



Healthy
Clare



HEALTHY IRELAND FUND

2019-2021

Application Form



**Please read the application guidelines at the back of this form
before completing the application form**



CLOSING DATE FOR APPLICATIONS:

FRIDAY 16TH AUGUST 2019

Primary contact details of Applicant.

Name of primary contact person within your Group								
Address								
<table border="1" style="width: 100%; height: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
Telephone and e-mail for the primary contact person		Mobile						
		Landline						
		E-mail						
Legal Structure of your Group								
Tax Registration Number (TRN)								
Tax Clearance Access Number (TCAN)								
Registered Charity Number (RCN) (If applicable and issued by the Charities Regulator).								
CHY Number (If applicable and issued by the Revenue Commissioners)								
Total Grant Sought (€)								



All grantees (successful applicants to Healthy Ireland) must comply with DPER Circular 13/2014 – Management of and Accountability of Grants from Exchequer Funds. For more information go to: <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

Actions for a Healthy Ireland

Using the tables below, provide details of your actions which have been approved by your Committee. Please refer to the guidance notes provided and explanations below to assist you in completing this section.

Information Required	Explanation
Title	Provide a name for each proposed action . <u>Examples</u> : 'Walking Initiatives for County Carlow', 'Mental Wellbeing for older people living in a disadvantaged area'.
Healthy Ireland Framework Goals	Each action must contribute to one goal from Healthy Ireland – A Framework for Improved Health and Wellbeing 2013-2025 . The table below has been pre-filled with the goals, please select the appropriate goal for each action.
National Policy Framework for Children & Young People Outcomes	An action that will benefit children and young people (0-24 year olds) must contribute to one national outcome from the 'Better Outcomes, Brighter Futures', National Policy Framework for Children and Young People' . The table below has been pre-filled with the outcomes, please select the appropriate outcome for each action.
Priority Theme	There are six priority thematic areas. For details on each thematic areas refer to section 5.5 Priority Themes in the guidelines. Select one of the priority themes from the pre-filled options in the table below for each action.
Alignment	Outline how each action will complement or contribute to the national and local policies, thematic priority area and local plan(s) . Each action must align with the following. <ul style="list-style-type: none"> (a) <u>Healthy Ireland – A Framework for Improved Health and Wellbeing 2013 - 2025</u> and/or if applicable, the outcome selected above from the <u>'Better Outcomes, Brighter Futures', National Policy Framework for Children and Young People, 2014 - 2020</u>. (b) Priority Theme (as selected above) and relevant government policy for the priority theme selected. Refer to section 5.5 Priority Themes in the guidelines. (c) Local Healthy Ireland City/Council Plan or Children and Young People's Plan and or the Local Economic Community Plan
Total Cost of this Action	Complete the budget template provided. Insert the total cost for each action in the table below. Note: The minimum cost per action is €7,500. Please check that the figures in the table below match your budget template .
Description	Provide a brief overview of the proposed action . This should include a summary of who is involved and the activities to be delivered. Indicate if this is a new action or a repeat action from previous rounds of HIF.
Need for the Action	Clearly explain the need for each action . Explain how each action meets the need identified. Refer to consultations, evaluations, research, published data, surveys, publications etc. to demonstrate the need outlined. If this is a repeat action, clearly explain the need to repeat this action e.g. is it with a new target group or to be delivered in a new

	area.
Activities & Outputs Table	<p>For each action, you must list the <u>key activities</u> you plan to undertake to implement this action. All activities must be completed no later than 30th June 2021.</p> <p>Select the appropriate category for each activity from the prefilled list.</p> <p>For each activity you must define a specific Output and include details of relevant targets (quantitative or qualitative) for each activity. Note: If you are planning to <u>repeat a specific activity</u> during the grant period, you should state the <u>final date for completion</u>.</p> <p>An Output is an immediate, measurable result of a specific activity, e.g. the number of people trained. If you are planning to repeat a specific activity, you should specify the <u>total output for the duration of the grant</u> e.g. total number of people who will participate in a specific set of training sessions for the duration of the grant</p> <p>Select the Primary Target Group, from the prefilled list, to identify who will benefit from each Activity Output. E.g. children and young people.</p>
Geographic Area	<p>Indicate a primary geographic area that will directly benefit from each action. This may include local (e.g. town, neighbourhood, area); county, multiple counties, region. Highlight if this is a disadvantaged area.</p> <p>You may like to use the Pobal Maps tool to help define the disadvantaged areas. Here is the link: https://maps.pobal.ie/WebApps/DeprivationIndices/index.html</p>
Lead Delivery Partner	<p>You must specify the name of the lead organisation responsible for delivering each action e.g. the LCDDC/CYPSC or lead delivery organisation.</p> <p>Where a partner organisation is responsible for delivering the action you must confirm if a written agreement is in place with this partner by selecting Yes or No.</p> <p>Where a written agreement is required with a partner organisation and the agreement has not yet been put in place or signed, you must confirm the date by which this will happen. If necessary, please provide further information in the space provided.</p> <p>If there is no lead partner organisation and the LCDDC/CYPSC is delivering the action please select Not Applicable from the list provided.</p>

