Léigh go cúramach na nótaí eolais maidir le critéir maoinithe agus tosaíochtaí Fhoras na Gaeilge sula gcomhlánfaidh tú an t-iarratas. Read carefully the information notes on Foras na Gaeilge’s funding criteria and priorities before you complete the application.

Ní mór cóip chrua shínithe den fhoirm iarratais a chur chuig oifig Fhoras na Gaeilge i Ráth Chairn. A signed hard copy must be sent to Foras na Gaeilge’s office in Ráth Chairn.

Cuir ainm agus seoladh an eagrais/ iarratasóra ar gach leathanach breise nach cuid den fhoirm iarratais é. Put the name and address of the organisation/applicant on each additional page which is not part of the application form.

Coinnigh cóip den iarratas. Keep a copy of the application.

Beidh oifigigh Fhoras na Gaeilge i Ráth Chairn sásta aon cheist atá agat maidir leis an bhfoirm iarratais seo a phlé. Ní mór gach comhfhreagras maidir leis an bhfoirm iarratais seo a chur chuig oifig Fhoras na Gaeilge i Ráth Chairn. Foras na Gaeilge’s officers in Ráth Chairn will be happy to discuss any question you have regarding this application form. All correspondence regarding this application form must be sent to Foras na Gaeilge’s office in Ráth Chairn.

As airgead poiblí a bhronntar deontais, agus tá dualgais reachtúla ar Fhoras na Gaeilge luach ar airgead gach tionscadal maoinithe a dheimhniú. Grants are awarded from public money and Foras na Gaeilge has statutory obligations to ensure the value for money of each funded project.

Tá na rialacha leagtha amach i gceithre chuid mar seo a leanas: The rules are set out in four parts as follows:

1. Critéir maoinithe Funding criteria
2. Tosaíochtaí maoinithe Funding priorities
3. Láimhseáil iarratais ar dheontas Management of grant applications
4. Íocaíocht agus monatóireacht Payment and monitoring
5. **Critéir maoinithe: Funding criteria:**
	* Ní mór a léiriú gurb iad cur chun cinn, cothú agus buanú léitheoireacht i nGaeilge agus litríocht na Gaeilge príomhaidhmeanna an tionscadail a bhfuil deontas á lorg ina leith. It must be shown that the advancement, promotion and fostering of reading in the Irish language and Irish language literature are the main aims of the aspect of the project for which a grant is being sought.
	* Ní mór an tionscadal a bheith ag teacht le tosaíochtaí agus le straitéis Fhoras na Gaeilge. The project must be in agreement with the priorities and strategy of Foras na Gaeilge.
	* Ní mór a léiriú go bhfuil gá leis an tionscadal agus go bhfuil luach ar airgead le fáil ag Foras na Gaeilge. It must be shown that there is a need for the project and that Foras na Gaeilge is getting value for money.
	* Ní mór a léiriú go bhfuil tiomantas ag an eagraíocht don Ghaeilge agus go bhfuil gníomhaíochtaí i nGaeilge idir láimhe taobh amuigh den mhaoiniú atá á fháil ó Fhoras na Gaeilge, mar shampla, an Ghaeilge a bheith feiceálach in obair na heagraíochta (ar cháipéisíocht agus ar shuíomh idirlíon na heagraíochta), polasaí Gaeilge a bheith in áit ag an eagraíocht nó imeachtaí a bheith á n-eagrú trí Ghaeilge lasmuigh den mhaoiniú atá ar fáil ó Fhoras na Gaeilge. It must be shown that the organisation is committed to the Irish language and that Irish language activities are being undertaken independently of the funding from Foras na Gaeilge, for example, visibility of the Irish language in the work of the organisation (on documentation and on the organisation’s website), an Irish language policy in place or Irish language events being organised outside of the funding being received from Foras na Gaeilge.
	* Ní íocfaidh Foras na Gaeilge aon deontas i leith tionscadal atá á mhaoiniú cheana féin ag eagrais eile stáit, go háirithe Údarás na Gaeltachta nó An Roinn Ealaíon, Oidhreachta, Gnóthaí Réigiúnacha, Tuaithe agus Gaeltachta, ach amháin sa chás go bhfuil comhthuiscint maoinithe aontaithe roimh ré leis na príomhfhoinsí eile stáit. Foras na Gaeilge will not pay a grant for any project which is already being funded by other state bodies, especially Údarás na Gaeltachta or The Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, except where a common understanding regarding funding has previously been agreed with the other main state sources.
	* Ní mór a léiriú go bhfuil cumas agus struchtúr ceart bainistíochta ann i gcomhair an tionscadail. It must be shown that there is proper managerial capability and a proper managerial structure for the project.
	* Ní mór cuntas bainc, in ainm an eagrais/ iarratasóra agus faoi stiúir coiste nó boird, más cuí, a bheith ag aon eagras/ iarratasóir atá ag lorg deontais. Any organisation/applicant seeking a grant must have a bank account in the name of that organisation/applicant and under the control of a committee or board, if applicable.
	* Ní mór Foras na Gaeilge a bheith luaite in aon phoiblíocht a dhéanfar faoin tionscadal. Foras na Gaeilge must be mentioned in any publicity about the project.
	* Ní mór lógó Fhoras na Gaeilge a bheith le feiceáil ar aon phoiblíocht nó ar aon fhoilseachán a bhaineann le heagras atá á mhaoiniú ag an bhForas. Foras na Gaeilge’s logo must be seen on any publicity material or publication concerning the organisation being funded by Foras.
	* Ní dhéanfaidh Foras na Gaeilge aon mhaoiniú ar chaiteachas nach bhfuil ceadaithe roimh ré. Ní íocfar aon deontas go siarghabhálach. Foras na Gaeilge will not fund any expenditure not previously sanctioned. No grant will be paid retrospectively.
	* Cealófar aon iarratas a ndéantar stocaireacht faoi le haon chomhalta boird nó le haon fhostaí de chuid Fhoras na Gaeilge. Any grant application for which canvassing of any Board member or member of staff of Foras na Gaeilge has been carried out will be rescinded.
	* Ní chuirfear maoiniú ar fáil faoin scéim seo do na nithe seo a leanas: Funding will not be awarded under this scheme for the following
		+ - chun saothar a scríobh nó a fhoilsiú in aon fhormáid (msh, ar líne, i bhfoirm leabhair) to write or publish a work in any form (on-line or as a book for example)
			- d’fhoilsitheoir i dtreo imeachtaí/gníomhaíochtaí bunaithe ar a gcuid leabhar féin amháin for a publisher for events/activities based on their own books only
			- d’fhéilte litríochta; ba cheart aon iarratas ar fhéile a dhéanamh faoi Scéim na bhFéilte de chuid Fhoras na Gaeilge for literary festivals; any applications for a festival should be made under Foras na Gaeilge’s Festivals Scheme.
			- do chúrsaí oiliúna acadúla for academic training courses
	* Ceadaítear maoiniú faoin scéim seo do thionscadail shainiúla agus, dá bhrí sin, ní cheadaítear athruithe pleananna. Pléifear le hathruithe buiséid agus leasú ar an gclár oibre de réir mar is gá. Funding is approved under this scheme for specific projects and, therefore changes in plans are not permitted. Changes in budget and amendments to the programme of work will be dealt with as necessary.

