

***Meath County Council***

***Community Mental Health Fund 2020***

***Application Form  
Closing 5pm Friday 21st February 2020***

***N.B: Please ensure to read the fund guidelines***

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| **Community Group Name** |  |
| **Address for all correspondence** |  |
| **Nominated contact person for all correspondence** |  |
| **Contact Number** |  |
| **Contact email address** |  |
| **Which Municipal District will your project be located in?** | |  |  |  |  | | --- | --- | --- | --- | | **Ashbourne** | 🞎 | **Laytown/ Bettystown** | 🞎 | | **Kells** | 🞎 | **Trim** | 🞎 | | **Navan** | 🞎 | **Ratoath** | 🞎 | |
| **Tell us about your group** |  |
| **Describe in detail the project/activity/event for which grant aid is sought** |  |
| **Who will be the beneficiaries of the proposed project/ activity/ event?** |  |
| **Where will the project/activity/event be take place/ be based** |  |
| **What are the objectives of the project** |  |
| **What are the expected outcomes** |  |
| **Commencement date of project / activity / event** |  |
| **Projected completion date** |  |

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| **Tell us what you will use the funding for**  *(Please submit evidence of costs/ quotes where possible)* | |  |  | | --- | --- | | **Description of costs** | **Amount** | |  |  | |  |  | |  |  | |  |  | | **Total** |  | |
| **Amount requested** | € |
| **Is your organisation registered for VAT?** | **Yes**  🞎  **No**  🞎  **Organisation tax number:** |

|  |
| --- |
| **Your group must be registered with Meath Public Participation Network in order to receive a grant. Please state the groups PPN Registration No\_\_\_\_\_\_\_\_\_\_**  *(If your group is not yet registered with Meath PPN, joining is easy, further information and a registration form are available at* [*www.meathppn.ie*](http://www.meathppn.ie)*/join-now*) |

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| **Signatures & Declaration** | |
| *I have read the above and the attached guidelines and I certify that the information provided on this form is a true and fair representation of this organisation’s/group’s position.* ***(This application must be physically signed by two members of your Voluntary Organisation)*** | |
| ***Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***(CAPITALS)*** | ***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***(CAPITALS)*** |
| ***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| ***Position in Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Position in Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

***Community Mental Health Fund – Information and Guidelines***

*Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025* is a Department of Health initiative and is the national framework for action to improve the health and wellbeing of Ireland over the coming generation. The Community Mental Health Fund is an initiative under the Healthy Ireland Fund Strand 1 Round 3.

The primary aim of the Healthy Ireland Fund is to support innovative, cross-sectoral, evidence-based projects and initiatives that support the implementation of key national policies in areas such as obesity, smoking, alcohol, physical activity and sexual health.

This scheme is administered by the Community Department of Meath County Council.

Grants of between €2,000 and €5,000 are available to any not-for-profit community, sporting or voluntary group who are located and operate in County Meath, to assist with the delivery of actions or projects which are in line with the Mental Health theme of Healthy Ireland round 3.

For the Mental Health theme, a list of indicative actions has been identified. The table below provides a link to relevant government strategies or plans and an indication of the types of actions that would be considered eligible for funding.

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| **Relevant Government Policies** | **Indicative Actions (Examples)** |
| **Theme 2: Mental Health** | |
| [A Vision for Change 2006 – Mental Health Services](https://www.hse.ie/eng/services/list/4/mental-health-services/visionforchange/)    [Living Well with a Chronic Condition: Framework for Self-Management Support](https://www.hse.ie/eng/health/hl/selfmanagement/)  [Connecting for Life – Ireland’s National Strategy to Reduce Suicide 2015 - 2020](https://www.gov.ie/en/publication/7dfe4c-connecting-for-life-irelands-national-strategy-to-reduce-suicide-201/?referrer=/blog/publications/connecting-for-life-irelands-national-strategy-to-reduce-suicide-2015-2020/) | * Living well with a chronic condition initiatives * Social farming programmes * Social prescribing * Creative arts programmes * Play programmes * Educational initiatives * Actions supporting the implementation of ‘Connecting for Life’ * Infant and children’s mental health initiatives |

**Who can apply?**

Any not-for-profit community, sporting or voluntary groups who are located and operate in County Meath, can apply.

