



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration

2026 Integration Fund

Guidance Note

July 2026

Table of Contents

2026 Integration Fund.....	3
Guidance Notes for Applicants.....	3
Part A - General Guidance for Applicants	3
(i) Purpose and Goal of the 2026 Integration Fund	3
(ii) Project Themes for 2026	4
Schemes 1 & 2	4
Scheme 3	5
(iii) Target Group	5
(iv) Additionality	6
(v) Size of Grant Available.....	6
(vi) Eligible Project Dates.....	6
(vii) Expiry of Grant Offer	6
(viii) Previous Applications	6
(ix) Assessment criteria	6
(x) Grant Agreement.....	7
(xi) Payments.....	7
(xii) Duplication of Funding	7
(xiii) Changes to Projects Post Award	7
(xiv) Project Reporting	8
(xv) Audit	8
(xvi) Children First Act 2015	9
Part B - How to Complete the Application Form.....	10
Scheme 1	10
Scheme 2	13
Scheme 3	17
Part C - Next Steps.....	20

2026 Integration Fund Guidance Notes for Applicants

Part A - General Guidance for Applicants

Part B - How to Complete the Application Form

Part C - Next Steps

PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE COMPLETING THE 2026 INTEGRATION FUND APPLICATION FORM

Part A - General Guidance for Applicants

(i) Purpose and Goal of the 2026 Integration Fund

The purpose of the 2026 Integration Fund is to support communities across Ireland to play a greater role in promoting the integration of migrants.

A provisional amount of €4,500,000 will be made available in 2026 to organisations to carry out integration projects at a national, regional or local level. Organisations eligible to apply include local community groups, charities, faith-based groups, formal and informal schools, cultural organisations. Applicant organisations must operate on a not-for-profit basis.

Please note that applications from Local Authorities, International Protection or Beneficiary of Temporary Protection accommodation service providers, and individuals acting alone are not eligible for funding.

All projects should take an inclusive approach, aiming to bring migrants and host communities together. The majority of participants in any particular project should come from the migrant community.

The grants available under this funding call are from €100,000 to €300,000 for Scheme 1 projects, €15,000 to €100,000 for Scheme 2 projects, and from €1,000 to €10,000 for Scheme 3 projects. Scheme 1 is open to large-scale projects run over a period of up to three years, Scheme 2 is open to large-scale projects run over a period of one year; while Scheme 3 is open to smaller scale projects.

Please note that only limited capital expenditure is permitted. Applications seeking to spend over 10% of the funds awarded on capital items will be deemed ineligible. Decisions regarding specific amounts of allowable capital expenditure, up to 10%, will be at the discretion of the assessment team. Funding cannot be used for the provision of prize money, vouchers or monetary equivalents. The grant awarded is non-transferable.

Organisations will not be awarded funding for more than one project. Applicants may apply for funding for one project only per application form. Organisations may submit up to three separate applications, providing the applications are for distinct and separate projects.

Projects must be delivered as agreed in the grant agreement, and funds may be recouped if the grant is used for any purpose other than that set out in the grant approval, unless with prior approval of the Department.

Funding cannot be used toward the hire of venues which are owned or operated by the applicant. Applicants should seek the lowest cost premises for events, e.g., community centres, local libraries, church halls or schools.

Successful applicants will be required to seek quotes for the provision of any contracted services costing over €250 e.g., coach transport, workshop facilitators, English teachers.

Local groups can apply as a consortium to deliver integration projects in their local communities. In these cases, there must be a lead applicant, who will be responsible for the delivery, financial management and ensuring safeguarding in project delivery.

Where a project includes services for children or young people, including youth groups, summer camps and language lessons for children and young people, a Child Safeguarding Statement must be submitted to the Department before the Department will enter into a grant agreement. The Statement can be submitted with an application or once notice of proposal to issue a grant agreement is received from the Department. The Safeguarding Statement must include information on how to raise concerns about safeguarding in a way which is easily accessible and understood by children and young people taking part, and by their parents and guardians.

(ii) Project Themes for 2026

Schemes 1 & 2

Projects under the following themes will be considered for Schemes 1 & 2. Use the descriptions below to help you select the most appropriate theme for your project at section **2.3** of the application form.

