**AN CISTE TIONSCADAL**

**THE PROJECTS FUND**

### FOIRM IARRATAIS AR MHAOINIÚ 2022

### APPLICATION FOR FUNDING FORM 2022

**Maoiniú idir €1,000/£900 agus €12,000/£10,800**

**Funding between €1,000/£900 and €12,000/£10,800**

**Sprioc d’iarratais: 22 Aibreán 2022, 5.00pm**

**Deadline for application: 22 April 2022, 5.00pm**

**Is gá an fhoirm iarratais agus na cáipéisí tacaíochta a chur ar ríomhphost chuig** [**ciste@forasnagaeilge.ie**](mailto:ciste@forasnagaeilge.ie) **roimh an spriocdháta.**

**The application form and supporting documents must be submitted to by email to** [**ciste@forasnagaeilge.ie**](mailto:ciste@forasnagaeilge.ie) **before the deadline.**

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| [**www.forasnagaeilge.ie**](http://www.forasnagaeilge.ie) | [**ciste@forasnagaeilge.ie**](mailto:ciste@forasnagaeilge.ie) |

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| **Maidir leis an gciste**  Is ciste é seo a dhíríonn ar réimsí oibre nach bhfuil clúdaithe faoi scéimeanna de chuid Fhoras na Gaeilge. Fáilteofar roimh iarratais a léiríonn:   1. go bhfuil cur chun cinn, cothú agus buanú na Gaeilge mar phríomhaidhm den tionscadal a bhfuil deontas á lorg ina leith 2. go bhfuil an tionscadal ag teacht le tosaíochtaí agus le straitéis Fhoras na Gaeilge 3. go bhfuil gá leis an tionscadal 4. go bhfuil luach airgid le fáil ag Foras na Gaeilge agus pobal na Gaeilge | **About the fund**  This is a fund which focuses on areas of work not covered by Foras na Gaeilge schemes. Applications will be welcomed which demonstrate:   1. that the promotion, fostering and preservation of the Irish language is a main aim of the project for which a grant is sought 2. that the project is in accordance with the strategy of Foras na Gaeilge 3. that there is a need for the project 4. that value for money is available to Foras na Gaeilge |

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| **Fáilteofar roimh thionscadail mar iad seo a leanas:**   1. Tionscadail nuálacha a bheadh de leas earnáil na Gaeilge nó phobal na Gaeilge 2. Forbairt coincheapanna nua a bheadh de leas earnáil na Gaeilge nó phobal na Gaeilge 3. Tionscadail a mbeadh tionchar leathan acu ar earnáil na Gaeilge nó ar phobal na Gaeilge 4. Tionscadail a chinntíonn cur chun cinn, cothú agus buanú na Gaeilge. | **Projects such as the following will be welcomed:**   1. Innovative projects which will benefit the Irish language sector or the Irish language community 2. Projects which contain new concepts which will benefit the Irish language sector or the Irish language community 3. Projects which will have a widespread influence on the Irish language sector or on the Irish language community 4. Projects which ensure the promotion, fostering and preservation of the Irish language |

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| **Ní cheadófar na nithe seo a leanas:**   1. Caiteachas caipitil, fostaíocht, urraíocht, aistriúchán, costais reatha, e.g. cíos, tuarastail, billí (seachas mar chuid de thionscadal), troscán 2. Míreanna atá de fhreagracht maoinitheoirí eile, dúbláil ar aon tionscadal atá ann cheana féin nó tionscadail shiarghabhálacha. 3. Imeachtaí Gaeilge (comórtais, féilte, campaí, ranganna club leabhar nó ciorcail chomhrá mar shampla) 4. Tionscadail nach bhfuil ag teacht le tosaíochtaí Fhoras na Gaeilge | **The following will not be approved:**   1. Capital spending, employment, sponsorship, translation, running costs, e.g. rent, wages, bills (apart from as part of a project), furniture 2. Items which are the responsibility of other funders, duplication of any project already existing or retrospective projects 3. Irish language events (competitions, festivals, camps, classes, book clubs or conversation circles for example) 4. Projects not in accordance with the strategy of Foras na Gaeilge |

