



Shared Island Civic Society Fund

The Shared Island Civic Society Fund is an initiative designed to promote practical North South cooperation. The Fund aims to encourage and support civic society and community organisations to further strengthen existing partnerships and/or to develop new cross-border links, to build connectivity, and to work together to ensure an inclusive and diverse island.

- This form should be completed having regard to the eligibility criteria of the Fund and the guidelines attached.
- On completion, please forward the form and accompanying documentation via email to: sharedislandcsfund@dfa.ie.
- Applications will be accepted until 1pm Monday, 23rd October 2023. Applications received after this date will not be considered.
- All applications will be processed by the Department of Foreign Affairs on the basis that the applicant accepted the terms and conditions which were applicable to the Shared Island Civic Society Fund at the time of submission of the application. Failure to comply with the terms and conditions of the Fund may result in the application not being considered or any awarded funding being withdrawn.

1. Organisation details

Lead organisation details*

**If successful, the lead organisation will enter into a contract with the Department of Foreign Affairs and act as the sole recipient of the grant. The lead organisation will take responsibility for fulfilling the terms and conditions of the grant, in collaboration with the partner organisation(s)*

Organisation name			
Organisation address			
Website and/or social media			
Legal status			
Charity number (if applicable)			
Tax number			
Year organisation was established			
Purpose/aims/objective of the organisation			
Contact details for lead organisation's contact person			
Chairperson			
Treasurer			
CEO			
Total number of staff			
Organisation's total annual income in each of the last three years	Year	Income	Currency

Partner organisation details*

**If this project involves more than one partner, please append their details to this application*

Organisation address			
Website and/or social media			
Legal status			
Charity number (if applicable)			
Tax number			
Year organisation was established			
Purpose/aims/objective of the organisation			
Contact details for partner organisation's contact person			
Chairperson			
Treasurer			
CEO			
Total number of staff			
Organisation's total annual income in each of the last three years	Year	Income	Currency

2. Project details

Project title	
Please provide a summary of the project (max. 500 words)	
Describe the project and the activities to be carried out, including a description of all components of the project (max. 500 words)	
Timescale of project (proposed start and end dates)	
Location(s) of project	

3. Budget

Total cost of planned project (€)		
Total amount sought from the Shared Island Civic Society Fund (€)		
Provide details of any additional funding already received/applied for from the Department of Foreign Affairs, other Irish Government Departments/Public Bodies, or Public Bodies in Northern Ireland	Funding Body:	
	Amount:	
	Project:	
	Funding Body:	
	Amount:	
	Project:	
	Funding Body:	
	Amount:	
	Project:	
	Funding Body:	
	Amount:	
	Project:	

4. Application

- i. Clearly set out the aim of the project, how the project aligns with the objectives of the Shared Island Civic Society Fund and what challenge or opportunity the project seeks to address.

(max. 500 words)

Purpose:

Objectives of the Shared Island Civic Society Fund:

Challenge/Opportunity:

ii. Please set out the timeline and costs associated with the project. This should include a breakdown for the total amount sought from the Shared Island Civic Society Fund and should clearly demonstrate the project's cost efficiency and how the project is realistic in terms of scale, costs, and project timeframe. Please also include the number of participants and how these participants are selected. Detailed costings may be appended. If applicant organisations are making a funding contribution to the project, please include details.
(max. 500 words)

Timeline:

Costs (Including breakdown):

Number and background of participants:

Selection process for Participants:

iii. Please outline the organisation's capacity for delivering the project. This should demonstrate the strength of the organisation's governance structures and the controls in place to support proper accountability of funding and provide evidence of previous similar projects/work delivered by the organisation(s).

(max. 500 words)

iv. Please outline how the project will be monitored and evaluated, the immediate and direct expected results, and how it will impact on the broader issues identified above under question 4 (i).

(max. 500 words)

Monitoring and Evaluation Plan:

Expected Results:

Impact on Shared Island Civic Society Fund Objectives:

5. Document checklist

Applicants must attach the following documents in order for their application to be considered for funding:

Letters of commitment from each group involved in the delivery of this project from organisations partnering in delivering the project	
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A copy of their organisation's most recent annual accounts/financial statements, or (if your organisation is newly formed) a declaration of no income/expenditure signed by the Treasurer and another Board or Committee member (on headed official paper if available), along with evidence of a bank account, e.g. copies of a bank statement.	
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If you are applying for €10,000 or more you will be required to provide a valid Tax Clearance Certificate. A Tax Clearance Certificate is issued by the Irish Revenue Commissioners and is required to process a payment from any Irish Government Department, regardless of where in the world the payee is located. Obtaining a resident or non-resident tax clearance certificate is a very straightforward process which can be completed by email. Details on how to obtain a Tax Clearance Certificate can be found online through the Revenue Commissioners' website: http://www.revenue.ie/en/business/running/tax-clearance.html . The Revenue Commissioners will issue a tax clearance certificate, and it is this certificate which should be submitted with the application.	
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6. Declaration

I declare that all the information in this application is accurate and up to date at the time of application. I confirm that the Organisation meets all legal and statutory obligations required in order to pursue the projects or activities for which funding is sought. I understand that I must submit any outstanding documentation/confirmation to the Department of Foreign Affairs in order for my application to be considered.

Signature:

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Print name:

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Date:

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