

## Application deadline

The deadline for e-mailing applications to Pobal is **3pm** on **15<sup>th</sup> September 2017**

**No late applications will be accepted.**

Please start your application as soon as possible, to ensure that any requests for assistance can be provided in time for you to submit your application.

Applications are invited under

Strand 1

**LOCAL COMMUNITIES FOR A HEALTHY IRELAND**



For queries please email:

[healthyirelandfund@pobal.ie](mailto:healthyirelandfund@pobal.ie)

Or telephone 01 5117161 for CYPSC queries 01 5117139 for LCDC queries.



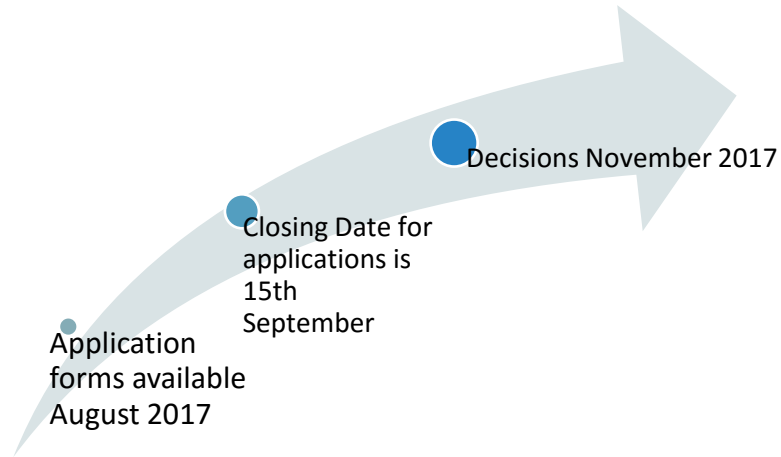
# HEALTHY IRELAND FUND APPLICATION GUIDELINES

Local Communities for a Healthy Ireland

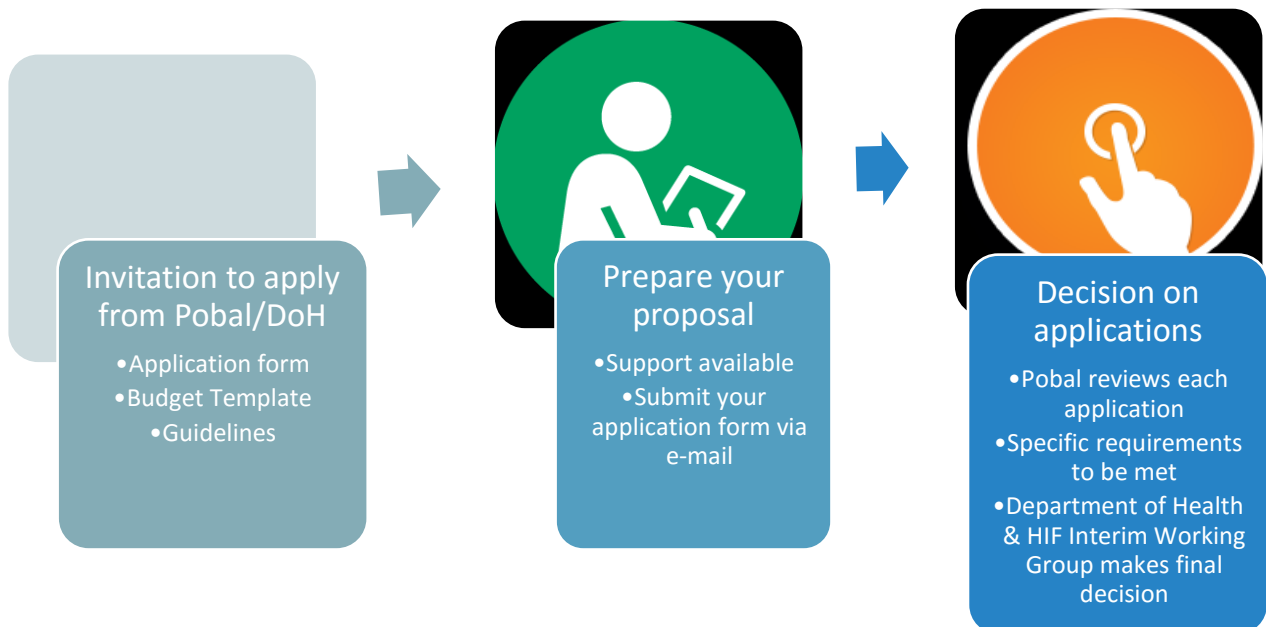
**August 2017**



## KEY DATES



## Application process



## Overview of the Healthy Ireland Fund

*Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025*<sup>1</sup> is the national framework for action to improve the health and wellbeing of Ireland over the coming generation.

