

LIMERICK REGENERATION
ECONOMIC AND SOCIAL INTERVENTION FUND 2024
FAMILIES & YOUTH AT RISK CALL
APPLICATION GUIDELINES



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

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1. Application Process & Key Dates

Limerick City and County Council is pleased to invite applications to support priorities under the theme of Families and Youth at Risk in disadvantaged areas of Limerick City under the Economic and Social Intervention Fund (ESIF) 2024. **This call is open for applications from non-profit community based organisations and statutory agencies working to support families and youth at risk of social and/or economic exclusion or marginalisation.**

Please note that the Economic & Social Intervention Fund Grant process is specifically linked to The Limerick Regeneration Programme and funding is currently only available for 2024.

Applicants should read these Guidelines carefully.

You should start preparing your application as soon as possible to allow sufficient time to compile the information and supporting documentation you need.

Any queries in relation to the application process 2024 and / or requests for information or support in preparing your applications should be directed to:

Email: ESIF@limerick.ie; Telephone: 061-557560

1.1 Submission deadline & method of submission

The deadline for submission of applications is **Wednesday, 15th May 2024 @ 4.00 p.m.**

All applicants must complete the official online Application Form.

Late applications will not be accepted

1.2 The Application

An Application must consist of: (1) the completed Application Form and (2) all supporting documentation.

1.2.1 Application Form:

The online application form at mypoint.limerick.ie is the only valid application form accepted in the ESIF 2024 competition. The online form consists of the following sections:

1. Start
2. Declarations
3. About Your Organisation
4. About the Project
5. Checklist & uploads and signature – You will need to upload relevant documentation before you can submit
6. Preview – You must click Submit in order for us to receive your application
7. Complete

We strongly advise saving your work as you go along.

1.2.2 Supporting Documentation / Checklist:

Applications that are missing any of the required supporting documentation as outlined in the checklist below will be deemed invalid and will not be considered for funding in 2024.

Please upload the relevant documents below in order for your application to be deemed valid. Upload each document type as a single pdf:

- Copy of applicant's 3 months' most recent **bank statements**
- Your organisation's **Safeguarding Statement** under the Children First Act 2015 for organisations that have ticked yes for working with children or vulnerable adults in section 1
- **Three quotations** each for all applications that include capital and equipment costs, professional fees (except audit fees), and promotion and publicity costs
- **Staff costs** are **only eligible** for projects where the staff member's **main activity is to work directly with service users** (i.e. not administration or capacity building). Staff costs may be applied for **one full-time staff equivalent** per applicant organisation, to be filled by either one or a maximum of two employees.

Consideration may be made for more employees in exceptional circumstances. These will be considered by the Subcommittee on a case by case basis. In addition, accommodation will be made for more staff members in cases where the posts are seasonal hires for projects that begin and end within 2024. In both cases, the limitation to one full-time staff equivalent still applies.

Applications that can demonstrate co-funding for staff costs are preferred.

If you are applying for staff costs: A **job description** must be included for all posts to be supported by the ESIF and a **contract of employment** must be submitted before you can draw down your funds.

Please note that ESIF is only available for 2024 and the fund is not a long-term source for employment purposes.

If your organisation is applying for €10,000 or more from the ESIF 2024 (across all calls) you will be required to submit the following documentation:

- Copy of applicant's **insurance certificates**
- **Health & safety statement**
- Copy of minutes of **last 3 Board Meetings / or Management Committee meeting** including extract from minutes showing that this grant application has been approved by the Board **OR** a **letter signed by CEO / Manager / Chairperson** stating that funding is being sought from ESIF
- **Tax Clearance Access Number**
- **Memorandum or Articles of Association** – only required for organisations that are registered as a Limited Liability Company.
- Copy of applicant's most recent **audited or certified accounts** (must have been completed within the last two years: 2020 or 2021)

If you are submitting an application in **partnership** with other organisation(s):

- A **Letter/agreement or Memorandum of Understanding** stating the participating organisations agreement to participate in the project, approved and signed by the Chair/Secretary of the Board of Directors, or supervisory or management committee of all partnering organisations

1.3 Screening for eligibility & assessment of applications

When your application is received by Limerick City and County Council by the submission deadline, it will be screened to check that it is: **(i) fully completed and (ii) all supporting documentation is provided.**

Applications that are not fully compliant based on the screening (i.e., not complete or supporting documentation missing) will be deemed “invalid”. Late applications and Invalid applications will not be considered for funding in 2024. These applications cannot appeal.