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| **Riachtanais incháilitheachta an chiste**   1. Ní íocfaidh Foras na Gaeilge aon deontas i leith tionscadail atá á mhaoiniú cheana féin ag eagras eile stáit, ach amháin má tá comhthuiscint mhaoinithe aontaithe roimh ré leis na príomhfhoinsí stáit eile. 2. Is gá a léiriú go bhfuil cumas agus struchtúr ceart bainistíochta ag an eagraíocht atá i mbun an tionscadail. 3. Is gá go dtiocfadh iarratas ó: 4. Eagraíocht nó iarratasóir faoi stiúir coiste nó boird le rólanna deimhnithe, le bunreacht, ráiteas bainc cothrom le dáta in ainm an iarratasóra agus cuntais deimhnithe ag cuntasóir cairte, sonraí cánach agus seicliosta um chumhdach leanaí má bhaineann (is féidir an seicliosta agus treoir ábhartha a íoslódáil ón suíomh)   **nó**   1. Comhlacht, gnó, trádálaí aonair cláraithe le meabhráin agus airteagail, ráiteas bainc cothrom le dáta in ainm an iarratasóra agus cuntais deimhnithe ag cuntasóir cairte, uimhir chláraithe chomhlachta, sonraí cánach má bhaineann agus seicliosta um chumhdach leanaí má bhaineann (is féidir an seicliosta agus treoir ábhartha a íoslódáil ón suíomh)   **nó**   1. Scoil le ráiteas bainc cothrom le dáta in ainm an iarratasóra, cuntais deimhnithe ag cuntasóir cairte agus seicliosta um chumhdach leanaí (is féidir an seicliosta agus treoir ábhartha a íoslódáil ón suíomh) (Féach CUID D) | **Qualifying requirements of the fund**   1. Foras na Gaeilge will not pay any grant for a project already funded by another state body, except if an understanding for funding has been agreed in advance with the other main state funder. 2. It must be demonstrated that the organisation in charge of the project has a proper management structure. 3. The application must come from: 4. An organisation or applicant under the control of a committee or board with defined roles, with a constitution, up to date bank statements in the name of the applicant, accounts confirmed by a chartered accountant, tax details and a child safeguarding checklist if applicable (the checklist and guidance document can be downloaded from the website)   **or**   1. A company, business, sole trader with memorandum and articles, with up to date bank statements in the name of the applicant, accounts confirmed by a chartered accountant, a company registration number, tax details and a child safeguarding checklist if applicable (the checklist and guidance document can be downloaded from the website)     **or**   1. A school with up to date bank statements in the name of the applicant, accounts confirmed by a chartered accountant and a child safeguarding checklist (the checklist and guidance document can be downloaded from the website) (See CUID D) |

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| **Maoiniú atá ar fáil**   1. Idir €1,000/£900 agus €12,000/£10,800   Is gá an maoiniú a chaitheamh agus an tionscadal bheith curtha i gcrích taobh istigh den bhliain airgeadais Eanáir go Nollaig | **Funding available**   1. Between €1,000/£900 and €12,000/£10,800. 2. The funding must be spent and the project must be completed within the financial year January to December. |

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| **Treoir maidir le hiarratais**   1. Ceadófar iarratas amháin in aghaidh an iarratasóra agus maoiniú aonuaire atá i gceist in aghaidh an tionscadal. 2. Ceadófar iarratas amháin gach trí bliana. 3. Ní ghlacfar le hiarratais ó dheontaithe reatha a fhaigheann níos mó ná €50,000/£45,000 in aghaidh na bliana ó Fhoras na Gaeilge | **Guidance on applications**   1. One application per applicant will be approved. 2. One application every three years will be approved. 3. Applications will not be accepted from existing grantees receiving more than €50,000 per year from Foras na Gaeilge. |

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| **Cé nach bhfuil inmhaoinithe?**   1. Eagraíochtaí nach léiríonn cur chuige nó polasaí soiléir maidir le cur chun cinn na Gaeilge. 2. Aon iarratasóir a dhéanann stocaireacht faoi iarratas le haon chomhalta boird nó fostaí de chuid Fhoras na Gaeilge. | **Who is not fundable?**   1. Organisations which do not demonstrate a clear approach or policy on the promotion of the Irish language. 2. Any applicant who canvasses in respect of an application any board member or any employee of Foras na Gaeilge. |

