



Healthy
Monaghan



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An Roinn Sláinte
DEPARTMENT OF HEALTH

**Monaghan County Council
Healthy Ireland Round 3 2019-2020
Guidelines**

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

1. Introduction

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. Now in its 3rd year, the 'Healthy Ireland Fund' aims to support innovative, cross sectoral, evidence based projects, programmes and initiatives that support key national policies in areas such as mental health, physical activity, nutrition and sexual health, tobacco and alcohol and development of spaces and places for health and wellbeing.

- **A total of €30,000 has been allocated to Monaghan.**
- **Minimum Grant €2000/Maximum Grant €5000**
(note: only 1 application per group)

The programme budget must be spent by 31st May 2021.

Applications can be made to the Monaghan LCDC by 4 pm on Monday 12th October 2020

2. Who is eligible to apply?

- Any not-for-profit community, sporting, arts, youth, voluntary group can apply.

3. What projects are eligible for funding?

3a. What projects are eligible for funding?

There are six priority themes (priority areas of work) for Healthy Ireland Round 3:

Theme 1: Physical Activity

Theme 2: Mental Health

Theme 3: Nutrition

Theme 4: Sexual Health

Theme 5: Tobacco and Alcohol

Theme 6: Spaces and Places for Health and Wellbeing

The project action must fall under Theme 2 Mental Health

All project 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.

Where **actions are targeting children and young people** (0-24 years), they must contribute **to one outcome** in the 'Better Outcomes, Brighter Futures', National Policy Framework for Children and Young People'.

These outcomes are as follows:

1. Active & Healthy, Physical and Mental Wellbeing.
2. Achieving full potential in all areas of learning and development.
3. Safe & protected from harm.
4. Economic security and economy.
5. Connected, respected and contributing to their world.

All **actions** in the programme for work **must also be aligned to strategies outlined below;**

- Thematic policy framework (as outlined below)
- Healthy Monaghan Strategic Plan
- Monaghan Children & Young Peoples Services Committee Plan (CYPSC)
- Monaghan Local Economic Community Plan (LECP)

Below are some indicative examples;

- Actions supporting the implementation of 'Connecting for Life'
- Mental Health training through partnerships/collaboration
- Social prescribing
- Creative arts programmes
- Play programmes
- Educational initiatives
- Initiatives to improve living well with a chronic condition
- Family Support projects
- Infant and children's mental health initiatives
- Social farming programmes

The Healthy Monaghan committee have identified some **priority areas** that they would like to see applications received from which would also meet needs and gaps identified in the Healthy Monaghan strategic plan. Below are some indicative examples;

- Peer support for any of the target groups listed below
- Capacity building for any of the target groups listed
- Wellbeing in the home (for young people dealing with a parent with mental health issues)

- Community Wellbeing programmes
- Extension of suicide bereavement peer support groups

Actions proposed must be able to show an ability to be sustained beyond the duration of the funding stream, e.g. action that builds capacity in local communities, trains up volunteers in peer mentoring/education roles, produces resources that can be used in the future etc. Once off project actions/events are **ineligible**.

Target groups

- Disadvantaged families or communities.
- Young and unemployed people.
- Groups supporting people with disabilities
- Older People.
- Members of the Traveller Community
- New communities/refugees/asylum seekers

In response to COVID 19 Crisis, applications with actions which support individuals, communities, groups to recover (from a physiological /mental health perspective) would be welcomed.

Please note this is not an exhaustive list but aims to provide guidance on target groups locally identified as a priority. Applications from all eligible groups and sectors will be considered.

3b. What is not eligible for funding?

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Once off events
- Routine maintenance, minor repairs or other ongoing costs (for example, replacement of filters or light bulbs, painting, minor repair of components or items subject to wear and tear, etc.)
- Legal fees

5. Selection Criteria

Applications will be evaluated by the Healthy Monaghan Team (Health & Wellbeing Committee). Assessment Criteria are as follows;

- Alignment with Healthy Ireland Framework, Priority Themes, other Government policies and plans
- Quality of project design and capacity to deliver outputs
- Value for money (Are the costs included in the budget template, eligible, clear and justifiable?)
- Cross-sectoral engagement
- New and Innovative Initiatives
- Sustainability

Projects may also be judged having regard to additional criteria deemed appropriate by the Healthy Monaghan Team (Health & Wellbeing Committee) which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims. Consideration will be given for geographic area also.

6. Corporate Governance

6a. Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

6b. The Code of Governance for Community and Voluntary organisations

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

7. Approval Procedures

All applications for funding under this programme received by Monaghan LCDC will be reviewed and assessed to ensure consistency with the relevant Healthy Monaghan Strategy and Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, the LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve)¹.

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to

¹This may include cross-referencing the location of the facility (or the area it serves) with the PobalHase deprivation index which is available on www.pobal.ie.

compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

Monaghan LCDC in evaluating proposals received may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits

The Department, Local Authority or Monaghan LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

Monaghan LCDC reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received the LCDC may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

Other

- Under the programme it is intended that 90% of the funding will be allocated upfront with the final 10% received upon achievement of outcomes and return of final action report and evidence of expenditure.
- Applicant groups shall self-certify that they do not have the funding to undertake the work, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

Payments to Part-time lecturers/trainers

We refer you to Revenue's Tax Duty Manual Part 05-01-11 <https://www.revenue.ie/en/tax-professionals/ebrief/2019/no-1612019.aspx> which outlines Revenue's position with regards to the tax treatment of part-time lecturers/trainers. With effect from 1st September 2019, lecture fees in respect of part-time or "once-off" lecturers should now be taxed through the PAYE system, i.e. paid net of statutory deductions for income tax, USC and PRSI. Please contact your relevant tax office for further clarification on this if required.

If your proposed action involves the payment of any part time lecturers/trainers/tutors you will need to confirm compliance with the above legislation.

9. How to apply

Application Form

Please ensure that you complete the 2020 application form in full and that any documentation in support of your application is submitted with your application.

Complete the application online at

<https://documents.monaghancoco.ie/forms/HealthyMonR3>

Only programmes that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATIONS WILL NOT BE ACCEPTED BY EMAIL

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

For any queries please email: fmcentee@monaghancoco.ie or call 087 6369109 / 047 73717