1. Increasing mutual understanding between the host community and migrants;
2. Combating racism and xenophobia;
3. Undertaking research on interculturalism and / or integration;
4. Facilitating language acquisition aimed at enabling migrants to access employment and / or to integrate into their local communities;
5. Promoting the integration into Irish society of vulnerable or socially-excluded migrants;
6. Introducing migrants to the political system and encouraging them to vote;
7. Providing training to public and private sector organisations on equality and integration;
8. Providing information and support for migrants in regard to access to services;
9. Providing information and support for migrants in regard to immigration and citizenship;
10. Promoting integration in schools;
11. Promoting integration in the youth sector;
12. Promoting integration in the workplace; promoting the involvement of migrants in sport, volunteering and cultural activities.

Scheme 3

Projects under the following themes will be considered for Scheme 3. Use the descriptions below to help you select the most appropriate theme for your project at section 2.8 of the application form. Projects under the following themes will be considered:

1. **Intercultural Awareness** – A project that brings host communities and migrant communities together to celebrate each other's cultures and customs.
2. **Combatting Racism and Xenophobia** – A project aimed at addressing potential issues of racism and xenophobia among local communities.
3. **Sport & Community Games** – A project to facilitate local migrant integration by encouraging migrants to get involved in sport.
4. **Arts** – A project to encourage social interaction between migrants and members of their local communities, through arts and crafts, music, dance, theatre and literature.
5. **Food/Cuisine** – A project to promote interculturalism and integration through the sharing of different cuisines and cooking methods.
6. **Community Events** – A project to adapt existing community activities or events to make them more inclusive of migrants.
7. **Capacity Building** – A project with a social inclusion focus that seeks to help particularly vulnerable groups of migrants overcome specific difficulties (e.g. job-seeking skills, social media skills, IT skills, English language skills).
8. **Employment** – A project offering employment advice and/or opportunities, e.g. through sponsorship by local businesses for training, skills assessment, placements, etc.
9. **School aged projects** – A project focused on the educational needs of migrants through provision of additional supports to help migrant children to maximise the benefit of their school attendance (e.g. homework clubs).
10. **Migrant Women** - A project assisting migrant women to integrate into Irish society.

(iii) Target Group

The purpose of the Integration Fund is to support communities across Ireland to play a greater role in promoting the integration of migrants. **Any/all migrant group(s)** can be included as the primary target group for submissions. Applicants will be required to indicate which migrant group will be the main beneficiaries/participants of the proposed activities.

(iv) Additionality

Project activities may be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level. Successful applicants will be required to engage with the relevant Local Authority Integration Team(s).

(v) Size of Grant Available

Grants may range from €100,000 up to a maximum of €300,000, over a three year period, for Scheme 1 projects. Grants may range from €15,000 up to a maximum of €100,000 for Scheme 2 projects and €1,000 to €10,000 for Scheme 3 projects. All applicants must have an active bank account in the name of the organisation, and a Tax Clearance Certificate at the time of application.

The amount of funding sought must be realistic and the estimated budget will be assessed as part of the evaluation.

(vi) Eligible Project Dates

Projects must commence before 31 December 2026. Scheme 1 projects must be completed no later than 30 November 2029. Scheme 2 & 3 projects must be completed no later than 30 November 2027. Projects failing to observe these dates will be deemed ineligible, and funding must be returned to the Department of Justice, Home Affairs and Migration

(vii) Expiry of Grant Offer

If a Grant is offered, it must be accepted within 4 weeks of the offer. Failure to return the signed Grant Agreement and other requested documentation/information within 4 weeks of the date of the grant offer will result in forfeiture of the grant offer.

(viii) Previous Applications

If your organisation previously received a grant from any government department and did not substantially comply with the terms and conditions set down in the Grant Agreement, it will be excluded from receiving additional funding under this funding call.

The following circumstances may influence the outcome of your application:

- A final report was not submitted or was submitted late;
- There was a substantial underspend on the project;
- Project activities were not carried out according to the terms of the grant agreement;
- Any other breach of the terms and conditions of the grant agreement.

(ix) Assessment criteria

All applications will be screened to determine their completeness, the eligibility of the applicant organisation, the alignment of the proposed activities to the fund's integration objectives and whether the application is reasonable in its ambition.

Scheme 1 & 2 applications deemed complete and eligible will then be fully assessed according to the following criteria:

- Capacity of applicant organisation;

- Strength of proposal;
- Strategic Fit;
- Financial management and value for money.

