**APPLICATION FORM**

**What Works**

**Sharing Knowledge Form**

**The Sharing Knowledge is open for applications from 25 April 2022 until 5pm, Friday 27 May 2022. Awards are subject to funding availability and the volume and quality of applications received.**

**Please read the Sharing Knowledge Fund Guidance Notes and Terms & Conditions before completing this application.**

**Please note grant applications must be submitted by the deadline of 5pm, Friday 27 May 2022** by email only to [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie) The email must be sent from, or cc, the signatory to the Application.

All applications received will be sent a receipt of acknowledgement. We ask all applicants who do not receive a receipt to contact us directly at [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie) or calling the Department at +353 1 6473000 and asking for the What Works team.

Grant allocations will be minimum of €5,000 and maximum of €20,000 per year per applicant. Only one application per organisation will be considered. Ongoing funding will not be available.

This fund is available only to not-for-profit organisations. Applications from private providers will not be considered.

**All funding must be expended by 31 December 2022.** Funding that has not been fully spent by this date must be de-committed i.e. returned to the Department of Children Equality, Disability, Integration and Youth (DCEDIY).

**Please make sure that your application:**

* is completed in full and dated;
* is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
* and meets the core criteria set out in the Guidance document and accompanying [Terms and Conditions.](20220420_SharingKnowledge_TandC_Final.docx)

For queries please contact [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie)

**Please complete this form in block letters:**

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| Is your Organisation registered in the Republic of Ireland? | Choose an item. |
| Will the project to be funded be based in the Republic of Ireland? | Choose an item. |
| Will the project to be funded have its main impact in the Republic of Ireland? | Choose an item. |
| Name of project: | Click or tap here to enter text. |
| Amount of funding sought: € | Click or tap here to enter text. |

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| 1. ORGANISATION’S DETAILS |
| Name of Organisation  (lead organisation in the case of application by consortia): |
| Click or tap here to enter text. |
| Legal Name of Organisation: |
| Click or tap here to enter text. |
| Membership of Consortia (if applicable) |
| Click or tap here to enter text. |
| Address of Lead Organisation: |
| Click or tap here to enter text. |
| Contact email address: (Please note all communications in relation to the Organisation/Project will go to this email address. Any changes to contact details should be provided via email to [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie)). |
| Click or tap here to enter text. |
| Contact telephone number: (Please note we may use the contact telephone number provided to communicate in relation to the project. Any changes to contact details should be provided via email to [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie)). |
| Click or tap here to enter text. |

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| 1. PROJECT DESCRIPTION |
| 1. In which of these areas will the project be focused?   (please select the category from the list below) |
| Choose an item. |
| If answered ‘other’ above, state category |
| 1. Click or tap here to enter text. |
| Choose an item. |
| 1. Project Title\*   Please enter the title of your Learning/network/innovation (in no more than 10 words) here. |
| Click or tap here to enter text. |
| 1. Prevention and Early Intervention Need\*   Please outline the need you are addressing (including evidence provided for this need). (200 words max). Data-based evidence is particularly welcomed. Please incorporate local stats, Outcome for Children data, numbers on waiting lists and/or relevant figures. |
| Click or tap here to enter text. |
| 1. Description of Proposed Project\*   Please provide a brief description of your Project and how it incorporates a prevention and early intervention approach to address the identified need. (200 words max) |
| Click or tap here to enter text. |
| 1. What is the evidence of need for this project? \* Please provide evidence specific to your own area where the programme will be carried out. Please incorporate local stats, Outcome for Children data, numbers on waiting lists and/or relevant figures. |
| Click or tap here to enter text. |
| 1. What is the expected reach of this project?\*(numbers of participants, trainees, attendees etc.) Include any evidence for this. |
| Click or tap here to enter text. |
| 1. What is the anticipated long term impact of this project?\* Include any evidence for this. Please indicate what measures will be used to assess the impact of the project. |
| Click or tap here to enter text. |
| 1. What is the capacity to cope with changing circumstances in light of Covid? \* |
| Click or tap here to enter text. |
| ix) Solution Category\*  Please select one or more categories from the list below |
| Choose an item. |
| If answered ‘other’ above, state category |
| Click or tap here to enter text. |
| How did you hear about us?  Please let us know how you heard of the Sharing Knowledge fund |
| Click or tap here to enter text. |

Please note that the provision of a report on the project and a video report that is no longer than 5 minutes in length or photographs describing the project and its impact are conditions of funding.  All materials including the report and video must display the DCEDIY, What Works and DAF logos, which will be provided to successful applicants. The report and video may be reasonably short and simple but of sufficient quality to be published on the What Works website in order to share learnings with the wider community. This should be included in the timeline below.

