

## 2023 Economic and Social Intervention Fund (ESIF) Questions

**THIS QUESTION SCHEDULE IS FOR REFERENCE ONLY. APPLICATIONS MUST BE SUBMITTED ONLINE AT [mypoint.limerick.ie](http://mypoint.limerick.ie)**

### About Your Organisation

1. What is the full legal name of the applicant organisation (or the lead organisation in the case of a partnership application)?\*
2. How many projects are you applying for funding from the 2023 ESIF?\*
3. Is the total amount your organisation is applying for from the 2023 ESIF €10,000 or more?\*

Please add up all project values your organisation will be applying for in this round to answer this question.

  - a. Yes. The total is €10,000 or more.
  - b. No. The total is less than €10,000.

4. Please list the titles of the projects and the amount sought for each project below.\*  
Add extra rows if necessary.

Project Title	Amount Sought

5.
  - a. Your organisation's full postal address:\*

Please enter the Eircode, where applicable.
- b. Your organisation's contact number:\*
- c. Your organisation's email address:\*
- d. Your organisation's web address (where applicable):
- e. Your organisation's authorized contacts:\*

Please identify people that we are allowed to communicate with about ESIF. Please include the main decision maker in the organisation (e.g. chair or manager) and the person responsible for the day-to-day administration of the grant if they are not the same.

Name	Title	Phone Number	Email Address

6. How would you describe the applicant organisation? Please tick all that apply.\*
  - a. School/College
  - b. Sports Club
  - c. Voluntary Organisation
  - d. Community Organisation
  - e. Other Please Specify: \_\_\_\_\_

7. What is the legal structure of the applicant organisation? Please tick all that apply.\*
- a. Statutory Body
  - b. Limited Liability Company
  - c. Company Limited by Guarantee
  - d. Charity
  - e. Other            Please Specify: \_\_\_\_\_
8. Please provide the relevant reference or registration numbers for your organisation:  
If your organisation is granted 10,000 or more in total from LCCC, you will be required to submit Tax Clearance Access Number to draw down your funds.
- a. Charities Regulator Number (CRN)
  - b. Companies Registration Number (CRO)
  - c. Tax Registration Number (TRN)
  - d. Tax Clearance Assess Number (TCAN)
9. Does your organisation work with children?\*
- If yes, your organisation will be required to submit a child safeguarding statement.
- a. Yes
  - b. No
10. Briefly describe the main activities of your organisation:\*
- (Maximum 1,800 characters /approximately 300 words)
11. Staffing: How many people are currently employed by or volunteering for your organisation?  
Please use information from the latest year (2021-2022).\*
- Enter zero if the field is not applicable.
- a. Number of paid staff **excluding** staff on active employment schemes supported by Department of Social Protection
  - b. Number of staff on active employment schemes – e.g., CE, Tús, Job Initiative
  - c. Number of regular volunteers
12. Governance: Describe how the organisation is run:\*
- Who makes decisions? Is there a board or management committee? Describe the composition (who is on it and what expertise they have) and roles (e.g. chairperson). How often do they meet and how are they involved in the projects? (Maximum 1,800 characters / approximately 300 words)
13. Financial Overview: Describe the financial arrangements in place to ensure you are accountable for managing money.\*
- For instance, describe arrangements for sign-off / approval of payments, financial record-keeping system, financial reporting, certification / audit of accounts and financial arrangements with project partners, if applicable. (Maximum 1,800 characters, approximately 300 words)

14. Income: State the **income of the applicant organisation**, for the last 2 financial years.\*

- a. 2021
- b. 2022

15. (For applications of 10k or greater only) Describe arrangements in place by the applicant organisation **to monitor project(s) implementation** including the outputs and outcomes of the project(s):\*

For instance, record-keeping and reporting on, for instance, activities completed, persons supported by the project, progression after project completion – and compile monitoring reports. (Maximum 1,800 characters, approximately 300 words)

16. (For applications of 10k or greater only) List any organisations (the applicant, partner organisations if applicable, statutory bodies) or groups are involved in planning and delivery of the project:

Add extra rows if necessary.

Project Name	Partner Name

17. (For applications of 10k or greater only) Where applicable, describe the governance arrangements to engage in decision-making and reporting with partner organisations: (Maximum 1,800 characters, approximately 300 words)

### About The Project

1. Project Name:\*

2. What do you want to do with the grant?\*

Be specific on what action or activities you want to fund. For example, to buy equipment to run sports activities, to run an event / festival in the local community, to improve a community garden, provide a service, etc.? (Maximum 3,000 characters / approximately 500 words)

3. Which of the six themes of the regeneration programme best fits the aims of your project?  
Choose one:

Please refer to the application guidelines to make sure you are choosing the right theme.