Scheme 3 applications deemed complete and eligible will then be fully assessed according to the following criteria:

- Strength of proposal;
- Degree to which the planned outcomes meet the goals of the fund;
- Financial management and value for money.

In determining the overall allocation of funds, the Department may also consider such additional factors as alignment with Programme for Government commitments, potential overlap with other State funding schemes, and the need to achieve a balanced geographical spread of activities.

(x) Grant Agreement

If a grant is offered, it must be accepted by the applicant within 4 weeks of the point of decision. Each organisation that receives an offer will be required to sign a Grant Agreement within which the Department will delineate the terms and conditions.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Justice, Home Affairs and Migration has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

(xi) Payments

If your application is successful, you will be asked to provide bank details for your organisation. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

(xii) Duplication of Funding

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

(xiii) Changes to Projects Post Award

Unforeseen circumstances beyond the control of project organisers may affect project dates and scope (e.g., weather events, withdrawal of facilities etc.). In this case you must, at the earliest opportunity, notify the Department using the Project Change Request Form which can be requested from integrationfunds@justice.ie

Changes to project dates

In applying for a change of dates, applicants will be required to state what dates (i.e., project start date, end date or both) are changing, the new project dates and the reason for the change. In no

circumstances will organisations be allowed to change their project end date beyond 30 November 2029 for scheme 1 or 30 November 2027 for Schemes 2 & 3. Any applicant attempting to do so will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

Changes to project scope

The new scope of the project must remain commensurate with the goals and themes of the Fund and must also be commensurate with the original amount awarded. The reason for the change must be provided. The Department reserves the right to refuse such requests if it is felt that the project no longer meets the goals of the Fund or is not commensurate with the amount of funding originally awarded. In such cases, the applicant will be deemed to have forfeited their grant and will be liable for repayment of any monies already provided.

(xiv) Project Reporting

Interim Reports

All multi-annual projects must submit an interim report every six months for the duration of the project.

Final Reports

All applicants must submit a final report within TWO CALENDAR MONTHS of the agreed project end date.

The onus is on the person who signs the Grant Agreement to ensure that the report is submitted on time.

Report Structure/Templates

All reports should contain information on how the money has been spent and the outcomes achieved. Project reporting templates will be issued to successful applicants.

Reports must include photographs to illustrate the activities undertaken and the participants involved. Organisations need to be mindful of the issue of confidentiality and privacy and must obtain permission for the use of the images prior to submitting the report to the Department. Organisations may blur individual faces in photos to protect the identity of attendees. Extracts from the report, including photographs, may be published by the Department.

Reports must include:

- Actual number of participants, a range is not sufficient;
- Actual costs for third party services, including transport and catering.

(xv) Audit

The Department of Justice, Home Affairs and Migration has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes for a period of 7 years. This includes receipts for all expenditure, including transport, catering, venue hire, workshop facilitators, etc.

The Department will carry out spot checks of a selection of projects funded under the 2026 schemes. This may include visits by Department staff or members of the LAITs to projects/events funded under the schemes.

(xvi) Children First Act 2015

If your application is successful a statement of compliance with the Children First Act 2015 may be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the [Tusla website](#).

A copy of the national guidance can be found [here](#). You can download the [Children First Act 2015](#) from the Irish Statute Book [here](#).

If your project involves children or young people, i.e. under 18 year olds, you must submit a Child Safeguarding Statement, which sets out robust safeguarding processes and a easy to access complaints mechanism. The Statement must be published on your organisation's website or social media page.

All staff or volunteers who engage with children or young people must be Garda vetted, and the vetting certificates must be kept on file in the organisation and may be inspected by Department or LAIT staff.