List the other organisations involved in the development and implementation of this action.	Name the organisation involved and tell us their role in the development and or implementation of the action. Confirm if you have any written agreements in place with these organisations. Note: Organisations named in this section will be recipients of the grant awarded. Only one lead partner can receive funding from the Grantee for each action.
Procurement	Tell us about your intentions in terms of procuring goods and services in relation to this action e.g. tendering, sub-contracting for each activity within the action. For more information visit the Office of Government Procurement Website - https://www.etenders.gov.ie/generalprocguide.aspx

Action 1

Once you click on “choose an item” in the tables below, a list of dropdown options will appear. You can select one item only. The table has no character or word limits, however, please be as concise as possible in your responses.

Action 1 (Insert Title)		Start Date (for this Action)	Click here to enter a date.	End Date (for this Action)	Click here to enter a date.
Healthy Ireland Framework Goal	Choose an item.	National Policy Framework for Children & Young People Outcome (if applicable)		Choose an item.	
Priority Theme	Choose an item.				
Outline how each action will complement or contribute to the national and local policies, thematic priority area and local plan(s).	Healthy Ireland Framework and or National Policy Framework for Children & Young People Outcome				
	Priority Theme and relevant national policy for that theme				
	Local Healthy Ireland Plan or other local plans				
Enter the total cost of this action	€				

Action Description	
Need for the Action	

Activities and Outputs Table

Note: These will be included as an addendum to your grant agreement and progress will be monitored.

	Activity Details	Activity Category	Primary Target Group	Activity Output(s)	Date to be completed by
1.		Choose an item.	Choose an item.		Click here to enter a date.
2.		Choose an item.	Choose an item.		Click here to enter a date.
3.		Choose an item.	Choose an item.		Click here to enter a date.
4.		Choose an item.	Choose an item.		Click here to enter a date.
5.		Choose an item.	Choose an item.		Click here to enter a date.
6.		Choose an item.	Choose an item.		Click here to enter a date.
7.		Choose an item.	Choose an item.		Click here to enter a date.
8.		Choose an item.	Choose an item.		Click here to enter a date.

Geographic area that will benefit from this action				
Name Lead Delivery Partner Organisation		Is a signed written agreement in place with the Lead Delivery Organisation?	Choose an item.	Further Details (if required)
		If no, enter a date for when this will be completed:	Click here to enter a date.	
List the other organisations involved in the development and implementation of this action.				
Tell us how you intend to procure the services or goods required to implement this action				
Does this action require the employment of staff?	Choose an item.	If yes, enter <u>job title</u> and submit a job description template for each worker with this programme of work		

Risk Management

17 Using the table below please provide details of any **relevant financial and operational risks** that could potentially arise when **implementing your actions**.

Please outline how you intend to mitigate and address any risks identified including any risk management strategies, policies or procedures that your organisation has in place. (H=High, M=Medium, L=Low)



Note: For each risk identified, you must include the relevant activity number.

Risk Identification	Risk Assessment		Risk Management			
	Likelihood H/M/L	Impact H/M/L	What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale	Person responsible
Free text	Choose an item.	Choose an item.	Free text	Free text	Free text	Free text
Free text	Choose an item.	Choose an item.	Free text	Free text	Free text	Free text
Free text	Choose an item.	Choose an item.	Free text	Free text	Free text	Free text
Free text	Choose an item.	Choose an item.	Free text	Free text	Free text	Free text

Additional Information

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Please provide any other information which you think is relevant to this programme of work.

24. Disclaimers

A. Disclosure under the Freedom of Information Act

Under the Freedom of Information Act 2014, the information in this document and its attachments may be released on request to third parties.

If you believe that any of the information in this document is sensitive and should not be disclosed to a third party, you must identify the sensitive information and provide the reason(s) for its sensitivity.

You will be consulted about the sensitive information before any decision is made to release the information to a third party.

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

Please outline the sensitive information and the reason(s) for the sensitivity in the text box below.

Text box (maximum 1,500 characters). Optional.