All compliant applications will be forwarded to relevant Sub Committee of the Local Strategic Advisory & Monitoring Group (LSAMG). The relevant subcommittee for this application is:

- Families & Youth at Risk

The subcommittees will review and evaluate all applications **within six weeks** of the closing date for applications. Applications will be reviewed for eligibility, evaluated and scored based on the selection criteria set out below.

The subcommittees will recommend applications suitable for funding and the amount of grant to be awarded. Decisions made by the subcommittees will be reviewed by an Independent Verification Panel before being forwarded to the Limerick Regeneration Local Strategic Advisory Monitoring Group (LSAMG) for endorsement. All grants endorsed by the LSAMG are sent to the Department of Housing Heritage and Local Government for final approval.

Applications that are not recommended for funding by the LSAMG will be deemed “Unsuccessful”. The Department will also receive a list of those applications deemed “Unsuccessful” in the selection process.

Applicants will be informed in writing of the decision from the selection process – i.e., grant “Approved” or “Unsuccessful”. Successful applicants will be required to sign and return a Service Level Agreement (SLA) with Limerick City and County Council within **two weeks** of the approval date. The Service Level Agreement will specify the amount of the grant awarded, the purpose of the grant and terms and conditions associated with it.

Feedback can be provided to those applications that were not successful. There is an appeal process in place for **valid, completed** applications that were “Unsuccessful”. An Independent Appeals Panel will reconvene to consider all appeals. Decisions on appeal are final.

2. The ESIF: Description & Requirements for Applications

The Economic and Social Intervention Fund (ESIF) is a critical instrument to help address disadvantage in Limerick City.

2.1 Overview of the LRFIP

The ESIF is incorporated into the Limerick Regeneration Programme administered by Limerick City and County Council. The overall vision of the Limerick Regeneration Programme is to create *“safe and sustainable communities of opportunity where people of all ages enjoy a good quality of life, a decent home and a sense of pride about their place”*.

The objectives of the Limerick Regeneration Programme are in the [Limerick Regeneration Framework Implementation Plan](#)¹ (LRFIP).

2.2 Background to 2024 Fund changes and the Families & Youth at Risk call

In previous years a call for applications under the Economic and Social Intervention Fund was a single call for funding under five themes as follows:

1. Community
2. Education & Learning
3. Families & Youth at Risk
4. Health, Wellbeing & Aging-Well
5. Employability & Work

For 2024 the fund will transition away from this single call model towards a targeted approach covering the themes above but involving multiple calls throughout the year with the possibility of more than one call per theme subject to requirements. It will also enable a more flexible approach where innovative projects or gaps in service provision can be identified on a rolling basis and brought forward for implementation through a separate call or a targeted service level agreement with a public body.

This approach will focus on a number of objectives including:

- Supporting existing infrastructure, for example schools and community centres
- Supporting engagement with the community
- Supporting primary, secondary and third level attainment and progression through school based activities
- Supporting education in community-based settings
- Supporting household transition to sustainable housing tenure including home ownership
- Supporting youth infrastructure
- Supporting sporting, community and cultural activities that enhance overall well-being
- Supporting residents towards employment or training
- Supporting capital infrastructure that enables employment in the relevant areas

¹ https://www.limerick.ie/sites/default/files/media/documents/2017-05/limerick_regeneration_framework_implementation_plan_small_version.compressed.pdf

- Enabling the commissioning of innovative projects or specified services from time to time as determined by the Local Strategic Advisory Monitoring Group and its subcommittees
- Ensuring that sustainability is a key consideration in any project and working with statutory partners on the possibility of joint commissioning as a method of delivery

Every effort will be made during the development, initiation, assessment and approval process to ensure coordination of project and service delivery amongst state and public bodies. Duplication of services will be avoided so that service delivery and resident engagement take place in a coordinated manner in as far as possible.