Part B - How to Complete the Application Form

Scheme 1

Section 1: Organisational Details

- 1.1 Name of organisation:** The full name of the organisation making the application.
- 1.2 Legal name:** Some organisations such as registered charities and NGOs are registered for tax purposes under a different name to that by which they are commonly known. If this applies to the organisation you are representing, insert the legal name here. Otherwise, leave blank.
- 1.3 Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.4 County:** Select from dropdown. If your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.
- 1.5 Name and role of person responsible for answering application queries:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the project proposed within the application.
- 1.6 Name of alternative contact:** This should be a person who can similarly act on behalf of the organisation and who also has a lead role in delivering the project proposed.
- 1.7 Telephone number (Primary and Alternative):** The regular daytime contact numbers of the applicant organisation. Can be landline or mobile but not a premium rate number.
- 1.8 Email (Primary and Alternative):** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account. Please also provide an alternative contact email.
- 1.9 Organisation category:** Choose one of the options provided.
- 1.10 Does your organisation have a dedicated bank account:**
Under no circumstances will the grant be paid into a personal bank account.
- 1.11 Does your organisation have a Registered Charity Number or/and Tax Reference Number (with a valid Tax Clearance Certificate):** Please note that a valid Tax Clearance Certificate or Registered Charity Number is a requirement for payment.
- 1.12 Year of organisation establishment:** The date on which the organisation was established.
- 1.13 Number of staff currently employed:** Insert the total number of paid full-time and part-time staff currently employed by your organisation.
- 1.14 Outline the main activities/ support services provided by your organisation (500 words max):** Explain who you are as an organisation, your primary goals, main activities and the services you provide.

- 1.15 Do you intend to work with any project partners in the implementation of this project?** It is not a requirement to work with a partner on the delivery of a project. If, however, you are intending to work with one or more partner organisation you should set out how this arrangement will operate. Details on governance, finances, outputs, and reporting arrangements must be provided.

Section 2: Project Details & Objectives

- 2.1 Name of project:** Insert the name of your project here.
- 2.2 Start and end dates: IMPORTANT** - The project must have commenced by **31st December 2026** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 November 2029**. Projects that do not comply with this criteria will not be considered.
- 2.3 Indicate which theme of the Integration Fund will be addressed in your project:** Please refer to Part A (ii) of Guidance Note for short descriptions of the general themes and then select the most appropriate option from the drop-down list.
- 2.4 Describe your project and its main activities (300 words max):** Please provide a detailed but concise description of your project and its main activities, including information on targeted group/s and venue/s.
- 2.5 Outline the specific objectives and key targets of your projects (300 words max)**
Describe clearly what you hope to achieve with your project, and specifying how it will encourage the integration of migrants into Irish society.
- 2.6 What is the geographical scope of your project?** Indicate the county/counties in which your project will operate based on both the proposed activities and the geographical spread of participants.
- 2.7 Estimated number of project participants:** a realistic estimate of how many participants will take part in your project. include a break-down of participants (no. of migrants, volunteers, community members etc).
- 2.8 How have you determined these numbers?** Explain how you determined the number of projected participants. What factors did you take into account when finalising that estimation (past experience etc.)?
- 2.9 How do you intend to attract these numbers to your activities/events (300 words max)?**
Explain how you plan to attract participants to your activities/events.
- 2.10 Please detail previous experience working with migrants, if any (300 words max):** Detail what experience the **applicant organisation** has in working with migrants, not individual members of the team.

Section 3 Proposal Outputs/Outcomes and Monitoring Processes

- 3.1 Outline the overall aims/ objectives of the Project/ Proposal:** Please provide an outline of the overall aims/ objectives of the Project/ Proposal.
- 3.2 Outline the outputs of your project/ proposal, please specify each output in the table provided:** Please provide information on description of output, participant numbers in total, projected cost of the total output, Date to be delivered by.
- 3.3 Outline clearly how you intend to effectively manage the project so as to deliver on the agreed outputs and outcomes:** This must state clearly your management processes to monitor and report on the deliverables.

Section 4: Budget Details

- 4.1 Provide a short summary of and rationale for your proposed expenditure (300 words max):** Briefly outline your proposed expenditure. A more detailed budget should be provided in section 4.2.
- 4.2 Please provide a detailed breakdown of projected expenditure and declare the total amount of the grant sought:**
- Using the table provided, please detail the projected expenditure for your project. One line should be used for each main item of expenditure. Similar costs should be grouped (e.g., paintbrushes, paint, canvasses, modelling clay etc. should be grouped as one single expense under Art Materials). All estimated costs should include VAT where appropriate.
 - 'Total Project Cost' should be the sum of each line of expenditure.
 - 'Value of Grant Sought' should be the total funds requested by the applicant for the project. This should not exceed the projected expenditure as outlined in the table and should fall within **€100,000 to a maximum of €300,000** for Scheme 1 projects.
 - The projected expenditure must be realistic and will be assessed as part of the evaluation.
- 4.3 Has your organisation applied for funding from any other Government body within the past three years?** Please provide comprehensive details of the most recent funding received from any other Government body, including the outputs and outcomes of your project, year of funding, and total amount of grant awarded. You must also declare any underspend or failure to satisfy the terms of conditions of past grant agreements.
- 4.4 What controls has your organisation in place to ensure good financial management?** These controls might include:
- Confirming that accounts are audited annually.
 - Board oversight.
 - A financial controller / accounts executive in situ.
 - Compliance with a governing / regulatory body.

