***What Works* Sharing Knowledge Fund 2022**

**Guidance Note for Applicants**

**Enhancing Prevention and Early Intervention Policy, Provision and Practice for Children and Young People**

*A What Works Initiative through the Dormant Accounts Fund*

Contents

[*Summary* 3](#_Toc101521556)

[*What is What Works?* 3](#_Toc101521557)

[*Important deadlines for this Fund* 4](#_Toc101521558)

[*Purpose of the Guide for Applicants* 4](#_Toc101521559)

[*Goal of the Fund* 4](#_Toc101521560)

[*Objectives* 4](#_Toc101521561)

[*Eligible Applicants* 5](#_Toc101521562)

[*Funding Availability* 5](#_Toc101521563)

[*Eligible Costs* 6](#_Toc101521564)

[*Ineligible costs* 6](#_Toc101521565)

[*Eligibility Check* 6](#_Toc101521566)

[*Monitoring and verification* 7](#_Toc101521567)

[*Communications* 7](#_Toc101521568)

[*Submitting Your Application* 8](#_Toc101521569)

[*Assessment Process* 8](#_Toc101521570)

[*Notification and Feedback* 9](#_Toc101521571)

[*Information for successful awardees* 9](#_Toc101521572)

## Summary

The 2022 “Sharing Knowledge Fund” is aimed at maximising the impact of prevention and early intervention to improve outcomes for children and young people living in Ireland. The fund is intended to support professionals working in children, youth, and family services with their learning requirements, peer interaction, project collaborations and knowledge dissemination.

All applications must have a focus on prevention and early intervention.

The fund is open to practitioners and service providers working in not-for-profit organisations, multi-disciplinary networks, Children and Young People’s Services Committees, Child and Family Support Networks and communities of practice working with children, young people and their families and who have a strong emphasis on prevention and early intervention.

The funding is being provided under the professional development and capacity building strand of the *What Works* Initiative.

**Professional development and capacity building strand:** The aim of this strand is to enhance the capacity and skills development of policy makers, providers, and practitioners in the appraisal and application of evidence informed approaches in prevention and early intervention for children and young people through capacity building and development.

## What is What Works?

The What Works Initiative, funded under Dormant Accounts, aims to take a coordinated approach to enhance capacity, knowledge and quality in prevention and early intervention for children, young people and their families, with a focus on those at risk of developing poor outcomes. At the core of the initiative is a desire to foster persistent curiosity amongst those working to improve the lives of children and young people in Ireland. What Works aims to support key groups working with children, young people and families **to know what works, how it works and provide an evidence supported approach to the application of this work.**

Four key strands have been identified to embed and enhance prevention and early intervention in children and young people’s policy, service provision and practice and these four strands under What Works can be viewed on our [website.](https://whatworks.gov.ie/)

## Important deadlines for this Fund

The What Works Sharing Knowledge Fund will be open for applications for funding support between the following dates.

|  |  |
| --- | --- |
| **Launch of Call** | **Application Deadline** |
| 25 April 2022 | 17:00 Friday, 27 May 2022 |

## Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application for the Sharing Knowledge Fund. In addition, it provides a general overview of the assessment process. The contents of this guide are for general information purposes and the assistance of applicants.

Applicants must familiarise themselves FULLY with the [Terms and Conditions](file:///C:/Users/hineyc/Desktop/20220420_SharingKnowledge_TandC_Final.docx), before completing and submitting applications.

## *Goal of the Fund*

The fund’s goal is supporting professionals working in children, youth and family services with their learning requirements, peer interaction, project collaborations and knowledge dissemination.

## *Objectives*

The 2022 Sharing Knowledge Fund aims to:

* Support the establishment of long-term professional relationships between professionals working in prevention and early intervention.
* Support learning between children, youth and family services organisations.
* Encourage professionals working in the area of prevention and early intervention to access and use reliable data.
* Stimulate approaches to peer-to-peer support and sharing good practice.
* Promote quality based service provision through adopting new & evidence informed approaches to work.
* Inform future work planning for professionals working in the children and family sector through strengthening inter-agency collaboration.
* Support the learning of professionals in the area of prevention and early intervention.
* Promote a culture of knowledge exchange for professionals working with children and families.

Applications are invited to address the following needs:

* Organisation of online seminars/ events that focus on adapting services to respond to emergency situations.
* Developing peer collaborations with the ultimate goal of supporting children and families in Ireland.
* Capitalise on evidence of good practice, including those developed through new ways of working.
* Provide evidence of the best outcomes for the end-users.
* Adapting services to meet evidence-informed needs.
* National and international learning from emergency situations.
* Emulating evidence-informed work carried out by colleagues in the sector.

## *Eligible Applicants*

The fund is open to practitioners and service providers working in the Community and Voluntary Sector, multi-disciplinary networks, Children and Young People’s Services Committees, Child and Family Support Networks and communities of practice working with children, young people and their families and who have a strong emphasis on prevention and early intervention.

## *Funding Availability*

The *What Works* Learning Together Fund is funded by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) using Dormant Accounts Funding. Limited funding is available to support this scheme. The amount awarded will be dependent on the quality of proposed activities outlined in the application form, the ability to measure outcomes and the number of quality proposals received.

Grant allocations will be minimum of €5,000 and maximum of €20,000 per year per applicant. Applicants should note that funding is on a once off basis and on-going funding will not be available.

