



INTERNATIONAL FUND FOR IRELAND

SHARING EDUCATION PROGRAMME- APPLICATION FORM

Guidance Notes for Applicants

The Applicant may find the following notes useful when completing the application form and the documents to be provided in connection with the application. The notes offer direction only. As all projects will be different the list of information to be included should not be taken as definitive.

SECTION A – ABOUT THE ORGANISATION

Q2 What is the legal status of the organisation?

For example Trust, Company Ltd by guarantee, Charity etc.
Verification of the organisation status will be required before funding can be approved.

Documentation:

You may wish to include a copy of the organisation's constitutional document eg set of rules, Trust Deed or Memorandum & Articles of Association. (see Section F)

Q3 Have you applied to the International Fund for Ireland for financial assistance under any other programme.

The International Fund for Ireland will only accept one application from an applicant at any one time.

Q5 Accounts

Documentation:

If the organisation produces annual accounts, a copy of the organisation's Accounts for the last three years is required.

Q7 What is the organisation's aims/objectives/mission statement?
Please list the main aims and objectives of the organisation.

Q8 Briefly describe any past and/or current track record of delivering similar cross Community programmes.

For each service or activity state:

- Dates from/to
- Service/activity provided
- Where the service/ activity takes place
- Who is involved
- How many people are involved (from each community)
- The overall cost
- Outcomes
- Lessons learned

Documentation:

You may wish to include any relevant, publicity/marketing material (posters, leaflets), programme Outline/description, calendar of events, minutes of meetings or evaluation reports as supporting documentation by way of an Annexe to this application.

SECTION B – GEOGRAPHICAL AREA

Q10 Provide information about the geographical area within which the Programme will operate including catchment area; catchment population; community background; impact of the troubles; areas of disadvantage.

For Northern Ireland this may be established by consulting the NISRA website www.nisra.gov.uk and the NI Neighbourhood Information Service website www.ninis.nisra.gov.uk A list of areas of disadvantage is available on request from the Sharing in Education Programme Team.

SECTION C – THE PROJECT

Q13 Strategic aims & impact of the Project

13.1 What are the strategic aims/objectives of the Project

- What is the group aiming to achieve with this Project.

13.2 Outline the need for the Project (ie: its justification)

- Is there a lot of tension between the communities in the area
- If so how will this project/ programme hope to address the issue.
- How will this Project add specific benefit.

13.3 Detail the expected impact of the programme.

Outline the main impact(s) the project is expected to achieve, including any lasting legacy (e.g. skills)

Will it have a positive and long term positive impact on the Communities.



13.4 Describe how the Project will contribute to the Fund's strategy for 2006-2010 in terms of contact, dialogue and reconciliation

Clearly and concisely describe how the project will contribute to the Fund's strategic objectives (see page 7 of "Sharing this Space").

13.5 Outline any other potential benefits.

If there are other potential benefits, please provide a brief outline.

Q15 Project Timescale

Provide details of commencement date, duration of project and estimated completion date. When estimating completion date, please remember to include appropriate time to close down the administration project.

Documentation:

A detailed timeline indicating the main tasks should be included as an Annexe (see Section F of the Application Form).

Q16 Project Outcomes

Statements of outcomes should be SMART, i.e.

Specific – outcomes should specify what they want to achieve.

Measurable – you should be able to measure whether you are meeting the outcomes or not.

Achievable – are the outcomes you have set, achievable and attainable.

Realistic – can you realistically achieve the outcomes with the resources you have.

Time – when do you want to achieve the outcomes?

Q17 Additionality

IFI Funding is additional to anything which Government are required by statute to provide. Consequently you should clearly indicate how your project sits outside any mainline Education Funding and existing Departmental (DE or DES) programmes

Briefly indicate how your programme aligns with/complements any existing Government strategies/objectives.

Q18 Sustainability

Sustainability refers to the ability for the programme to remain in place once IFI Funding has ceased, and any legacy which will remain (eg: skills; resources; etc.) You should concisely comment on the long-term sustainability of the project; indicating how you plan to manage the termination of IFI Funding to ensure the project is sustainable in the longer term.

Q19 Project Management

Please specify any post that will be created (eg: Project manager, admin/finance officer, etc.) Include details of how the project will be governed (eg: steering committee).

SECTION D – EVALUATION

Q20 Provide details of how the programme will be evaluated.

20.1 Outline plans for any self evaluation

- How will the evaluation be carried out
- Will all aspects of the programme be evaluated
- If not then what parts will be assessed by the group

20.2 Outline plans for any independent evaluation

- Who will be carrying out the evaluation
- What aspects of the programme will be evaluated
- Who will meet the costs of the independent evaluation

SECTION E – PROGRAMME COSTS & FUNDING

Q21 Provide a summary breakdown of the estimated cost of the project. For example, programme management costs; research; communication & marketing; equipment/ materials; pre delivery; delivery costs; evaluation.

Explain how these costs have been calculated.

Documentation:

Attach a summary, see Section F of the Application Form, to explain how costs have been calculated, eg heating & lighting – to be charged at 20% as the Project will represent 20% of the work undertaken by the Organisation. Heating & lighting for the year X – Y = £n; £n x 20% = £s.

Q22 Proposed Funding Package

A detailed breakdown of the costs should be included as an Annexe. Where the project spans more than one year, costs should be shown annually.

Clearly indicate the amount of IFI Funding required.

Also indicate any joint funding (including in-kind funding).

Where an application has been made to another Funder, include details of its status – if not agreed, indicate when a decision is expected. You should note that confirmation of joint funding will be required prior to any payment from the Fund.

Q23 Outline any audit/ monitoring arrangements; if there is potential for double funding from another source (eg: DE funding) please indicate how this will be managed.

- Will this be carried out as an internal or external exercise
- If external who will be carrying out this exercise
- Will the cost of this be added to programme costs?

Q24 Provide any relevant comment on value for money issues.

Please give an indication of how the project provides value for money (eg: benchmark against similar projects; potential saving; cost of not delivering).

SECTION F – ANNEXE(S)

Any annexes with additional information should be attached at the back of the application form, clearly marked for which section and question the information is in relation to, eg:

Annex	Section	Question	Description
1	A	3	Annual accounts for the period 2006-2009
2	B	8	Map of catchment area.

Canvassing will lead to automatic disqualification. Canvassing is an attempt to directly or indirectly influence the outcome of the Board's deliberations.