4.5 Scheme 1 applicants must upload a copy of their most recent set of audited accounts.

Section 5: Authorisation

- 5.1 Amount of Grant Sought:** Only values between €100,000 and €300,000 are allowed for Scheme 1 projects.
- 5.2 Name of signatory:** This should be someone who is authorised to submit the application on behalf of the organisation.
- 5.3 Name of person who will sign the grant agreement:** This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation.
- 5.4 Date:** Submission date of application.

Section 6: Declaration

Please read the circulars attached to the application form and declare that you understand and accept the terms by ticking each box.

Scheme 2

Section 1: Organisational Details

- 1.1 Name of organisation:** The full name of the organisation making the application.
- 1.2 Legal name:** Some organisations such as registered charities and NGOs are registered for tax purposes under a different name to that by which they are commonly known. If this applies to the organisation you are representing, insert the legal name here. Otherwise, leave blank.
- 1.3 Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.4 County:** Select from dropdown. If your project spans more than one county, insert the name of the county in which the funded activity will primarily take place.
- 1.5 Name and role of person responsible for answering application queries:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the project proposed within the application.
- 1.6 Name of alternative contact:** This should be a person who can similarly act on behalf of the organisation and who also has a lead role in delivering the project proposed.
- 1.7 Telephone number (Primary and Alternative):** The regular daytime contact numbers of the applicant organisation. Can be landline or mobile but not a premium rate number.

- 1.8 Email (Primary and Alternative):** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account. Please also provide an alternative contact email.
- 1.9 Organisation category:** Choose one of the options provided.
- 1.10 Does your organisation have a dedicated bank account:**
Under no circumstances will the grant be paid into a personal bank account.
- 1.11 Does your organisation have a Registered Charity Number or/and Tax Reference Number (with a valid Tax Clearance Certificate):** Please note that a valid Tax Clearance Certificate or Registered Charity Number is a requirement for payment.
- 1.12 Year of organisation establishment:** The date on which the organisation was established.
- 1.13 Number of staff currently employed:** Insert the total number of paid full-time and part-time staff currently employed by your organisation.
- 1.14 Outline the main activities/ support services provided by your organisation (500 words max):** Explain who you are as an organisation, your primary goals, main activities and the services you provide.
- 1.15 Do you intend to work with any project partners in the implementation of this project?** It is not a requirement to work with a partner on the delivery of a project. If, however, you are intending to work with one or more partner organisation you should set out how this arrangement will operate. Details on governance, finances, outputs, and reporting arrangements must be provided.

Section 2: Project Details & Objectives

- 2.1 Name of project:** Insert the name of your project here.
- 2.2 Start and end dates: IMPORTANT** - The project must have commenced by **31st December 2026** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 November 2027**. Projects that do not comply with this criteria will not be considered.
- 2.3 Indicate which theme of the Integration Fund will be addressed in your project:** Please refer to Part A (ii) of Guidance Note for short descriptions of the general themes and then select the most appropriate option from the drop-down list.
- 2.4 Describe your project and its main activities (300 words max):** Please provide a detailed but concise description of your project and its main activities, including information on targeted group/s and venue/s.
- 2.5 Outline the specific objectives and key targets of your projects (300 words max)**
Describe clearly what you hope to achieve with your project, and specifying how it will encourage the integration of migrants into Irish society.

- 2.6 What is the geographical scope of your project?** Indicate the county/counties in which your project will operate based on both the proposed activities and the geographical spread of participants.
- 2.7 Estimated number of project participants:** a realistic estimate of how many participants will take part in your project. include a break-down of participants (no. of migrants, volunteers, community members etc).
- 2.8 How have you determined these numbers?** Explain how you determined the number of projected participants. What factors did you take into account when finalising that estimation (past experience etc.)?
- 2.9 How do you intend to attract these numbers to your activities/events (300 words max)?** Explain how you plan to attract participants to your activities/events.
- 2.10 Please detail previous experience working with migrants, if any (300 words max):** Detail what experience the **applicant organisation** has in working with migrants, not individual members of the team.