**2. Tosaíochtaí maoinithe: Funding priorities:**

Is ar na gnéithe seo a leanas a dhíreoidh Foras na Gaeilge a chuid deontas i leith tionscadail litríochta agus déanfar gach iarratas a mheas dá réir: Foras na Gaeilge will direct its grants towards literary projects focussed on the following aspects and each grant will be assessed accordingly:

* Scríbhneoireacht, foilsitheoireacht agus léitheoireacht Ghaeilge a chur chun cinn agus a chothú. To promote and foster Irish language writing, publishing and reading.
* Léitheoireacht i nGaeilge a chur chun cinn. To promote reading in the Irish language.
* Cur le heolas an phobail i gcoitinne ar litríocht i nGaeilge. To raise awareness of Irish language literature among the general public.
* Cur le heolas an phobail ar fhoilsitheoireacht agus scríbhneoireacht i nGaeilge. To raise awareness of Irish language publishing and writing among the general public.
* Deiseanna teagmhála agus cumarsáide a chur ar fáil agus a fhorbairt do phobal litríochta na Gaeilge. To provide and develop contact and communication opportunities for the Irish language literary community.
	+ Ní mór a léiriú go soiléir ar an bhfoirm iarratais an réimse agus an spriocghrúpa ar a bhfuil an tionscadal ag díriú go príomha agus na príomhthorthaí a bhfuiltear ag súil leo. It must be clearly shown on the application form which area and which target-group the project is primarily aimed at and the main results anticipated**.**
	+ Tabharfar tús áite d’iarratais atá dírithe ar imeachtaí nó ar thionscadail nuálacha, nó orthu siúd a dhéanann freastal ar easnaimh nach bhfuil freastal á dhéanamh orthu cheana. Precedence will be given to applications which are aimed at innovative events or projects, or to those which address needs not already being addressed.
	+ Déanfaidh Foras na Gaeilge measúnú ar gach iarratas bunaithe ar na tosaíochtaí maoinithe thuasluaite agus ar luach ar airgead. Foras na Gaeilge will assess each application according to the above funding priorities and value for money.
	+ Creideann Foras na Gaeilge go láidir i gcomhoibriú agus cuirfear béim ar chomhoibriú idir ghrúpaí. Foras na Gaeilge strongly believes in co-operation and emphasis will be placed on co-operation among groups.
	+ Moltar d’iarratasóirí cómhmhaoiniú a lorg le haghaidh tionscadal, nuair is cuí. Applicants are advised to seek co-funding for projects, when appropriate.

**3. Láimhseáil iarratais ar dheontas Management of grant applications**

* Is ar fhoirm iarratais Fhoras na Gaeilge **amháin** a ghlacfar le hiarratais. Ní mór an fhoirm a chomhlánú ina hiomláine, gach ceist a fhreagairt agus aon eolas eile a iarrtar san fhoirm a sholáthar (féach Seicliosta). Tá treoirlínte tugtha san fhoirm mar is cuí. Applications will **only** be accepted on Foras na Gaeilge’s application form. The form must be completed in totality, each question must be answered and any other information requested on the form must be provided (see Checklist). Guidelines are given in the form where required.
* Cuirfear admháil chugat a bheidh sínithe ag an stiúrthóir/ bainisteoir/ oifigeach a bheidh freagrach as plé leis an iarratas. You will be sent a receipt signed by the director/manager/officer responsible for dealing with the application.
* Déanfar measúnú ar gach iarratas bunaithe ar an eolas a thugtar ar an fhoirm iarratais agus ar chuntas teiste an iarratasóra. Ag éirí as an measúnú seo is féidir go n-iarrfar eolas breise. Each application will be assessed in accordance with the information provided on the application form and the track record of the applicant. As a result of this assessment further information may be requested.
* Dícháileofar aon iarratas ina bhfuil eolas míchruinn. Any application containing incorrect information will be disqualified.
* Is féidir iarratas a dhéanamh i scríbhinn ar athbhreithniú ar aon chinneadh ach ní mór an t-iarratas a bheith istigh i scríbhinn taobh istigh de 10 lá oibre ó dháta na litreach faighte. Ní mór gach iarratas ar athbhreithniú a bhunú ar na cúiseanna seo amháin:
	+ - * Go ndearna Foras na Gaeilge míléamh ar an eolas a tugadh i rith an mheasúnaithe.
			* Gur imigh Foras na Gaeilge, ar dhóigh substaintiúil, ón bpróiseas measúnaithe féin.