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| **Láimhseáil iarratas ar dheontas**   1. Is ar fhoirm iarratais Fhoras na Gaeilge amháin a ghlacfaimid le hiarratais. Ní mór an fhoirm a chomhlánú ina hiomláine, gach ceist a fhreagairt agus aon eolas eile a iarrtar san fhoirm a sholáthar. 2. Déanfaidh Foras na Gaeilge measúnú ar gach iarratas bunaithe ar an eolas a thabharfaidh an t-iarratasóir ar an bhfoirm iarratais. Féadfaidh Foras na Gaeilge eolas breise a lorg. 3. Beidh iarratas dícháilithe má thugann iarratasóir eolas míchruinn. | **Handling of grant applications**   1. We will accept applications on the Foras na Gaeilge application form only. The form must be completed in full, all questions answered and any other questions requested in the form supplied. 2. Foras na Gaeilge will carry out assessment of all applications based on the information the applicant will provide on the application form. Foras na Gaeilge may seek further information. 3. A application will be disqualified if an applicant gives inaccurate information. |

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| **Córas íocaíochta agus monatóireachta do dheontaithe**   1. Is é feidhmeannas Fhoras na Gaeilge atá freagrach as gach cinneadh faoi gach tionscadal atá le maoiniú, agus a chuirfidh gach cinneadh maoinithe i gcrích. 2. Beidh gach maoiniú de chuid Fhoras na Gaeilge i bhfoirm chonartha dhlíthiúil agus ní mór cloí leis na coinníollacha a leagfar síos sa chonradh sin. Is féidir go ndéanfaimid cuid den deontas nó an deontas ar fad a chealú nó a aisghairm má sháraítear aon cheann de na coinníollacha. 3. Déanfaimid an maoiniú a cheadóimid faoin gciste seo a íoc de réir mar a aontóimid leis an deontaí. 4. Déanfaidh Foras na Gaeilge monatóireacht ar gach tionscadal ar gach leibhéal: airgeadas, cur i bhfeidhm, dul chun cinn etc. 5. Is féidir go dtabharfaidh Foras na Gaeilge cuairteanna ar thionscadal ag aon tráth le linn na tréimhse maoinithe. 6. 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. 7. D’fhéadfadh sé go mbeidh ar an deontaí sonraí cánach le haghaidh sheirbhís ar líne na gCoimisinéirí Ioncaim nó deimhniú imréitigh cánach bailí a chur ar fáil ag brath ar luach an deontais. 8. Beidh ar an deontaí cuntais dheimhnithe iniúchta a sholáthar mar chuid den iarratas más cuí. 9. Is mian le Foras na Gaeilge a chur in iúl d’iarratasóirí go bhféadfadh sé tarlú go ndéanfar an t-eolas a sholáthróidh iarratasóirí in aon fhoirm iarratais a chur ar fáil de réir dhualgas Fhoras na Gaeilge faoin dlí, lena n-áirítear Cód Cleachtais um Shaoráil Faisnéise do na Comhlachtaí Forfheidhmithe Thuaidh Theasa tháinig i bhfeidhm ar an 20 Meitheamh 2005. 10. Is féidir go ndéanfaidh Foras na Gaeilge teagmháil le ranna rialtais agus maoinitheoirí eile, thuaidh agus theas, le hiarratais a phlé. 11. Is gá cloí leis an Rialachán Ginearálta maidir le Cosaint Sonraí. | **Payment and monitoring system for grantees**   1. 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. 2. All Foras na Gaeilge funding will be in the form of a legal contract and the conditions set out in that contract must be adhered to. We may rescind or recall part or all of the grant if any one of the conditions are violated. 3. We will pay the funding we approve under this fund as we will agree with the grantee. 4. Foras na Gaeilge will monitor all projects at all levels: finance, implementation, progress etc. 5. Foras na Gaeilge may visit a project at any time during the funding period. 6. Foras na Gaeilge has permission to seek a report on goals associated with spending and work goals at any time. This must be provided within an agreed period. 7. The grantee may have to provide tax details for ROS or a valid tax clearance certificate depending on the amount of the grant. 8. The grantee will have to provide confirmed audited accounts as part of the application if necessary. 9. Foras na Gaeilge wishes to inform applicants that it could happen that information provided in any application form could be made available in accordance with Foras na Gaeilge’s duty under the law, including the Freedom of Information Code of Practice for North South Implementation Bodies which came into effect on 20 June 2005. 10. Foras na Gaeilge may contact government departments and other funders, north and south, to discuss applications. 11. The rules of the General Data Protection Regulation must be adhered to. |