Section 3 Proposal Outputs/Outcomes and Monitoring Processes

- 3.1 Outline the overall aims/ objectives of the Project/ Proposal:** Please provide an outline of the overall aims/ objectives of the Project/ Proposal.
- 3.2 Outline the outputs of your project/ proposal, please specify each output in the table provided:** Please provided information on description of output, participant numbers in total, projected cost of the total output, Date to be delivered by.
- 3.3 Outline clearly how you intend to effectively manage the project so as to deliver on the agreed outputs and outcomes:** This must state clearly your management processes to monitor and report on the deliverables.

Section 4: Budget Details

- 4.1 Provide a short summary of and rationale for your proposed expenditure (300 words max):** Briefly outline your proposed expenditure. A more detailed budget should be provided in section 4.2.
- 4.2 Please provide a detailed breakdown of projected expenditure and declare the total amount of the grant sought:**
- Using the table provided, please detail the projected expenditure for your project. One line should be used for each main item of expenditure. Similar costs should be grouped (e.g.,

paintbrushes, paint, canvasses, modelling clay etc. should be grouped as one single expense under Art Materials). All estimated costs should include VAT where appropriate.

- 'Total Project Cost' should be the sum of each line of expenditure.
- 'Value of Grant Sought' should be the total funds requested by the applicant for the project. This should not exceed the projected expenditure as outlined in the table and should fall within **€15,000 to a maximum of €100,000** for Scheme 2 projects.
- The projected expenditure must be realistic and will be assessed as part of the evaluation.

4.3 Has your organisation applied for funding from any other Government body within the past three years? Please provide comprehensive details of the most recent funding received from any other Government body, including the outputs and outcomes of your project, year of funding, and total amount of grant awarded. You must also declare any underspend or failure to satisfy the terms of conditions of past grant agreements.

4.4 What controls has your organisation in place to ensure good financial management?

These controls might include:

- Confirming that accounts are audited annually.
- Board oversight.
- A financial controller / accounts executive in situ.
- Compliance with a governing / regulatory body.

4.5 Scheme 2 applicants must upload a copy of their most recent set of audited accounts.

Section 5: Authorisation

5.1 Amount of Grant Sought: Only values between €15,000 and €100,000 are allowed for Scheme 2 projects.

5.2 Name of signatory: This should be someone who is authorised to submit the application on behalf of the organisation.

5.3 Name of person who will sign the grant agreement: This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation.

5.4 Date: Submission date of application.

Section 6: Declaration

Please read the circulars attached to the application form and declare that you understand and accept the terms by ticking each box.

Scheme 3

Section 1: Details of the Organisation

- 1.1 Name of organisation:** The full name of the organisation making the application.
- 1.2 Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.3 County:** Insert the name of the county in which the project will take place.
- 1.4 Telephone Number:** The regular daytime contact number of the applicant organisation. Can be landline or mobile but not a premium rate number.
- 1.5 Alternative telephone number:** An additional phone number for a contact person within the organisation in the event that the number at 1.4 cannot be reached.
- 1.6 Contact Email:** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account.
- 1.7 Alternative email:** An additional email address should be provided here for a contact person within the applicant organisation in the event that the contact email at 1.6 cannot be reached.
- 1.8 Legal Name:** Some organisations, such as registered charities and NGOs, are registered for tax purposes under a different name to that by which they are commonly known. If this applies to the organisation you are representing, insert the legal name here. Otherwise, leave blank.
- 1.9 Does your organisation have a dedicated bank account:** Insert yes or no. The bank account must be in the name of the organisation. Under no circumstances will the grant be paid into a personal bank account.
- 1.10 Organisation category:** Choose one of the options provided.
- 1.11 Number of staff currently employed:** Insert the total number of paid full-time and part-time staff currently employed by your organisation.
- 1.12 Average number of volunteers:** Insert the number of unpaid volunteers in your organisation in a typical month.
- 1.13 Name of the main contact person responsible for any query concerning this application:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the project proposed within the application.
- 1.14 Name of alternative contact person (email provided in section 1.7):** An additional contact person for the applicant organisation should be provided here in the event that the main contact person cannot be reached.

- 1.15 Name of the person who will enter into the Grant Agreement:** This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation. This may be the same person mentioned at 1.12 or 1.13 above.

