.ie) or 01-2225714.
11. Please use the following checklist to ensure you have fully completed the application form:

* Schedule 1 Workplan 2024 **(link here)**
* Schedule 2 Budget 2024 **(link here)**
* Schedule 3 Mission Statement
* Schedule 4 Insurance Details
* Schedule 6 List of Employees currently funded by the BSR Fund **(link here)**
* Schedule 7 Organisational Chart/Structure
* Schedule 8 Names of the members of your Board/Management Committee and the dates when they were first appointed. Please indicate the name of the Chair, Secretary and Treasurer and the dates they were first appointed to these positions.
* Schedule 9 A full set of audited accounts for 2022

1. Applications for funding for 2024, must be received no later than **Thursday December 14th 2023 at 13.00 hours.**
2. **What happens after your application is submitted?**
3. You will receive an acknowledgement confirming receipt of your application. Incomplete applications will be excluded for 2024 funding so it is important you ensure you answer all questions and supply the necessary documents outlined on the application form to ensure your application is not delayed.
4. The Assessment Panel who administer the fund on behalf of Dublin City Council will meet in January 2024 to assess each application. All applications will be notified of the Committee’s decision within 1 week of the final meeting taking place. Successful applicants will receive a letter of offer confirming funding allocation, and next steps including the drawing down of funds, reporting and record keeping requirements.
5. The full list of applicants and financial amounts will be brought to the North West Area Committee in report form for noting once agreed by the Assessment Panel.
6. **Acknowledgement of support**
7. All local groups are requested to acknowledge that their programme/service is supported by the Dublin City Council Ballymun Social Regeneration Fund as outlined in the SLA.
8. **Funding Conditions**
9. A minimum of 25% of any funding approved, for any organisation, must be used for programme costs, excluding pay and overheads.
10. For new applicants to the 2024 SRF a minimum of 50% must be allocated to programmes (excluding salaries, wages and overheads).
11. Funding cannot be used for the purchase of capital items, the payment of redundancy monies or compensation, or the payment of any costs arising due to bankruptcy or insolvency. Small incidental capital costs associated with programme delivery will be considered e.g. a laptop.
12. Projects must be capable of delivery within an agreed timeframe.
13. All programmes/services funded will operate in accordance with Service Level Agreements.
14. Financial output returns must be submitted quarterly for each programme, followed by annual progress reports. A set of audited accounts for 2022 must be submitted by all new applicants for BSR 2024 funding.
15. Any excess funds unspent by the service provider at the end of the contract period are to be repaid to DCC within 30 days of the end of the contract period.
16. Any change of your personnel/management board associated with this application during the contract period is to be notified to DCC.
17. Organisations must certify that they comply with all legal and regulatory requirements relating to their organisation.
18. Where an element of the approved project is not carried out as per the project application, funding may be reduced to reflect the amended project.
19. Full and accurate documentation to support all expenditure should be maintained and accessible for audit purposes at all times and for a period of three years from the date of completion of the project.
20. Ongoing monitoring and evaluation of the project outputs and outcomes should take place in the context of assessing the impact of the project.

COMHAIRLE CHUN CABHRÚ LEAT AN tIARRATAS IS FEARR A DHÉANAMH

Glac cúpla nóiméad le do thoil chun ár dtreoir céim ar chéim a léamh. Cuideoidh sé lena chinntiú go ndéanfaidh do ghrúpa an t-iarratas is fearr is féidir ar thacaíocht. Má theastaíonn tuilleadh cabhrach uait sula ndéanann tú iarratas, is féidir leat teagmháil a dhéanamh i gcónaí – r-phost [bmunsocregenfund@dublincity.ie](mailto:bmunsocregenfund@dublincity.ie) nó glaoigh ar 01-2225714

1. An bhfuil tú incháilithe? Cad iad na grúpaí ar féidir leo iarratas a dhéanamh ar Chiste Athghiniúna Sóisialta Bhaile Munna ar thacaíocht?
2. Maoinítear eagraíochtaí d’fhonn freastal ar na riachtanais agus na bearnaí i soláthar seirbhíse, i dtionscadail agus i gcláir i limistéar Bhaile Munna atá nasctha leis Ag Cothú Athghiniúna, Plean Sóisialta Bhaile Munna (nasc leis an doiciméad anseo)
3. Caithfidh do ghrúpa a bheith ina eagraíocht neamhbhrabúis atá lonnaithe agus a théann chun leasa cónaitheoirí a bhfuil cónaí orthu de ghnáth i mBaile Munna (nasc chuig léarscáil anseo )
4. I ngach cás, ní mór do 80% de thairbhithe an tionscadail a bheith ina gcónaí i limistéar sainithe Bhaile Munna agus caithfidh tú a bheith in ann é seo a léiriú laistigh d’iarratas.
5. Cén cineál iarratas a chuirfear san áireamh le haghaidh tacaíochta?