**CUID A Sonraí na hEagraíochta | Organistations Details**

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| Ainm na heagraíochta | Name of the organisation |  |
| Ainm an tionscadail | Name of the project |  |
| Teagmhálaí | Contact |  |
| Stádas an teagmhálaí san eagraíocht | Status of contact in the organisation |  |
| Seoladh agus cód poist | Address and post code |  |
| Dáilcheantar nó ceantar parlaiminte | Dáil constituency or parliamentary constituency |  |
| Comhairle dúiche nó limistéar contae riaracháin | District council or administrative county area |  |
| Guthán | Telephone |  |
| Ríomhphost | Email |  |
| Uimhir chláraithe chánach nó uimhir charthanais | Tax registration number or charity number |  |
| Uimhir Chláraithe Chomhlachta (má bhaineann) | Company Registration Number *(if applicable)* |  |
| Suíomh gréasáin | Website |  |
| Láithreacht ar na meáin shóisialta | Social media presence |  |

Déan cur síos gairid ar an eagraíocht le do thoil, cúlra, dáta bunaithe, príomhaidhm, gníomhaíochtaí go dáta, líon foirne idir lánaimseartha agus pháirtaimseartha (uasmhéid 200 focal).

Give a brief description of the organisation, background, date founded, main aim, activities to date, number of staff both full time and part-time (200 words maximum).

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Stiúrthóirí nó coisteoirí | Directors or committee members

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| **Ainm | Name** | **Stádas | Status** | **Ríomhphost | Email** |
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An bhfuil coimhlint leasa ag aon bhall foirne nó ag aon chomhalta boird de chuid Fhoras na Gaeilge i leith an iarratais? Tabhair sonraí má tá | Does any staff member or board member of Foras na Gaeilge have a conflict of interest in respect of this application? Give details if so.

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*Ní bheidh aon tionchar aige seo ar d’iarratas ach ní mór é seo a chur in iúl d’Fhoras na Gaeilge.*

*This information will not affect your application, but must be made known to Foras na Gaeilge.*

**CUID B An Tionscadal | The Project**

1. Déan cur síos gairid ar an tionscadal. Léirigh go soiléir an réimse agus an spriocghrúpa ar a bhfuil an tionscadal ag díriú go príomha agus na príomhthorthaí a bhfuiltear ag súil leo i gcomhthéacs na míreanna incháilithe (uasmhéid 300 focal).

Give a short description of the project. Demonstrate clearly the area and the target audience the project is primarily aimed at and the main outcomes anticipated in the context of the qualification items (300 words maximum).

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1. Tabhair eolas faoin nuálaíocht atá ag baint leis an tionscadal seo agus an tairbhe a bheidh ann dá bharr.

Provide information about the innovation of this project and the benefit from it.

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1. Déan cur síos ar chumas bainistíochta agus riaracháin na heagraíochta, lena n-áirítear taithí, struchtúr, agus réimse saineolais agus speisialtóireachta.

Describe the management and administrative ability of the organisation, including experience, structure, and range of experience and specialism.

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Tabhair sonraí faoi na daoine a bheidh freagrach as bainistiú agus riaradh an tionscadail.

Give details of the people who will be responsible for the management and administration of the project.

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| **Ainm | Name** | **Eagraíocht | Organisation** | **Scileanna agus taithí | Skills and experience** |
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1. Déan cur síos ar dheiseanna comhoibrithe leis na ceanneagraíochtaí agus eagraíochtaí cuí, agus comhpháirtíochtaí ábhartha.

Describe the opportunities for cooperation with the lead organisations and appropriate organisations, and relevant partnerships.