The end outcomes of the ESIF Fund being sought, in summary are

- a broad range of services for the community generally and specifically in community centres
- increased levels of employment within disadvantaged areas and in particular Regeneration areas
- activation of economic investment and mixed tenure housing within Regeneration areas
- improved levels of attainment and achievement at primary, secondary and third level of education within disadvantaged areas and in particular Regeneration areas
- improved levels of health and well-being in Regeneration areas

2024 Families and Youth Call

This call is under the theme **Families & Youth at Risk**. The objectives under this theme of the LRFIP are as follows:

1. To promote improved family functioning, improved parenting capacity and better outcomes for children and families with a profile of complex social problems and at greatest risk of social exclusion and poor child welfare.
2. To improve the efficiency and effectiveness of service delivery to families with a profile of complex social problems, drawing on the essential service characteristics to support better outcomes for children and families, as identified in national policy. This could include adding new services if needed, as well as adapting existing services supported under mainstream programmes.
3. To improve outcomes for young people (adolescents) at high risk of social exclusion and who may be engaged in or at high risk of offending behaviour.
4. To build capacity and partnership across the key stakeholders, with a view to improving quality in service delivery and integration in planning, implementation and evaluation of services to children and families at highest levels of need.

Examples of projects to be funded under this theme include, but are not limited to: targeted or innovative early intervention; summer programmes for children and young people; programmes to enhance or extend youth services and diversion programmes; intensive services and advocacy (such as family support work and tenancy sustainment). **Sign posting/referral to other services will not be funded under this call.** Please note that services and advocacy targeted for elderly residents will be eligible under the Health, Wellbeing, and Ageing Well Call.

Priority will be given in the ESIF 2024 Families and Youth at Risk Call to projects that are innovative, evidence-based, person-centred, and demonstrate collaboration. All applicants must demonstrate a

commitment to child protection and welfare. In particular, applications for projects that innovate or address gaps in service in the following areas are sought:

- Evening and weekend programming, especially for young people ages 12-24
- Out-of-school activities for ages 5-9
- Programmes that demonstrate a whole-of-family approach
- Programmes that build relationships across age groups, including buddy programmes and youth-to-youth leadership

2.3 Who can apply?

Only **non-profit community-based organisations and statutory agencies working to support families and youth at risk of social exclusion** are eligible to apply. Additionally, eligible applicants must serve Very and Extremely Disadvantaged areas of **Limerick City** as defined under the [POBAL HP Deprivation Index²](#) in order to be eligible to apply under this call. Applicants must also demonstrate a connection/impact to residents of or to the communities of the Limerick Regeneration areas.

Applications that include collaborations with other organisations in the communities are encouraged. In the case of applications involving two or more organisations a lead organisation must be specified and that lead organisation must meet within the criteria listed above and be established as a legal entity. If successful, the lead organisation will sign the Service Level Agreement with Limerick City and County Council and will be the recipient of the grant. It must be tax compliant.

The lead organisation will be responsible for oversight and management of the funds awarded, accountable for project implementation and responsible for submission of all progress reports and supporting documentation (receipts, invoices, quotations, tender documents) and monitoring information.

In partnership-based applications, the lead organisation must demonstrate agreement of the other partners to participate in the project. This will require a letter / agreement or memorandum of understanding stating the organisation's agreement to participate in the project, approved and signed by the Chair / Secretary of the Board of Directors, or supervisory or management committee.

In the case of partnership-based applications, the governance and financial controls in relation to the grant / project must be clearly outlined in the application form. This should explain the composition of the decision-making structure, the process (e.g., meeting schedule), the management structure and arrangements for the delivery of actions.

² <https://data.pobal.ie/portal/apps/sites/#/pobal-maps>

2.4 Award criteria of the Families & Youth at Risk Call

All applications must clearly demonstrate the following:

1. Strategic alignment with the objectives of the Limerick Regeneration Programme as set out in the [LRFIP³](#).
2. That the applicant **organisation** acts to support families and youth in Very and Extremely Disadvantaged areas in Limerick city, who are at risk of social and/or economic exclusion or marginalisation, with a holistic, person-centred approach.
3. Engagement with other stakeholders, including other education providers, community based organisations, and statutory agencies such that the applicant organisation acts as an integrated part of the community.
4. Focus on achieving positive outcomes for the target regeneration areas or groups.
5. Capacity to design, plan and implement a service / project.
6. Capacity for project management, governance, financial management and monitoring progress and results being achieved
7. Sustainability of the project. This includes capacity to complement other government programmes, attract other public or private funding and / or generate own income and add value to existing government initiatives and programmes

The following chart shows the weighting of the assessment criteria that will be used in the evaluation of applications:

Criteria	Marking
Quality of the Project Proposal (Evidence that it meets requirements as set out in 2.4 above)	30
Evidence of Innovation / Addressing of a Gap in Service Provision	20
Evidence of Engagement and Partnership with Other Stakeholders	20
Sustainability & Governance (e.g., match funding, joint commissioning -especially by public agencies)	20
Costs and Value for Money	10
Total	100

2.5 Eligible Costs

All costs must be directly related to the actions / project described in the application form.