Tionscadail áitiúla, a fheabhsaíonn cáilíocht na beatha agus a thógann acmhainn an phobail. Breithneofar iarratais ar fud na seacht dtéama den Straitéis Athghiniúna a Chothú

* Comhfhorbairt Áite
* Oideachas, Foghlaim ar feadh an tSaoil agus Oiliúint
* Sábháilteacht Pobail
* Sláinte agus Folláine
* Forbairt Leanaí agus Tacaíocht Teaghlaigh
* Na hEalaíona agus Cultúr
* Áineas agus Spórt

1. Cad iad na hiarratais nach gcuirfear san áireamh le haghaidh tacaíochta?
2. Iarratais ó eagraíochtaí a chuir tús le cláir / seirbhísí nua nó a thabhaigh caiteachas sular iarradh nó a dearbhaíodh maoiniú.
3. Iarratais ó eagraíochtaí príobháideacha, brabúsacha nó tráchtála.
4. Iarratais ó eagraíochtaí náisiúnta carthanacha nó neamhbhrabúis nach mbunaíonn a gcuid oibríochtaí don chiste seo i mBaile Munna.
5. Iarratais ó eagraíochtaí a bhfuil freagracht reachtúil shoiléir ar sheirbhísí poiblí i gceist leo.
6. Iarratais ar thionscadal a chuireann creidimh reiligiúnacha nó polaitiúla chun cinn.
7. Iarratais ó dhaoine aonair (m.sh. ar urraíocht phearsanta)
8. Iarratais ó eagraíochtaí atá ag lorg tacaíochta d’earraí a théann chun leasa daoine aonair den chuid is mó (m.sh. cultacha spóirt / éadaí / damhsa / éide bannaí srl.) i gcás nach bhfuil aon fhianaise ann go bhfuil rannpháirtíocht an phobail níos leithne ann.
9. Déan d’iarratas in am trátha
10. Comhlánaigh an fhoirm iarratais, ag tabhairt dá haire téarmaí agus coinníollacha an chiste sula ndéanann tú d’aighneacht agus cinntigh go bhfreagraíonn tú gach ceist agus go gcuireann tú do chostais bhuiséid isteach. Ní mór iarratais a dhéanamh ar líne. Tá cúnamh chun an t-iarratas a chomhlánú ar fáil freisin trí theagmháil a dhéanamh le riarthóir an chiste ag [bmunsocregenfund@dublincity.ie](mailto:bmunsocregenfund@dublincity.ie) nó 01-2225714.
11. Bain úsáid as an seicliosta seo a leanas chun a chinntiú go bhfuil an fhoirm iarratais comhlánaithe go hiomlán agat:

* Sceideal 1 Plean Oibre 2024 **(nasc anseo)**
* Sceideal 2 Buiséad 2024 **(nasc anseo)**
* Sceideal 3 Ráiteas Misin
* Sceideal 4 Sonraí Árachais
* Sceideal 6 Liosta Fostaithe atá maoinithe faoi láthair ag Ciste BSR **(nasc anseo)**
* Sceideal 7 Cairt/ Struchtúr Eagrúcháin
* Sceideal 8 Ainmneacha chomhaltaí do Bhoird/Choiste Bainistíochta agus na dátaí ar ceapadh iad
* den chéad uair. Cuir in iúl le do thoil ainm an Chathaoirligh, an Rúnaí agus an Chisteora agus na
* dátaí ar ceapadh iad chuig na poist seo den chéad uair.
* Sceideal 9 Chuntais Iniúchta don bhliain 2022.