- a. Education & Learning
- b. Health & Well-Being
- c. Ageing Well
- d. Employability & Work
- e. Families & Youth at Risk
- f. Community

4. How will your project contribute to the objectives of regeneration in the LRFIP?\*

5. What geographic area is covered by the project? State the connection to regeneration areas / communities:

6. Who is the target group / or what group of people will benefit from the project?\*
- For instance, children under 12 years living in regeneration areas, early school leavers. (Maximum 1,000 characters / approximately 150 words)
7. What needs (problems or opportunities) will be addressed by the project?\*
- Why it is important to do this project? Include evidence of those needs or a description of any consultations or engagements with the target group(s) to identify those needs. (Maximum 3,000 characters, approximately 500 words)
8. How will you implement the project?\*
- Who will do it and how will it be done? Include staff and their roles in the project. (Maximum 1,800 characters, approximately 300 words).
9. (For applications of less than 10k only) When do you expect to start and finish the project?
- Start Date
  - Finish Date
9. (For applications of 10k or greater only) What are the key milestones, say 2-4 and when you expect them to be achieved? Milestones are key stages of work completed, important achievements to show the project is progressing in its delivery. Add extra rows if necessary.

Milestone	Expected date (month) to be completed

10. What are the main outputs of the project?
- What will be done when the project is finished? For instance, a community festival held, recreation facility improved for local use, summer activities run for x number of children, therapeutic interventions for x number of people, etc. (Max 3000 characters, approximately 500 words)
11. What are the main outcomes of the project?\*
- What will the benefits be for the people participating in the project, or the community. Refer to benefits for regeneration communities. (Max 3000 characters, approximately 500 words)
12. Amount requested from ESIF for this project: \*
- Include only ESIF funding sought. This refers to an individual project, not the total funding for all projects in this application. Please make sure this amount agrees with the amount given in question four of the previous section (the list of projects and project amounts applied for).
13. Total cost of project: \*
- Include ESIF funding sought as well as any match funding. This refers to an individual project, not the total funding for all projects in this application.
14. Where will the remaining funds come from? Please list the sources and amounts in the table below.
- Add new rows if necessary.

Name of Funding Source	Amount

**15. How will you spend the funding for this project? Please complete the table below.**

Descriptions of what is allowed under each category are available in the Application Guidelines. 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. Any change of allocation must be approved in writing by the Regeneration Directorate.

<b>Cost item</b>	<b>ESIF Funding</b>	<b>Other Funding</b>	<b>Total Amount</b>
Staff / salaries			
Operating costs (e.g., utilities)			
Premises / rent <b>(excluding charges for use of own premises)</b>			
Travel & expenses			
Professional fees (e.g., legal, audit)			
Promotion & publicity			
Programme costs – e.g., training course materials, event, venue hire			
Capital Costs and Equipment			
Total			

**16. For each staff position applied for in this application, please complete the following table.**

Complete a new line for each position to be supported by the ESIF grant. Add new lines if necessary.

<b>Job Title</b>	<b>Employee or Contractor?</b>	<b>Name of employee (when already in post)</b>	<b>ESIF Salary Contribution</b>	<b>Other Salary Contribution</b>

**17. Use of equipment:** State how the equipment is used to complete the project (why is it essential); where it is stored; who can use it and end use (retained to benefit local community / group targeted).

**18. (For applications of 10k or greater only) If the project was funded by ESIF 2022, how much did you receive?**

If the project was not funded by ESIF in 2022, please enter 0.

**19. (For applications of 10k or greater only) How much match funding did the project receive in 2022. Please list all other grants that funded the project in that year.**

Add new rows if necessary

<b>Name of Funding Source</b>	<b>Amount</b>

## Uploads Page

### Applications for less than €10,000

- A. Copy of applicant's 3 months' most recent bank statements. Please upload as one attachment. \*
- B. Child Safeguarding Statement under the Children First Act 2015 if your organisation works with children.
- C. If available, three quotations each for all applications that include capital and equipment costs, professional fees (except audit fees), and promotion and publicity costs. Please upload as one attachment.
- D. A job description for all posts to be supported by the ESIF. Please upload as one attachment.
- E. Would you like to submit any new Annual Reports, Strategy Documents, or Evaluation Reports? \*

### Applications for €10,000 or more

- A. Copy of applicant's 3 months' most recent bank statements. Please upload as one attachment. \*
- B. Copy of applicant's insurance certificates. Please upload as one attachment. \*
- C. Demonstration of Board/Management Approval of Application. Please upload as one attachment. \*
- D. Health & Safety Statement \*
- E. Memorandum or Articles of Association – Only required for applicants who are registered as a Limited Liability Company.
- F. Child Safeguarding Statement under the Children First Act 2015 if your organisation works with children.
- G. If available, three quotations each for all applications that include capital and equipment costs, professional fees (except audit fees), and promotion and publicity costs. Please upload as one attachment.
- H. A job description for all posts to be supported by the ESIF. Please upload as one attachment.
- I. Would you like to submit any new Annual Reports, Strategy Documents, or Evaluation Reports?

Should your application be successful, you will be required to submit the following before you can draw down your funds:

- Copy of applicant's most recent **audited or certified accounts** (must have been completed within the last two years: 2020 or 2021)
- **Tax Clearance Access Number**
- If you are applying for staff costs, you will also be required to submit:
  - A copy of the **contract of employment**
- **Three quotations** each for all applications that include capital and equipment costs, professional fees (except audit fees), and promotion and publicity costs.