



INTERNATIONAL FUND FOR IRELAND  
SHARING IN EDUCATION PROGRAMME

**APPLICATION FORM**

**Please read the Guidance for Applicants before completing the form.**

**Applicant Name:** \_\_\_\_\_

**Project/Programme Name:** \_\_\_\_\_

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

## SECTION A – ABOUT THE ORGANISATION

### Q1. Contact Details

Name of Organisation	
Address for Communication	
Postcode	
Contact name	
Position in organisation	
Telephone number	
Email address	
Website address	

### Q2. What is the legal status of the organisation?

When was the organisation setup?	
Is the organisation VAT registered?	
Is the organisation entitled to reclaim VAT on this project?	
VAT registration number	

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

**Q4. Is the applicant(s) currently in receipt of funding from the International Fund for Ireland. If so what programme is this funded through.**

**Q5. Does the organisation produce annual accounts?**

YES	NO
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*Delete as appropriate*

If yes then please provide a copy of the last three years.



**Q6. Is the membership of the Board/Committee cross community?**

YES	NO
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*Delete as appropriate*

**6.1 State number from each perceived community background:**

Nationalist	
Unionist	
Other	



**6.2 List the office bearer and Board/Committee members of the organisation.**

<b>Position in organisation</b>	<b>Name</b>	<b>Occupation</b>

**Q7. What is the organisation's aims/objectives/mission statement?**



**Q8. Describe any past and/or current track record of delivering similar cross community Projects?**



- Q9. Provide information on the capability of the organisation to manage the Project (where appropriate, include details of the scale and nature of other funded Projects managed by the organisation)**



## **SECTION B – GEOGRAPHICAL AREA**

**Q10. Provide information about the geographical area within which the Project will operate including catchment area; catchment population; community background; impact of the troubles; areas of disadvantage. Where appropriate please provide an annex showing a map of the relevant area (Section F).**



## **SECTION C – THE PROJECT**

**Q11. Provide a concise description of the Project, including any history to the Project (e.g.: has previous application(s) been submitted to IFI).**

**Q12. Background Research**

**Provide a short summary of any research undertaken (including mechanism used, consultees and analysis of research findings).**



**Q13. Strategic Aims & Impact of Project**

**13.1 What are the strategic aims/objectives of the Project**

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



**13.3 Detail the expected impact of the Project**

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

**13.5 Outline any other potential benefits**



**Q14. Detailed Description**

- 14.1 Provide a detailed description of the Project. Please include details on the number of people will be involved; who will be involved; what will they do and the location; how long will they do it for; who will assist. Also include details on the outline Project design and structure, together with any specific delivery themes.**



**14.2 Specify target group(s) & how they will be identified.**

**14.3 If proposal is a pilot, indicate plans for roll out post project (including any funding implications)**



**Q15. Project Timescale**

**Provide information about the Project timescale including when the project is likely to commence, the estimated completion date. Where appropriate, please include an overview of Project timeline/high level project plan as an annex (Section F)**

**Q16. Project Outcomes**

**Provide information on expected Project outcomes including SMART measures; community breakdown of who will benefit; if applicable, number of jobs created.**



**Q17. Additionality**

**If applicable, demonstrate how this proposal is additional to and not a substitute for Government funding to meet statutory obligations and sits outside mainline Education and existing Departmental programmes. Outline any alignment with existing government strategies/objectives; and if applicable, how the proposal complements other existing programmes.**

**Q18. Sustainability**

**Comment on long term sustainability of project, including specific action to ensure sustainability beyond funding period; risks & mitigating actions; exit strategy.**



**Q19. Project Management**

**Provide information on project management, including staffing/resource requirements; governance arrangements; relevant skills & experience.**



## **SECTION D – EVALUATION**

**Q20. Provide details of how the Project will be evaluated**

**20.1 Outline plans for any self evaluation**

**20.2 Outline plans for any independent evaluation**

## SECTION E - PROJECT COSTS AND FUNDING

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

Where appropriate a detailed breakdown of costs should be included as an Annex (Section F). For Projects spanning more than one financial year, please show costs broken down by year.

Description	Amount £
VAT (if not reclaimable)	
<b>total</b>	

*Please note, if the application is approved, it will be necessary at a later date to provide a profile of planned expenditure in line with the Fund's financial year (October-September) to facilitate budget management*

### **Q22. Proposed Funding Package**

State the proposed sources of funding e.g. the funding body, loan provider, fundraising or donation. State the status of each funding application eg letter of offer/contract for funding or when a decision is likely to be taken. If an approved grant must be spent by the organisation by a specified date provide the spend deadline. Where funding is from an EU source you should state the European Programme and Measure. EU funding towards the project must not contravene the EU funding rules.

Source of funding	Amount £	Status of application	Spend deadline?
<i>International Fund for Ireland</i>		<i>this application</i>	
<b>total</b>			



**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.**

**Q24. Provide any relevant comment on value for money issues.**

## SECTION F - ANNEX(ES)

Please attach any relevant annexes as required

Annexe	Section	Question	Description
1			
2			
3			
4			
5			
6			
7			
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11			
12			
13			
14			
15			

**SECTION G – DECLARATION & UNDERTAKING**

This declaration and undertaking should be completed by the Chairperson and another Director of the organisation.

- (i) We confirm that we are authorised to sign this declaration and undertaking on behalf of the applicant organisation named at Q1.
- (ii) We certify that the information provided in this application form is true and correct to the best of our knowledge and belief and undertake to notify the Fund of any change to this information.
- (iii) We understand that the provision of financial assistance by the Fund will be subject to certain conditions.

**Chairperson:** (Name IN CAPS)   
(Signature)

**Director:** (Name IN CAPS)   
(Signature)

**On behalf of (organisation):**   
**Date:**