**Guide for applicants**

**Colmcille Small Grants Scheme**

**Guidelines:**

These guidelines provide information on the Colmcille Small Grants Scheme.

They will help you:

• decide whether the applicant is eligible to apply for funding under this scheme; an individual or an organisation can apply

• prepare an application which contains all the information needed

Please read them carefully before you begin to complete the application form.

You must consult with Colmcille officers at Foras na Gaeilge in advance regarding any application to the Colmcille Small Grants Scheme.

**1. About this scheme**

Foras na Gaeilge is providing funding for the Colmcille Small Grants Scheme, to help applicants to develop joint initiatives and partnership. When a partnership and an initiative plan have been agreed under this scheme, the *Colmcille Small Grants Scheme*, an application can then be made to another scheme, the *Colmcille Grants Scheme*.

Grants are awarded with public money, and Foras na Gaeilge has statutory duties to ensure the value for money of all funded projects.

Foras na Gaeilge recommends applicants seek joint funding for projects, when appropriate, and to cooperate with other organisations in order to achieve the best value from the Foras na Gaeilge grant.

We particularly welcome applications from organisations located in areas recognised in government strategies or legislation.

**2. Can we apply?**

To be eligible to apply for this scheme the applicant (organisation or individual) must be able to fulfil the following qualifying criteria:

1. Be located in Ireland or in Scotland and wishes to develop an initiative with a partner in the other country
2. Be seeking a partner or wishing to create a partnership
3. Be in a position to implement a partnership project between Ireland and Scotland with a partner in the other country which will be of benefit to the wider Irish language and/or Scottish Gaelic community

Foras na Gaeilge may add to these qualifying criteria.

If you have any question on any aspect of the qualifying criteria, you can contact Foras na Gaeilge before the deadline.

**3. How will the applications be assessed?**

Foras na Gaeilge uses assessment criteria to assess applications. The assessment criteria of the scheme are set out below. We will assess and score applications in accordance with these criteria:

* The applicant having partner in Scotland, or the applicant having made contact with a partner or possible partner
* The planning made for the use of Irish and Scottish Gaelic
* The outcome and goals to be achieved with the small grant
* The research already carried out
* The applicant having experience and appropriate ability to implement project
* Value for money

**Activities eligible for funding through the scheme**

* Essential research
* Initiative planning with a partner in Scotland, or in Ireland if the applicant is a partner in Scotland
* A plan for language use so that Irish and Scottish Gaelic can be used
* Workshops or training to develop the initiative
* Travel, accommodation and subsistence necessary to put together a partnership plan demonstrating value for money and agreed in advance with Foras na Gaeilge.
* Any other activity which would be necessary in the opinion of Foras na Gaeilge and agreed in advance with Foras na Gaeilge.

**Activities and items not eligible for funding through the scheme**

* Events or activities which do not appear to Foras na Gaeilge staff to fulfill the goals of the scheme
* Events, trips or activities which the connection they have with Irish and Scottish Gaelic and with the relationship between the two languages is not apparent
* Intoxicating drinks
* Activities, events, trips etc. which were not included in the original application or which have not been agreed in advance with Foras na Gaeilge staff
* Internal invoices from the applicant which have not been agreed in advance with Foras na Gaeilge, e.g. salary, monetary compensation, rent
* Items funded by other sources

1. **How will we apply?**

Before you start to complete the application form read the guidelines in full again and ensure that the applicant (individual or organisation) fulfils the scheme qualifying criteria under section 2 above.

Applications for this scheme will be accepted through the online system only. Hard copies of applications will not be accepted. Guidance on all questions is available on the online system as you answer each question. As you complete the application you must answer all questions.

This scheme has no deadline, an application can be made at any time.

It is up the applicant to ensure that the application is completed and submitted in time.

If you have any question about any aspect of the application contact Foras na Gaeilge.

**5. What will happen to our application?**

Foras na Gaeilge will assess all valid applications under the criteria in section 3 above.

The funding decision will be made known to applicants through the online system. You will receive a system notice as well as a message through the email attached to the profile.

Canvassing of any board member or any employee of Foras na Gaeilge will result in the application being rescinded.

Any application in which inaccurate information is given will be rescinded.

It is the executive of Foras na Gaeilge that is responsible for all decisions regarding all projects to be funded, and who will implement all funding decisions.

**6. If our application is successful?**

If your application is successful we will you an offer through the online system in which there will be all relevant information on payment and monitoring of the scheme.

This offer will be a legal contract and the conditions of this contract must be adhered to. Any portion or all of the grant may be rescinded or recalled if any of the terms or conditions of the contract are infringed on.

If the applicant is an organisation, there must be a bank account in the name of the organisation, under the control of a committee or board. All payment from the Foras na Gaeilge grant should be made from this account so that there is a written account available of all payments (e.g. cheque, direct debit, bank cards associated with the account, BACS etc.). In the case of an organisation, **a personal bank, visa or other card may not be used and repayments will not be approved from the account to a personal card in any case.**

**Foras na Gaeilge will not provide funding for payments made with cash unless there is an agreement.**

Foras na Gaeilge will not fund any spending not approved in advance. No grants will be paid retrospectively.

**7. How can I give feedback, make a complaint or appeal?**

Foras na Gaeilge welcomes any recommendations or feedback you may have about this scheme.

If you have cause for complaint about this scheme this can be made known to Foras na Gaeilge as well.

Foras na Gaeilge has an appeals process in place. If you are not happy with the decision made in respect of your application you can request a review of the decision in writing within fourteen days from the date of the offer. All requests for review must be based on these grounds only:

1. That Foras na Gaeilge misread the information given during the assessment.
2. That Foras na Gaeilge departed, in a substantial way, from the assessment process itself.