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1. Liostaigh na bealaí a ndéanfar monatóireacht leanúnach ar an tionscadal agus na táscairí feidhmíochta a úsáidfear le dul chun cinn an tionscadail a mheas.

List the ways continuous monitoring will be carried out on the project and list the performance indicators which will be used to assess the progress of the project.

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1. Léirigh go bhfuil luach ar airgead maith anseo i gcomhthéacs an mhéid atá iarrtha.

Demonstrate that there is good value for money here in the context of the the amount requested.

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**CUID C: Maoiniú | Funding**

**Maoiniú atá á lorg | Funding sought:**

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| Costas iomlán an tionscadail | Total cost of the project |  |
| Maoiniú ó fhoinsí eile | Funding from other sources |  |
| Maoiniú atá á lorg ó Fhoras na Gaeilge | Funding sought from Foras na Gaeilge |  |

Miondealú síos ar chostais | Breakdown of costs:

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|  | **Mír caiteachais | Item of expenditure** | **Costas | Cost** | **Eolas ábhartha eile | Other relevant information** |
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**CUID D: Seicliosta | Checklist**

Cinntigh go bhfuil na nithe liostaithe anseo faoi iamh san iarratas má tá tic cur sa bhosca ‘de dhíth ó Fhoras na Gaeilge’ thíos | Ensure that the items listed here enclosed in the application if there is a tick in the box ‘required by Foras na Gaeilge’ below:

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| **De dhíth ar Fhoras na Gaeilge | Required by Foras na Gaeilge** | **Deimhnithe ag an iarratasór**  **(cuir tic) | Confirmed by the applicant**  **(tick)** | **Tabhair míniú le do thoil mura mbaineann | Please explain if not applicable** |
| Bunreacht nó meabhráin agus airteagail | A constitution or memorandum and articles |  |  |
| Seicliosta um chumhdach leanaí | Child safeguarding checklist |  |  |
| Uimhir chánach nó deimhniú imréitigh cánach bailí | Valid tax number or tax clearance certificate |  |  |
| Cód rochtana do Sheirbhís ar líne na gCoimisinéirí Ioncaim (ROS) | Access code for the Revenue Online Service (ROS) |  |  |
| Ráiteas bainc cothrom le dáta in ainm na heagraíochta | Up to date bank statement in the name of the organisation |  |  |
| Sainordú bainc reatha | Current bank mandate |  |  |
| Cuntais deimhnithe ag cuntasóir cairte | Accounts confirmed by a chartered accountant |  |  |

**CUID E: Dearbhú | Declaration**

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| Dearbhaímid go bhfuil an t-eolas atá san iarratas seo cruinn ceart. Tuigimid go bhféadfaidh Foras na Gaeilge an t-iarratas a chur ar ceal má tá aon eolas míchruinn tugtha. Dearbhaímid go bhfuil socruithe cuí i bhfeidhm a bhaineann le rialachas corparáideach san eagraíocht. | We declare that the information in this application is accurate and correct. We understand that Foras na Gaeilge may cancel the application if any inaccurate information is given. We confirm that there are appropriate arrangements in place for corporate governance in the organisation. |

Cuir tic | Tick

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| **Teagmhálaí | Contact** | |
| Ainm | Name |  |
| Stádas san eagraíocht | Status in the organisation |  |
| Dáta | Date |  |

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| Dearbhaím go ndearnadh an t-iarratas ar mhaoiniú seo ar thar ceann an bhoird stiúrtha nó na heagraíochta. Dearbhaím go bhfuil na stiúrthóirí/ an coiste ar an eolas go ndearnadh an t-iarratas seo. | I confirm that this application for funding under this scheme has been made on behalf of the organisation/committee. I confirm that the directors/committee are aware that this application has been made. |

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| **Thar ceann an bhoird stiúrtha nó na heagraíocht | On behalf of the board of directors or the organisation** | |
| Ainm | Name |  |
| Stádas san eagraíocht | Status in the organisation |  |
| Dáta | Date |  |

*Ní ghlacfaimid le hiarratas ar bith gan an dearbhú seo a bheith comhlánaithe mar is ceart | We will not accept any application without this declaration correctly completed.*