1. Ní mór iarratais ar mhaoiniú do 2024 a fháil tráth nach déanaí ná **Dé Déardaoin 14 Nollaig 2023 ag 13.00 uaire.**
2. Cad a tharlaíonn tar éis d’iarratas a chur isteach?
3. Gheobhaidh tú admháil ag deimhniú go bhfuarthas d’iarratas. Eisiafar iarratais neamhiomlána ar mhaoiniú 2024 agus mar sin tá sé tábhachtach go gcinntíonn tú go bhfreagraíonn tú gach ceist agus go soláthraíonn tú na doiciméid riachtanacha atá leagtha amach ar an bhfoirm iarratais lena chinntiú nach gcuirtear moill ar d’iarratas.
4. Tiocfaidh an Painéal Measúnaithe a riarann an ciste thar ceann Chomhairle Cathrach Bhaile Átha Cliath le chéile chun gach iarratas a mheas. Tabharfar fógra do gach iarratas faoi chinneadh an Choiste laistigh de sheachtain amháin ón deiridh gcruinniú a bheidh ar siúl. Gheobhaidh iarratasóirí a n-éiríonn leo litir ag deimhniú leithdháileadh maoinithe, agus na chéad chéimeanna eile lena n-áirítear cistí a tharraingt anuas, riachtanais tuairiscithe agus coimeád taifead.
5. Tabharfar liosta iomlán na n-iarratasóirí agus na méideanna airgeadais chuig Coiste Limistéar an Iarthuaiscirt i bhfoirm tuarascála le tabhairt ar aird nuair a bheidh sé aontaithe ag an bPainéal Measúnaithe.
6. Tacaíocht a admháil
7. Iarrtar ar gach grúpa áitiúil a admháil go dtacaíonn Ciste Athghiniúna Sóisialta Bhaile Munna Chomhairle Cathrach Bhaile Átha Cliath lena gclár/seirbhís mar atá leagtha amach san SLA.
8. Coinníollacha maidir le Maoiniú
9. Ní mór 25% ar a laghad d’aon mhaoiniú a cheadaítear, d’eagraíocht ar bith, a úsáid le haghaidh chostais cláir, gan pá agus forchostais a áireamh.
10. Maidir le hiarratasóirí nua ar SRF 2024 caithfear 50% ar a laghad a leithdháileadh ar chláir (gan tuarastail, pá agus forchostais a áireamh).
11. Ní féidir maoiniú a úsáid chun earraí caipitil a cheannach, chun airgead iomarcaíochta nó cúiteamh a íoc, nó chun aon chostais a thagann chun cinn mar gheall ar fhéimheacht nó dócmhainneacht a íoc. Breithneofar costais chaipitiúla teagmhasacha beaga a bhaineann le seachadadh clár m.sh. ríomhaire glúine.
12. Caithfear a bheith in ann tionscadail a sheachadadh laistigh de chreat ama comhaontaithe.
13. Feidhmeoidh gach clár/seirbhís a mhaoinítear de réir Comhaontuithe Leibhéal Seirbhíse.
14. Ní mór tuairisceáin aschuir airgeadais a chur isteach gach ráithe do gach clár, agus tuarascálacha bliantúla ar dhul chun cinn ina dhiaidh sin. Ní mór do gach iarratasóir nua ar mhaoiniú BSR 2024 tacar cuntas iniúchta don bhliain 2022 a chur isteach.
15. Tá aon chistí breise nár caitheadh ag an soláthraí seirbhíse ag deireadh thréimhse an chonartha le haisíoc le DCC laistigh de 30 lá ó dheireadh thréimhse an chonartha.
16. Caithfear aon athrú ar do phearsanra/bhord bainistíochta a bhaineann leis an iarratas seo le linn thréimhse an chonartha a chur in iúl do DCC.
17. Ní mór d’eagraíochtaí a dheimhniú go gcomhlíonann siad na ceanglais dhlíthiúla agus rialála uile a bhaineann lena n-eagraíocht.
18. I gcás nach ndéantar gné den tionscadal ceadaithe de réir an iarratais tionscadail, féadfar maoiniú a laghdú chun an tionscadal leasaithe a léiriú.
19. Ba cheart cáipéisíocht iomlán agus chruinn chun tacú le gach caiteachas a choinneáil agus a bheith inrochtana chun críocha iniúchta i gcónaí agus ar feadh tréimhse trí bliana ó dháta críochnaithe an tionscadail.
20. Ba cheart monatóireacht agus meastóireacht leanúnach a dhéanamh ar aschuir agus ar thorthaí an tionscadail i gcomhthéacs tionchar an tionscadail a mheas.