**Community Mental Health Fund – Frequently Asked Questions**

1. **How are groups informed when the scheme is open for applications?**

Grant schemes are advertised in local newspapers, on [www.meath.ie](http://www.meath.ie), Meath County Council’s social media accounts and through the Public Participation Network (PPN) website: [www.meathppn.ie/grants/](http://www.meathppn.ie/grants/)

1. **Who can apply?**

The Community Mental Health Fund is open to any not-for-profit community, sporting or voluntary group who are located and operate in County Meath.

1. **What can our group apply for?**

Actions must correspond with the eligibility requirements of HIF Mental Health theme (See details outlined in the table in the “Information and Guidelines” section on the application form). 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

1. **What is the process?**

After the closing date the applications will be assessed to ensure they are eligible under the scheme. The draft allocations will be presented to Meath Local Community Development Committee (LCDC). Groups will be informed of the decision and if applicable their grant allocation.

1. **When will we be informed of the application decision?**

The Community Department will endeavour to inform applicants as quickly as possible following decision of the LCDC, it is expected that decisions will issue by the end of February/early March.

1. **What are the timelines for the scheme?**

The closing date for the receipt of completed application forms is close of business on

Friday 21st February.

Actions/ projects must take place by the 30th September 2020 and only expenses incurred for the specified project after the date of the formal approval notification will be eligible.

1. **What is Meath Public Participation Network (PPN)?**

Meath PPN is a network to bring community groups together in Meath. You can find more information on the PPN at [www.meathppn.ie](http://www.meathppn.ie)

1. **Do we have to register with the Public Participation Network (PPN)?**

Yes, all groups must be registered with the PPN. Each group is given a unique PPN Registration number. This can be found on the PPN Website <https://www.meathppn.ie/membership-search/> under Municipal District or Pillar.

If you are not registered, please log on to: [www.meathppn.ie/join-now/](http://www.meathppn.ie/join-now/) or phone Danielle Monahan (PPN Resource Officer) on 046 9097407/087 3512281

1. **What permissions are required to include with our application?**

As appropriate, confirmation of the landowner/ landlords permission should be included with the application. If planning permission is required for the project please include a copy of the planning decision. If the proposed project impacts on the work of any Department of Meath County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.

1. **Do we need match funding?**

Match funding is not required for this scheme, grants of between €2,000 and €5,000 are available.

1. **Can we apply for more than one category**

In the interest of fairness only **one** application per group / organisation will be considered

1. **We don’t have a bank account setup; can the grant be paid into a nominated person’s bank account?**

Groups must have a valid BIC & IBAN led current Bank or Credit Union account in the name of the group to which the approved grant aid will be paid.

1. **Is voluntary labour eligible?**

Voluntary labour is ineligible under the Community Grant and Burial Ground grant schemes

1. **We don’t have a Residents Association in our estate; how do we go about setting one up or who can advise us?**

Here are some examples of PPN “How to Guide To Setting Up a Resident’s Association.”

If you have any questions, please contact Danielle Monahan (Resource Officer for Meath PPN) on [meathppn@meathcoco.ie](mailto:meathppn@meathcoco.ie)

[guidelines for residents association carlowppn](http://www.carlow.ie/wp-content/documents/uploads/Setting-Up-Running-a-Residents-Association-Training-Document.pdf)

[guidelines for residents association kildareppn](http://www.kildare.ie/CountyCouncil/Community/ResidentsAssociationHandbook/Resident%20Association%20Handbook%202017.pdf)

1. **Have I to send in all the invoices / receipts for the expenditure incurred with the grant?**

It is not necessary to submit all paid invoices/receipts for the expenditure incurred; groups must submit paid invoices/receipts up to the value of the grant awarded.

1. **How will I know if you require a Tax No. or not?  When is it required?**

If your 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

1. **Where do I apply for a tax number?**

Please see [www.revenue.ie](http://www.revenue.ie) for advice on applying for a tax number.

1. **Can I purchase the goods or carry out the work before my grant has been approved?**

No, only expenses incurred for the specified project after the date of the formal approval notification will be eligible, actions/ projects must be completed by the 30th September 2020.

1. **When will I receive the funds?**

The Council will process the grant payment as quickly as possible after the receipt of all the required claim documentation

1. **Do I have to spend the money before I get it back?**

Yes, grant payments will only be made following the receipt of the required documentation, these are; the grant claim form, completed supplier setup form and receipts or invoices noting payment.

1. **What do I do if my project does not or cannot go ahead?**

Please advise the Community Department as soon as possible if your project is not going ahead so that the next step can be discussed.

1. **What if I spend more or less than the amount I was approved funding for?**

Grant payments will only be made on the basis of paid receipts submitted.

If your group spends more than was approved your group will still only receive the approved grant amount. If your project costs less than anticipated the grant payment will be for the value of the receipts submitted.

1. **Is a lease required?**

A lease is not required for this grant scheme.