B. Data Protection

In submitting this application, your organisation (and project partners) agree that:

- No sensitive personal data should be included on this form.
Sensitive personal data is defined as data relating to a person's racial origin; political opinions or religious or other beliefs; physical or mental health; sexual life; criminal convictions or the alleged commission of an offence; trade union membership. In this case, sensitive personal data may also refer to the inclusion of names, addresses and/or ages of service users or project beneficiaries in your application form.
- Your organisation authorises Clare County Council to use, process and store the information in this form for the purposes of assessing your proposal for funding, the administration of any grants awarded by the Healthy Ireland Fund and the production of internal and external reports relating to the Healthy Ireland Fund.
- In its management of the Healthy Ireland Fund, Clare County Council may transfer any data it has received from, and any data it holds relating to your organisation to other persons and bodies, such as the Department of Health.
- If a third party is acting on your organisation's behalf, Clare County Council is authorised to use, process and store data received from this third party and to forward to the third party, any data relating to your application, appraisal of your application and your organisation's delivery of projects supported by the Healthy Ireland Fund. Clare County Council may also procure data from third parties to assess your application.
- It is your organisation's responsibility to ensure that any sensitive personal data submitted is obtained with the individual's consent and knowledge that the data will be used for the purposes of this application. By submitting this application form, your organisation confirms that consent has been obtained from any individual whose data is disclosed within the application form.

Tick box to confirm that you have read and agree with the above data protection requirements.

SUBMISSION OF APPLICATION

Please submit completed application form by email to kfennessy@clarecoco.ie by **Friday 16th August 2019.**



Healthy
Clare



2019-2021 Healthy Ireland Fund **APPLICATION GUIDELINES** Local Communities for a Healthy Ireland

Introduction

The Department of Health has approved a third round of funding for the Healthy Ireland Fund (HIF). The aim of this funding is to support organisations to deliver actions that will improve health and well-being in County Clare, in line with *Healthy Ireland, a Framework for Improved Health and Wellbeing 2013-2025* and the *Healthy Clare Strategic Plan 2019-2021*.

The grant period for Round 3 will run from **1st July 2019 to 30th June 2021**.

This fund will be administered locally and in this regard the Clare Local Community Development Committee (LCDDC) and Children and Young People's Services Committee (CYPSC) are working on a collaborative basis. Applications are now invited which will improve health and well-being in County Clare.

Overview of the Healthy Ireland Fund

Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025 is the national framework for action to improve the health and wellbeing of Ireland over the coming generation.

The primary aim of the Healthy Ireland Fund is to support innovative, cross-sectoral, evidence-based projects and initiatives that support the implementation of key national policies in areas such as physical activity, mental health, obesity, smoking, sexual health, alcohol and drug misuse.

In accordance with the *Healthy Clare Strategic Plan 2019-2021* there will be a focus on activities that develop increased levels of Physical Activity and improved Mental Health.

The objectives of the Fund are:

- To raise awareness of, and support for, Healthy Ireland through the funding of community-based and national health promotion activities.
- To facilitate and resource cross-sectoral and partnership approaches that promote health and well-being.
- To resource the development and implementation of locally-led, cross-sectoral strategies promoting health and wellbeing.
- To add value to existing health promotion initiatives through the provision of Healthy Ireland resources.
- To support and implement actions which will have a positive impact on the health and wellbeing of the most disadvantaged groups and areas and those experiencing significant health inequalities.

Target Groups:

Actions supported by HIF with a focus on supporting the health and wellbeing of the population in general are eligible. However, the following are the **priority target groups** for this round of funding:

- Disadvantaged communities
- Disadvantaged men and women
- Disadvantaged families, including one parent families
- Children and young people
- People with disabilities, including people mental health issues
- Unemployed young people and adults
- Traveller and Roma communities
- New communities, asylum seekers and refugees
- LGBTI communities
- Homeless people
- Older people
- People with chronic health conditions

Alignment with Government Policies and Local Plans:

All actions included in the programme of work must contribute **to one goal** in the *Healthy Ireland, A Framework for Improved Health and 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.

Proposed actions must also be aligned to the *Healthy Clare Strategic Plan 2019-2021* www.clarecoco.ie/services/community/healthy-clare the *Clare Local Economic and Community Plan* www.clarecoco.ie/services/community/lecp and other government policies and strategies such as *Better Outcomes Brighter Futures*, *National Physical Activity Plan*, *The National Sexual Health Strategy*, *Tobacco Free Ireland* and the *Obesity Policy and Action Plan*.

Application Criteria and Process (Mandatory):

1. Applications are now being invited which identify local priorities for health and wellbeing.
2. All costs applied for must be directly related to the actions outlined in the application form.
3. The earliest start date for an action will be from 1st July 2019 and all actions must be completed by 30th June 2021.
4. The minimum grant for each action is **€7,500**.
5. All costs must be verifiable in the future i.e. when submitting your expenditure claims the costs you claim must be capable of being verified e.g. by receipts, invoices, procurement processes, tenders, attendance records.
6. All costs must be additional costs to the organisation for the delivery of the actions.
All funding must be spent by 30th June 2021, therefore be realistic in terms of the costs included in this application.

