



Healthy
Kerry

Community Mental Health Small Grants Scheme 2021

FUNDING INFORMATION AND GUIDELINES

Healthy Ireland is a government-led initiative aimed at improving the health and wellbeing of everyone living in Ireland. Round 3 of the 'Healthy Ireland Fund' (HIF) was granted to the Kerry Local Community Development Committee (LCDC) to support the delivery of health and wellbeing actions in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025*, the *Kerry Local Economic and Community Plan (LECP) 2016-2021* and the *Healthy Kerry Framework 2021-2027*.

Through Kerry LCDC, Kerry County Council secured €30,000 from the Department of Health's Mental Health Unit to deliver a Community Mental Health Small Grants Scheme so that local level initiatives that promote and enhance mental health and wellbeing are highlighted and supported. Building Healthy Communities is one priority area of the *Healthy Kerry Framework 2021-2027* and was previously highlighted as an action in the *Kerry Local Economic and Community Plan (LECP) 2016-2021*. With support from the Department of Health, Kerry LCDC received approval to pilot the '*Healthy Kerry Community Wellbeing Initiative*' using this Community Mental Health Small Grants Scheme.

How will the *Healthy Kerry Community Wellbeing Initiative* be piloted?

Kerry LCDC seeks to identify community-led initiatives that supports health and wellbeing in Kerry. The Community Mental Health Small Grants Scheme provides financial support for successful groups to showcase initiatives that support community health and wellbeing. Local community, voluntary and sporting organisations are asked to come up with ideas for initiatives that can improve the mental health and wellbeing of people in the community and to tackle loneliness and isolation. The success of this initiative lies in having local communities planning projects that will work best for their area. Projects will be very much driven by communities and can be centred around topics that promote mental health and wellbeing such as the health and wellbeing messages promoted as part of the national 'Keep Well' campaign: keeping active, keeping in contact, managing your mood, switching off and being creative, and eating well. For further information on the Keep Well campaign, visit <https://www.healthykerry.ie/index.php/keep-well-campaign/>

A minimum of six applicants will receive up to €5,000 to deliver health and wellbeing projects within their community from April to October 2021. At the beginning of the process, successful applicants will receive assistance from the Healthy Kerry Coordinator and ensure their proposed project aligns with the HIF Mental Health theme. From April to October 2021, successful applicants will deliver their projects and will be required to gather attendance details and feedback from participants on how the projects supported their health and wellbeing. In November 2021, the Healthy Kerry Coordinator will hold a review of the *Healthy Kerry Community Wellbeing Initiative* with successful applicants.

Who should apply?

Any local not for profit community, voluntary and sporting organisations that are interested in delivering and showcasing community-led health and wellbeing initiatives in Kerry are invited to apply.



Rialtas na hÉireann
Government of Ireland





Applications from groups that have previously demonstrated their ability to promote wellbeing within their community, particularly during COVID-19 restrictions, are most welcome.

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
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- 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
- Costs for 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.

How will applications be assessed?

- Applications will be evaluated by the LCDC to ensure eligibility and that they are in keeping with the ethos of the programme.
- The assessment panel will devise the assessment criterion which will ensure compliance with the scheme guidelines and consider the applicant's ability to promote community wellbeing,





particularly during COVID-19 restrictions. A minimum of six applicants will be selected to pilot the initiative and will receive up to €5,000 each.

- The assessment panel will determine the final recommendations that are to be considered for approval by Kerry LCDC.
- Successful applicants will be sent a letter of offer of grant. A list of approved funding will be circulated to the Elected Members of Kerry County Council and will be published on the Kerry County Council and Healthy Kerry websites.
- 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 types of work 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 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.

FUNDING REQUIREMENTS

- Projects selected must align with the theme of Mental Health.
- All projects must be delivered, and expenditure incurred by 31st October 2021. Any under-spend in the grants scheme will be de-committed.
- For Pobal/Department of Health's progress reports, successful applicants will be required to submit details about the health and wellbeing initiatives that were held under this grants scheme.

Acknowledgment of funding

- Successful applicants are required to acknowledge and use the logo of 'Healthy Kerry', 'Government of Ireland' and 'Pobal' and the strapline, 'The Community Mental Health Fund, supported by the Department of Health' on publicity documentation, press releases, website and other media.

Tax Requirements

- The applicant group/organisation does not have to be registered for tax purposes.

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





- Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.

Statutory Consents

- Applicants must ensure that all necessary statutory permissions or consents are in place before a project commence.

Insurance

- Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

Match-funding

- This is not a requirement under this programme.

CORPORATE GOVERNANCE

Monitoring

- To process payments, successful applicants will be required to comply with Kerry County Council's process for verifying and recording expenditure. Documentation, such as receipts and bank statements, will need to be submitted to Kerry County Council for Pobal/Department of Health's financial returns, inspections, and audits.
- 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 publicly funded assets without prior approval.

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





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 LCDC may carry out unannounced site visits to verify compliance with the Programme's terms and conditions.

Further information may be requested

The 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 Local Authority may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

Other

- 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.





- There is no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding.
- The Programme is 100% exchequer funded. Applicants are free to leverage other funding/match funding for projects (e.g. with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.) although that is not a requirement of this new programme.
- It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

ACCEPTANCE OF GRANT OFFER

Successful applicants must:

- Sign the Conditions of Support Form
- Submit supporting documentation to Kerry County Council's Community Department for Pobal/Department of Health's progress reports, financial returns, inspections, and audits.

HOW TO APPLY

Application Form

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the Community Mental Health Small Grants Scheme Expression of Interest Form in full and that any documentation in support of your application is submitted with your application.**

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

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

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.

Applications should be completed online where possible using the link at

<https://www.kerrycoco.ie/community-mental-health-small-grants-scheme-2021/>





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If for some reason this cannot be done, please contact the Community Office of Kerry County Council at 066-7183680 or email us at HealthyKerry@kerrycoco.ie and a word version of application form will be forwarded to you.

Postal address for written applications is Community Department, Kerry County Council Áras an Chontae, Rathass, Tralee Co. Kerry

Closing date for applications is 17:00 on Monday 22nd March 2021

For any queries please email: HealthyKerry@kerrycoco.ie



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Government of Ireland



Coiste Forbartha Pobail
Áitiúil Chiarraí
Kerry Local Community
Development Committee