An application in writing can be made for a review of any decision but the application must be made within 10 days from the date of the letter received. All applications for review must be based on these grounds only:

* + - * That Foras na Gaeilge misread the information given at the time of assessment.
			* That Foras na Gaeilge departed, in a substantial way, from the assessment process itself.

**4. Íocaíocht & Monatóireacht Payment & Monitoring**

* Is é Bord Fhoras na Gaeilge atá freagrach as gach cinneadh faoi gach tionscadal atá le maoiniú. Is iad Foireann Bhainistíochta agus Feidhmeannaigh Fhoras na Gaeilge a chuirfidh gach cinneadh maoinithe i gcrích. The Board of Foras na Gaeilge are responsible for each decision on each project to be funded. The Management and Executives of Foras na Gaeilge will carry out each funding decision.
* Déanfar gach maoiniú ó Fhoras na Gaeilge ar chomhaontú de mhodh conartha dhlíthiúil agus ní mór cloí leis na coinníollacha a leagfar síos sa chonradh sin. Is féidir go ndéanfar aon sciar den deontas nó an deontas ar fad a chealú/a aisghairm sa chás go sárófar aon cheann de na coinníollacha. All Foras na Gaeilge funding will be in the form of a legal contract and the conditions laid down in that contract must be adhered to. Part or all of the grant may be rescinded/recalled if any of the conditions are infringed on.
* Déanfar an maoiniú a cheadófar faoin bhfoirm iarratais seo a íoc de réir mar a aontófar. Más i dtráthchodanna a íocfar an deontas ní mór iarratas a dhéanamh ar íocaíocht gach dtráthchoda laistigh den tréimhse chomhaontaithe. Funding approved under this application form will be paid as shall be agreed. If the grant is paid in instalments, an application for each installment must be made within the agreed time.
* Déanfaidh Foras na Gaeilge féin, nó a ghníomhairí, monatóireacht ar gach tionscadal ar gach leibhéal – airgeadas, cur i bhfeidhm, dul chun cinn etc. Foras na Gaeilge itself, or its agents, will monitor each project at every level – finance, implementation progress etc.
* Is féidir go dtabharfaidh Foras na Gaeilge, a chuid oifigeach agus/ nó gníomhairí, cuairteanna ar thionscadal ag aon tráth le linn na tréimhse maoinithe. Foras na Gaeilge, its officers and/or agents may visit a project at any time during the funding period.
* Tá sé de chead ag Foras na Gaeilge tuairisc a iarraidh faoi spriocanna a bhaineann le caiteachas agus le torthaí oibre ag aon tráth ar bith. Ní mór í seo a sholáthar taobh istigh de thréimhse chomhaontaithe. Foras na Gaeilge can, at any time, ask for a report on targets concerning expenditure or the results of work. This must be provided within an agreed period.
* Is mian le Foras na Gaeilge a chur in iúl d’iarratasóirí go bhféadfadh sé tarlú go ndéanfar an t-eolas a sholáthrófar in aon fhoirm iarratais a chur ar fáil faoi réir dhualgas an Fhorais faoin dlí lena n-áirítear **Cód Cleachtais um Shaoráil Faisnéise do na Comhlachtaí Forfheidhmithe Thuaidh/ Theas** a tháinig i bhfeidhm ar an 20 Meitheamh, 2005. Foras na Gaeilge wishes to make applicants aware that it could happen that under Foras’s obligations in accordance with the Freedom of Information Code of Practice for North/South Implementation Bodies which came into force on 20 June 2005, information provided on an application form could be made available.
* Is féidir go ndéanfaidh Foras na Gaeilge teagmháil le ranna Rialtais agus maoinitheoirí eile, thuaidh agus theas, le hiarratais a phlé. Foras na Gaeilge may contact Government departments and other funders, north and south, to discuss applications.