All costs must be verifiable with evidence of payments provided when submitting progress reports detailing expenditure. Expenditure must be verified with copies of receipts, bank statements, staff payment records, procurement processes, invoices, copies of attendance sheets and expenses claims, etc. See the cost breakdown and verification section below for more details on how to verify each type of expense.

³ https://www.limerick.ie/sites/default/files/media/documents/2017-05/limerick_regeneration_framework_implementation_plan_small_version.compressed.pdf

Limerick City and County Council reserves the right to conduct an independent audit of all expenditures of an approved project.

Funding must be spent and all completed paperwork must be returned by March 2025. After September 2025, all unspent grant aid will be de-committed. Funding paid in advance and not spent must be refunded to Limerick City and County Council.

Requests for any carryover of funding from year-to-year must be submitted in writing to Limerick City and County Council with an explanation as to why monies remain unspent. The organisation (grantee) will be informed in writing by Limerick City and County Council as to whether carryover of funding is agreed.

2.5.1 Cost Breakdown and Verification

Use the table on the online application to detail the cost breakdown of the project. **Please note that in the event the granted amount is less than the amount applied for, the grant must be spent across the categories proportional to the initial application.** If your organisation requires a breakdown other than that applied for, written approval must be received from LCCC Regeneration Directorate in order to draw down the funds.

Programme costs

Costs associated with specific project programming, such as events, classes, or service supports. Programme-related contractors should be accounted for in staffing. Eligible costs include:

- Materials, such as stationery, flip charts, art supplies
- Event premises rental
- Catering or other provisions (e.g. tea, coffee, snacks)

Receipts and bank statements will need to be provided as proof of payment in order to receive the second installment of the grant.

Staff Costs

Staff costs are only eligible for projects where the staff member's **main activity is to work directly with service users** (i.e. not administration or capacity building). Staff costs may be applied for **one full-time staff equivalent** per applicant organisation, to be filled by either one or a maximum of two employees.

Consideration may be made for more employees in exceptional circumstances. These will be considered by the Subcommittee on a case by case basis. In addition, accommodation will be made for more staff members in cases where the posts are seasonal hires for projects that begin and end within 2024. In both cases, the limitation to one full-time staff equivalent still applies.

Applications that can demonstrate co-funding for staff costs are preferred.

Please note that ESIF is only available for 2024 and the fund is not a long-term source for employment purposes.

At the time of application, please submit a job description for each post applied for.

In order to draw down funds, employee names and contracts will be required.

Pay slips and bank statements will need to be provided in order to receive the second installment of the grant.

Room Hire

Does NOT include charges for use of organisation's own premises.

Bank statements will need to be provided for as proof of payment in order to receive the second installment of the grant.

Professional Services

For services provided, as below.

Applications for work by external consultants will require the submission of three quotes, with the exception of audit fees.

Bank statements will need to be provided as proof of payment in order to receive the second installment of the grant.

Travel

Includes costs of travel (e.g., bus & train tickets, bus hire). Any fuel claims must be receipted with destination and reason for travel outlined.

Receipts and bank statements will need to be provided for all of the above in order to receive the second installment of the grant. Additionally, dates and reasons for each trip will need to be detailed (e.g. meeting, event, conference).

Promotion and Publicity

Includes communications costs, such as leaflets, advertising in traditional & social media outlets, as well as web design and web maintenance costs. This does NOT include salaries for internal marketing or communications staff.

Three quotes will be required at the time of application.

Bank statements will need to be provided as proof of payment in order to receive the second installment of the grant.

Equipment

Tools and other items needed for the running of projects. Capital works are not eligible in this call. Eligible costs include capital investment & equipment, for instance:

- Electronics (e.g., phones, laptops, computers, cameras)
- Kitchen and other appliances
- Furniture
- Tools, garden / environmental equipment (e.g., pickers, lawnmowers)
- Sports Equipment
- Clothing / uniforms
- Musical Instruments

Three quotes must be provided for all capital investment at the time of application in order for the application to be deemed valid.