Section 2: Project Objectives

- 2.1 Name of project:** Insert the name of your project here.
- 2.2 Describe your project/ activity (300 words max):** Please provide a brief summary of what your project entails.
- 2.3 Provide a summary of the project/activity the grant will be used for, setting out main activities being undertaken (300 words max):** Please adhere to the character limit and describe what you hope to achieve with your project and the activities you will be organising.
- 2.4 Give a description of the expected outcomes of your project/activity (300 words max):** Please adhere to the character limit and use short bullet points to outline the expected outcomes of your project.
- 2.5 Estimate the number of participants expected to take part in project activities, broken down by migrants and non-migrants:** Give a realistic estimate participants expected to take part in the proposed project/activity and provide rationale behind your estimation.
- 2.6 How do you intend to reach/attract these numbers to your activities/event?(300 words max):** Provide an explanation of how you plan to reach/attract the participant numbers listed at 2.5 to participate in/attend the event or activity.
- 2.7 Provide a summary of the proposed projected expenditure and the reason for this expenditure (300 words max):** Required here is just a line or two outlining why this project requires funding and on what it will mainly be spent. (A more detailed budget should be provided in section 3.1).
- 2.8 Indicate which theme of the fund will be addressed by your project:** Refer to Paragraph (ii) of Part A of these Guidance Notes for short descriptions of the general themes being supported by the Fund in 2026 and then select the option from the list that best describes your project.
- 2.9 Does your project intend to support a specific target group?** Indicate here if your project aims to support a specific target group.
- 2.10 What is the geographical scope of your project?** Indicate the local area in which your project will operate based on both the project activities and the geographical spread of participants.
- 2.11 Please provide details of previous experience working with migrants (if any):** Insert details of experience that the group making the application has in working with migrants.
- 2.12 Please provide start date and end date of project: IMPORTANT –** The project start date must be in **2026** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 November 2027**. Projects that do not comply with these criteria will not be considered.

Section 3: Previous Funding Awards

- 3.1 Has your organisation applied for funding from any Government body within the past three years?** Please provide comprehensive details of the most recent funding received from any Government body, including the outputs and outcomes of your project, year of funding, and total amount of grant awarded. You must also declare any underspend or failure to satisfy the terms of conditions of past grant agreements.

Section 4: Budget Details

- 4.1 Please provide a detailed breakdown of projected expenditure and the total amount of the grant sought.**

Using the table provided, please provide a simple project budget. One line should be used for each main item of expenditure. Similar costs should be grouped (e.g., paintbrushes, paint, canvasses, modelling clay etc. should be grouped as one single expense under Art Materials). All estimated costs should include VAT where appropriate.

- Line 11 'Total Project Cost' should be the total of the projected expenditure in the current round of the CIF.

Section 5: Application Authorisation

- 5.1 Value of grant sought:** Insert the amount sought for your project – the maximum that may be inserted here is €10,000. Applications seeking amounts greater than €10,000 will not be considered and will be deemed unsuccessful.
- 5.2 Name of signatory:** This should be someone who is authorised to submit the application on behalf of the organisation. They may be the same person as mentioned at 1.4 above.
- 5.3 Name of person who will sign the grant agreement:** This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation. They may be the same person as mentioned at 1.5 above.
- 5.4 Date:** Submission date of application.

Section 6: Declaration

Please read the circulars attached to the application form and declare that you understand and accept the terms by ticking each box.

Part C - Next Steps

1. When you have completed the application, click 'Submit' and the contribution (application) ID will be displayed - this will serve as confirmation that your application has been submitted. You will be presented with the option of printing and saving the application as a PDF and you are strongly urged to do so. We do NOT provide emailed acknowledgements and ask that you do not email us to ask for confirmation.
2. The PDF version that you save will have a unique reference number and the date and time submitted – this should be retained by your organisation.
3. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
4. Successful applicants will be asked to provide, in the form and manner requested, the following:
 - Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
 - Bank details of the organisation
 - Tax Reference Number (if applicable)
 - Registered Company No. / Registered Charity No. (if applicable)

Please note that the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order.

5. The closing date for receipt of applications is **Wednesday 2nd September 2026 at noon**.
6. The Department will not respond to queries during the assessment / review process.

Timetable for Call

	Stages	Date and time or indicative period
1	Launch of Call	24 th July 2026
2	Deadline for submitting applications	2 nd September 2026
3	Notification of results to the Applicants	November 2026
4	Sign off of grant agreement & strat of projects	November 2026



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