Commercial organisations and individuals are not eligible for funding.

**Eligible Actions:**

Actions must correspond with the eligibility requirements of HIF Mental Health theme (See table above). Below are some indicative examples:

* Wellbeing activities
* 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

Please note the actions/ projects must take place by the 30th September 2020 and that only expenses incurred for the specified project after the date of the formal approval notification will be eligible. It is expected that application notifications will issue to applicants by the end of February / early March 2020.

**What is not eligible for funding?**

The following expenditure is not eligible for funding:

* Expenses incurred prior to official notification of grant award
* Independent action level evaluations i.e. costs associated with independent consultancy or external evaluators and their professional fees.
* Large capital works
* Core staffing and organisation overhead costs
* Management fees
* Volunteer allowances (e.g. Vouchers/cash payments)
* Purchase of vouchers (e.g. as a prize or as an alternative to purchasing items directly -food, clothes etc.)
* Costs not aligned with the programme for healthy eating i.e. Fast food, takeaway food, fizzy drinks.
* Retrospective costs i.e. expenditure incurred before funding is approved
* VAT Costs (where the Vat costs can be re-claimed from the Revenue), Bank Charges such as interest costs, fines, financial penalties and legal dispute costs
* Funds to build up reserves or a surplus
* Sponsorship and charitable donations
* Vehicles or other mobile assets not directly linked to physical activities, which will improve health and wellbeing. This includes the costs associated with the procurement of such items.
* The purchase of land, buildings and or large scale refurbishment of buildings including schools
* Routine repairs and maintenance of buildings
* Single use plastics as part of merchandising costs such as forks, balloons and straws.
* Notional costs e.g. lost opportunity
* Staffing costs not associated with the project proposal
* Costs for staff, actions, equipment and programmes already supported by statutory and public funding
* Existing rental costs or space costs
* Redundancy costs
* Equipment costs for project workers delivering actions (such as phones, laptops or PC, printer/photocopier, desk, chair or filing cabinet)
* Parties, or other primarily social activities / entertainment will not be considered for funding.

**Conditions & Guidelines of the Scheme:**

* Closing date for all applications is **5pm Friday 21st February, 2020**. Completed application forms should be returned to Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email to [communitygrants@meathcoco.ie](mailto:communitygrants@meathcoco.ie) by this date.

**Please only submit your application by post or by email not both.**

* Groups may make a **maximum of 1 application** under the Community Mental Health Fund
* The contact person and address listed on this form will be used for all correspondence regarding this grant application.
* Additional information may be included on separate sheets if required.
* **Please note that incomplete applications and claims will be returned to you for completion**
* The issue or acceptance of this form is not to be taken as approval or agreement by Meath County Council.
* A Letter of notification of decision will be issued and if approved will include a Grant Claim Form and an EFT Form, these forms and other supporting documentation must be submitted by the **16th October, 2020**.
* If the claim form or a response isn’t received from the applicant, **one further and final** reminder will issue and if no response is received by the stated return date **the grant will be forfeit.**
* Voluntary labour costs are ineligible for funding.
* Please note that receipts and the grant claim form must be submitted on completion of your project before the grant payment will be made
* Groups must have the relevant insurance cover in place.
* Groups must be registered with Meath Public Participation Network. Further information and a registration form are available at [www.meathppn.ie](http://www.meathppn.ie)/join-now
* Please note that where a group is in receipt of a payment or payments from Meath County Council which equate to €10,000 or more in a calendar year a valid tax reference number and tax clearance access number will be required to process the grant payment.

***Closing date for receipt of completed applications is***

***5pm on Friday 21st February, 2020***

***Late applications will not be accepted. Please return completed application form to Community Department, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291 or by email*** [***communitygrants@meathcoco.ie***](mailto:communitygrants@meathcoco.ie) ***by 5pm on Friday 21st February, 2020***

**Note in relation to data protection:**

**The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council’s privacy statement which can be found at** [**http://www.meath.ie/Data Protection/**](http://www.meath.ie/Data%20Protection/)