Receipts and bank statements will need to be provided as proof of payment in order to receive the second installment of the grant.

2.6 Ineligible Costs

An indicative list of ineligible costs is as follows:

- i. Overhead costs
- ii. Individual staff travel and subsistence are not included. See the eligible costs above for eligible travel costs
- iii. Retrospective costs – i.e., prior to 2024
- iv. Costs for staff, activities, equipment that are already paid for in full by statutory and public funding
- v. Staff costs in the organisation unrelated to the objectives of the funding
- vi. Costs associated with preparing the application
- vii. Costs of room / venue hire of one's own premises
- viii. Capital costs for buildings refurbishment
- ix. Costs related to private or unfunded pensions
- x. Costs of gifts, donations and alcohol
- xi. Activities of a party-political nature
- xii. Redundancy costs
- xiii. VAT costs (where VAT can be reclaimed from Revenue), fines / financial penalties, costs of legal disputes, pre-existing financial deficits
- xiv. Funds to build up reserves of the organisation.

Where the applicant is unsure as to whether costs can be covered by the grant, they should contact Limerick City and County Council, ESIF staff at the email address above.

3. Preparing the Application

You must complete all sections and questions on the application form. Please be as concise as possible. Be sure to save your application as you go along so that your entries are not lost.

Ensure all actions and costs presented fit the eligibility criteria; that you include a statement / brief description of needs and that you state how your project will impact on regeneration communities / specific groups targeted in the social regeneration.

Clearly describe what the application will do, stating what it sets out to achieve and the activities to be completed.

Specify how you will measure the outputs to be achieved – e.g., you will record the number of people taking up a specific service or programme such as an after-schools' service or a counselling service, attendance at local community events, number of users from regeneration areas of community / sports / recreation facilities; number and / or area covered by local area clean-up schemes, etc.

Specify how you will measure the outcomes to be achieved. These are the benefits expected to happen for the target communities / population as a result of the funding. You should specify a small number of the key outcomes that are relevant to the project(s) application. This level of planning will help in monitoring your own progress in relation to objectives set and in the completion of the ESIF Monitoring Form (which you will be required to submit to LCCC in the year after you have received the funding).

In the project costs, ensure that you present funding expected to come from other sources and name those sources. Clearly state if such funding from other sources has been secured. Limerick City and County Council reserves the right to verify amount of funding to be provided by other partners.

Your Board or decision-making structure must approve your application prior to submission. This should be evidenced in an extract from your Board / Management Committee minutes submitted as one of the supporting documents with your application.

Prior to submission, go through the checklist of Supporting Documentation to ensure that all required documentation is submitted with the completed application form.

4. Post Assessment & Post Approvals of Applications

The assessment process including right of appeal has been outline above in section 1.3

4.1 Service Level Agreement & conditions associated with the grant

If your application is approved, in whole or in part, you will be informed of the decision. The applicant organisation (the grantee) will be required to sign and return the Service Level Agreement to Limerick City and County Council.

Successful applicants must do the following:

- i. Acknowledge the funding from the Economic and Social Intervention Fund, Limerick City and County Council in all public documents associated with the approved project
- ii. Comply with public procurement guidelines and be able to demonstrate this (e.g., quotations sought, service tendered etc.)
- iii. Comply with good practice in recruitment and employment contracts – e.g., staff positions advertised, job description, remuneration specified, skills and competency criteria, recruitment properly executed, employment contracts in place)
- iv. Complete the final report and monitoring form required by Limerick City and County Council to verify implementation and expenditure and submit this with supporting documentation (e.g., invoices, receipts, and payroll data).

4.2 Payments to successful applicants

Payments will be made in two instalments and at the discretion of Limerick City and County Council (e.g., for larger-scale projects) in three instalments. The total amount of schedule for payment will be specified in the Service Level Agreement (SLA).

The first payment is subject to previous years' grants being finalised, the submission of a signed SLA, the submission of vouched expenditure (i.e. monies must be spent **before** any portion of the grant may be drawn down) and any further required documentation.

The second instalment will be paid once the full amount of the grant has been spent down. In order to draw down the second instalment, all financial returns must be submitted along with the final report and monitoring form.