7. In your application form please ensure that you specifically reference each relevant policy and strategic action (Healthy Clare Strategic Plan, Clare LECP, Healthy Ireland Framework).

List of indicative eligible costs	Notes and guidelines Please ensure that you provide clear justification for each cost in your budget template as per the guidelines below
Salary Costs	
Salary costs, including PRSI and pension costs of project workers	The salary, travel and subsistence costs of employing a project worker to deliver one or more of the actions are eligible. These costs must come from the action budget. These costs must be based on current salary costs; include the salary scales information in the budget explanation. If applicable, include details of any secondment arrangements and recruitment; details of the process must be included in the job description template.
Travel and subsistence for staff funded by HIF	These costs must be based on your current organisational staff travel and subsistence policy . Include the rate(s) and estimated mileage/km per staff member, per annum in your explanation of the costs
Recruitment Costs for HIF staff	These must be real costs e.g. online job advertisement (paid to a third party); newspaper advertisement. Include details on how you intend to advertise the post.
Programme costs	
Venue/Room Hire/Meeting Costs	State the rate per/hour or per day used to calculate this cost in your budget sheet. These costs must relate to third party costs only i.e. the cost for the use of your organisations meeting rooms is not eligible.
Course Materials	These costs must be verifiable costs i.e. supportable by quotations and invoices from independent third parties. These must be available for inspection at any subsequent audit or verification checks.
Tutors/Facilitators/Consultants	These costs must be directly related to the project actions and be additional and verifiable. Include the assumptions used to calculate this budget, including hourly rate and number of full time equivalents.
Sport Coaches/other sport staff	These costs must be additional costs and directly related to the project proposal. Include the assumptions used to calculate this budget, including hourly rates and number of full time equivalents.
Publicity and Marketing	These costs must be directly related to the specific actions. Included in this budget is signage for sports, play and leisure amenities.
Volunteer Expenses	These costs must be based on organisation's volunteer policy and be verifiable e.g. receipts.

	Note: Signed attendance sheets will be required to support subsequent expenditure claims.
Equipment	Grantees must demonstrate that the equipment e.g. Sports, playground, library, cooking etc. is essential for the delivery of the action. These costs must be additional costs and directly related to the actions outlined and display Healthy Ireland branding where possible.
Material aids for participation in sport or physical activity	Examples are: swimming goggles, swimming hats, boxing gloves, sports jerseys These costs must be additional costs and directly related to the actions outlined and display Healthy Ireland branding where possible.
Researchers	These costs must be directly related to the actions and be additional and verifiable. Include the assumptions used to calculate this budget, including hourly rate and number of full-time equivalents.
Spaces and places for health and wellbeing costs	These costs must directly relate to the time of a relevant professional to implement the process e.g. architect, landscape architect, planner. Include the assumptions used to calculate this budget, including hourly rate and number of full-time equivalents.
Internal evaluation costs	These costs must be directly related to evaluating the actions outlined in your grant agreement. Professional fees are not eligible.
Small Scale Capital Works	Grantees must demonstrate that the capital works e.g. small scale refurbishment, building work, pathway development etc. is essential for the delivery of the action. These costs cannot exceed €7,500 per action

List of indicative ineligible costs

Independent action level evaluations i.e. costs associated with independent consultancy or external evaluators and their professional fees.

Large capital works

Core staffing and organisation overhead costs

Management fees

Retrospective costs i.e. expenditure incurred before funding is approved

VAT Costs (where the Vat costs can be re-claimed from the Revenue), Bank Charges such as interest costs, fines, financial penalties and legal dispute costs

Funds to build up reserves or a surplus

Sponsorship and charitable donations

Vehicles or other mobile assets not directly linked to physical activities, which will improve health and wellbeing. This includes the costs associated with the procurement of such items.

The purchase of land, buildings and or large scale refurbishment of buildings including schools

Routine repairs and maintenance of buildings

Single use plastics as part of merchandising costs such as forks, balloons and straws.

Notional costs e.g. lost opportunity

Staffing costs not associated with the project proposal

Costs for staff, actions, equipment and programmes already supported by statutory and public funding

Existing rental costs or space costs

Redundancy costs
Equipment costs for workers delivering actions (such as phones, laptops or PC, printer/photocopier, desk, chair or filing cabinet)
Parties, or other primarily social activities will not be considered for funding.

Please submit completed application forms by email to kfennessy@clarecoco.ie by the closing date of **Friday 16th August 2019**.