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.

## Eligible Costs

* Training workshops and seminars
* Venue hire and catering
* Administration costs
* Facilitator fees
* Training material
* Website costs – specific to the project
* Equipment – small specific to the project, including IT equipment
* Media production costs

## Ineligible costs

* Staff costs
* Capital costs
* Large scale equipment
* Travel costs
* Funding will only be awarded to organisations, and not individuals applying on their own behalf
* Costs related to projects commissioned under other funding streams
* Costs that are not directly related to the delivery of this specific project

## *Eligibility Check*

* Statutory Organisations are not eligible to apply for funds under this measure, however, they can act as financial host organisations for successful applicants that are not set up with bank details.
* Applications from individuals are not eligible under this funding measure.
* One application per organisation/ network/ learning forum will be allowed. For national organisations with multiple branches, one application per branch organisation will be permitted.
* Organisations already in receipt of funding from a Government Department for a similar project are not eligible to apply.
* Applicants must demonstrate how they have used evidence and data to identify the specific training need.
* Applicants must identify the learning and best practice that will derive from their projects and how this will be shared with the wider sector.
* Applicants will be asked to list any other source of once-off funding which they have received for 2022.
* Applicants must be based in the Republic of Ireland.
* Consideration will be given to organisations who have not previously received funding under the What Works initiative.

## *Monitoring and verification*

All costs must be explained and justified on the Application and must be directly related to the delivery of the activities. Financial and activity monitoring and verification information and documents will be required on project completion, including:

* The grantee should provide access to relevant records including expenditure profiles, cash profiles, regular management accounts and annual audited accounts.
* These reports should be accompanied by a certificate of assurance signed at management level, (in general by two responsible persons for example at management or board level), certifying that the public money granted was used in accordance with the [terms and conditions](file:///C:/Users/hineyc/Desktop/20220420_SharingKnowledge_TandC_Final.docx) of the grant.
* A financial and a narrative report on the project within six weeks following completion of the proposed activities.
* An article and/or case stories from participants or beneficiaries of the project as appropriate, along with a short video (5 minutes maximum) or photographs describing the project and its benefits.
* Grantees must comply with the *Statement of Principles for Grantees of Circular 13/2014*, *Management of and Accountability for Grants from Exchequer Funds.*

## *Communications*

You may be contacted to provide updates on the project to DCEDIY throughout the year. You are required to provide a swift response to these requests and agree that this information can be used for reporting and promotional purposes. All resources, tools and publications developed as a result of the funding must be made freely available to the DCEDIY for publication on the *What Works* website. We expect that participants benefitting from the fund will be willing to attend relevant learning events.

Any public statement concerning the project should include a statement that the project is supported by DCEDIY as part of *What Works*, funded by the Dormant Accounts fund and any material produced with this funding, including learning material must incorporate the DCEDIY, *What Works* and Dormant Accounts Fund logo and branding.

## *Submitting Your Application*

The Application Form must be signed and completed in full, and must provide the contact details for a point of contact for the application. Please note grant applications must be submitted by the deadline of 17:00 Friday, 27 May 2022 by email only to [whatworks@equality.gov.ie](mailto:whatworks@equality.gov.ie). Hard copies will not be accepted. The email must be sent from, or cc, the signatory to the Application.

## *Assessment Process*

Applications deemed eligible by the Department will be assigned for assessment. Those found ineligible will not proceed to the assessment phase. A shortlisting process may apply. There is limited funding, therefore not all applications can be funded. Each application will be assessed by a DCEDIY panel on the extent to which it achieves the stated goals of the scheme.

Applications will be scored on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Criteria** | **Weighting** | **Total Marks Available** | **Minimum Score Required** |
| 1. **Quality and Impact** | **0%** | **1000** | **600** |
| 1. Need to be addressed (including evidence provided for this need) | 40% | 400 |  |
|
| 1. Quality of proposed method for addressing this need (including quality of evidence to support chosen method). | 30% | 300 |  |
| 1. Project reach (including quality of evidence for this) | 20% | 200 |  |
| 1. Longer term impact (including evidence provided) | 10% | 100 |  |
| 1. **Project and risk management** | **50%** | **1,000** | **600** |
| 1. Quality of implementation plan (Timeline and Activities) | 50% | 500 |  |
| 1. Appropriateness of budget | 30% | 300 |  |
| 1. Not In receipt of What Works funding previously | 20% | 200 |  |
| **TOTAL MARKS** | **100%** | **2,000** | **1,200** |

## *Notification and Feedback*

Once the assessment process is complete, applicants will be informed of the outcome by email. Please note we may contact you for details before assessment. The Assessment panel’s decision is final.

For reasons of transparency and fairness to all applicants, DCEDIY will not enter into written or telephone correspondence with any individual about the assessment process or their eligibility to apply.

Feedback will not be provided to applicants under this scheme (qualitative or numerical). Please note that the decision of the DCEDIY assessment panel is final and that no correspondence will be undertaken in relation to individual assessments or scoring.

## *Information for successful awardees*

If approved, an appropriate grant contract will be agreed, after which the funding will be released. Applicants who have been successful must agree to the [Terms and Conditions](file:///C:/Users/hineyc/Desktop/20220420_SharingKnowledge_TandC_Final.docx) for this fund.

All funding provided must be expended by end December 2022. Any unspent funds at the end of the calendar year must be returned to DCEDIY.