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| 1. TIMELINE | |
| Activity | Projected Date |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| BUDGET |
| Dormant Account Fund 2022 |
| |  |  |  | | --- | --- | --- | | **Sharing Knowledge Fund – Budget costs 2022** | | | | **Proposed Activities** | **Cost Rationale:** | **Estimated Cost:** | | Training workshops and seminars | Click or tap here to enter text. | Click or tap here to enter text. | | Venue hire and catering | Click or tap here to enter text. | Click or tap here to enter text. | | Administration costs | Click or tap here to enter text. | Click or tap here to enter text. | | Facilitator fees | Click or tap here to enter text. | Click or tap here to enter text. | | Training material | Click or tap here to enter text. | Click or tap here to enter text. | | Website costs - specific to the project | Click or tap here to enter text. | Click or tap here to enter text. | | Equipment - small items specific to the project (including IT equipment) | Click or tap here to enter text. | Click or tap here to enter text. | | Media production costs | Click or tap here to enter text. | Click or tap here to enter text. | | **Other eligible costs (insert rows as necessary)** | Click or tap here to enter text. | Click or tap here to enter text. | | Item 1: | Click or tap here to enter text. | Click or tap here to enter text. | | Item 2: | Click or tap here to enter text. | Click or tap here to enter text. | | Item 3: | Click or tap here to enter text. | Click or tap here to enter text. | | Total cost of project: |  | Click or tap here to enter text. | |
| Please state any previous funding received for this project. |
| Click or tap here to enter text. |
| Tax Clearance details: |
| Tax Registration Number: Click or tap here to enter text. |
| Tax Clearance Access Number: Click or tap here to enter text. |
| CHY Number (if appropriate): Click or tap here to enter text. |
| Organisation Bank details: |
| Account name Click or tap here to enter text. |
| Name of Bank Click or tap here to enter text. |
| Address of Bank Click or tap here to enter text. |
| IBAN number Click or tap here to enter text. |
| BIC Code: Click or tap here to enter text. |

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| 1. Outside Funding   Please outline any other sources of once-off funding received by your by your organisation. | |
| Source | Amount |
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Data Management\*

In order to review your submission, DCEDIY will need to share it with DCEDIY staff and its review panel. DCEDIY will also contact you regarding the processing of this submission. All personal data will be stored in accordance with DCEDIY GDPR policy, which can be viewed on <https://www.gov.ie/en/organisation-information/68bb14-department-of-children-and-youth-affairs-data-protection/> Details of this policy are also available in hard copy upon request to Department of Children, Equality, Disability, Integration and Youth, Block 1, Miesian Plaza, 50 – 58 Baggot Street Lower, FREEPOST F5055, Dublin 2, D02 XW14.

Do you agree with these terms?

Yes

No

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| 1. DECLARATION OF ACCEPTANCE |
| Please read the accompanying Terms and Conditions document of the Sharing Knowledge Fund before signing this Declaration. It can be found with the Sharing Knowledge Guidelines and Application form on the [What Works website](https://whatworks.gov.ie/about/overview/) |
| On behalf of Click or tap here to enter text. (insert name of the service/organisation), we apply for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge and belief. We consent to Department of Children, Equality, Disability, Integration and Youth (DCEDIY) making enquiries to a third party if necessary regarding details of the funding application.  We understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003. We also understand that making application is no guarantee of funding.  We also accept, as a condition for the award of a grant, that it involves no commitment to any other grants from the DCEDIY or from any Government Department. The project sponsors are agreeable to have the project monitored by the DCEDIY and to allow access to its premises and records, as necessary, for that purpose.  If funding is approved, we agree and confirm that we will manage the grant in accordance with the conditions. We will comply with the terms of Department of Public Expenditure and Reform (DPER) Circular 13/2014 and all relevant financial procedures and legislation, in particular the Children First Act 2015 and Children First National Guidance, and also including but not limited to:   * National Vetting Bureau (Children and Vulnerable Persons) Act 2012; * Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Adults) Act 2012 and any other child protective measures and legislation; * Public procurement guidelines; * Taxation legislation including income tax and withholding tax; * Tax clearance procedures including Dept. of Finance Circular 44/2006; * Employment and pensions legislation; * Prompt payment of accounts; * General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Acts 1988-2018, and any guidelines and codes of practice issued by the Data Protection Commission in Ireland from time to time.   We  will ensure that proper accounts are kept and audited and are available for inspection by DCEDIY  if required  We agree to seek value for money and to abide by the public procurement guidelines. The funds will be applied for the purposes set out in our application and we undertake that funding from any other source will not be used for the same purpose. In the event that we are unable to spend the grant for the purposes set out in our application, we agree to return the grant. We understand that the DCEDIY may seek the refund of the grant if we fail to comply with these conditions.  We acknowledge that any funds awarded are subject to such funds being available to the DCEDIY and that they must be used by 31st December 2022 and for the purpose stated and not to replace existing funding and we will acknowledge the support we have received from the DCEDIY and Dormant Accounts in all publicity in relation to our project as set out in the Terms and Conditions of this fund.  The DCEDIY does not make any claim to intellectual property arising from the Award. It is a condition of funding that applicants provide a report for publication on the What Works website, as well as a short video or photographs describing the project and its outcomes.  We hereby apply for grant funding and accept the accompanying Terms and Conditions of this fund:  Signed: Click or tap here to enter text. (CEO, Director or Chairperson)  (The email must be sent from, or cc, the signatory to the Application)  Position: Click or tap here to enter text.  Date: Click or tap here to enter text. |