The primary aim of the fund is to support innovative, cross-sectoral, evidence-based projects and initiatives that support the implementation of key national policies in areas such as obesity, smoking, alcohol, physical activity and sexual health.

### The objectives of the initial stages of the Fund are:

- To raise awareness of, and support for, Healthy Ireland through the funding of community-based and national health promotion activities.
- To facilitate and resource cross-sectoral and partnership networks that promote health and well-being.
- To resource the development of locally-led, cross-sectoral strategies promoting health and wellbeing.
- To add value to existing health promotion initiatives through the provision of Healthy Ireland resources.
- To support the health and wellbeing of the most disadvantaged groups and areas and those experiencing significant health inequalities through long-term planning.



## Who can apply and for what purpose?

The Department of Health invites Local Community Development Committees (LCDCs) and Children and Young People's Services Committees (CYPSCs) to apply to Pobal for funding. LCDCs and CYPSC in an area may make a joint application.

Each CYPSC must nominate a lead organisation for the administration and management of the funding awarded. The lead organisation nominated will be a **contract holder** for the funding and must be a legal entity<sup>2</sup> or be a statutory body. Both the CYPSC and the lead organisation will be accountable for the implementation, oversight and management of the funds awarded and if successful will sign the contract. The lead organisation details must be included in the "Lead Organisation Details" section of the application form.

In the case of LCDCs, it is understood the local authority will be the lead organisation for the administration and management of the funding awarded. The local authority will be the contract holder but the LCDC and the local authority will be accountable for the implementation, oversight and management of the funds awarded and if successful will sign the contract.

The governance arrangements and financial controls in relation to the project must be clearly outlined in the application form. You may attach a chart or other documents to your application form

<sup>1</sup> <http://health.gov.ie/wp-content/uploads/2014/03/HealthyIrelandBrochureWA2.pdf>

<sup>2</sup> Legal entity: the organisation has a separate legal status and structure from those who run the organisation or a statutory body e.g. a designated activity company; a company limited by guarantee, local authority or other statutory body

which will clearly explain the governance and financial management arrangements with all partner organisations involved in the management and delivery of the actions applied for.

**LCDCs and CYPSCs can apply for funding to deliver the following types of local initiatives:**

1. Healthy Ireland strategic plans
2. Local priorities for health and wellbeing
3. Membership of Healthy Cities and Healthy Counties Network of Ireland (LCDCs only).

LCDCs and CYPSCs are expected to make contact with their Local Sports Partnership and local Health Service Executive representative or the Head of Health and Wellbeing in the relevant HSE Community Healthcare Organisation (CHO) (see Appendix 1) and ensure that they are involved in the application process.

**Strategic Plans**

All applications for development of Healthy Ireland **strategic plans** must clearly demonstrate that they are:

- Inclusive
- Evidence-based
- Outcome-focused
- Strategically aligned with Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025; Better Outcomes Brighter Futures, National Physical Activity Plan, The National Sexual Health Strategy, Tobacco Free Ireland and the Obesity Policy and Action Plan.
- Clearly target communities in disadvantaged areas and other groups who are vulnerable to health inequalities
- Implementing cross sectoral, co-ordinated and collaborative programmes

**Local priorities for health and wellbeing**

All applications from LCDCs and CYPSCs should apply for funding to commence, progress and/or strengthen relevant actions included in their Local Economic Community Plans (LECPs) and Children and Young People's Plans (CYPPs). If your plan is in draft and awaiting final approval please provide a date by which the plan will be approved in Q25 Additional Information on the application form (funding will only be released once the final approval is made). Attach the draft plan to the application form.

These actions must also be aligned to the Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025 and other government policies and strategies such as Better Outcomes Brighter Futures, National Physical Activity Plan, The National Sexual Health Strategy, Tobacco Free Ireland and the Obesity Policy and Action Plan. In your application form please ensure that you specifically reference each relevant policy and strategic action.

**National Healthy Cities and Counties of Ireland Network (LCDCs only)**

LCDCs can apply to join the National Healthy Cities and Counties of Ireland Network. LCDCs are required to meet World Health Organisation (WHO) criteria that are based on the European health policy framework, Health 2020 to become a member. Funding can be sought to assist LCDCs achieve the international quality standard expected to become and achieve Healthy City or County accreditation to the National Network. For more information go to:

[www.healthyireland.ie/about/cities-and-counties](http://www.healthyireland.ie/about/cities-and-counties) .

## Ineligible actions

- Actions that are not clearly linked to the actions/activities outlined in each LCDC's Local Economic Community Plan or each CYPSC's Children and Young People's Plan.
- Large scale capital works



## How much can I apply for?

The total amount of funding available is up to €3.8m.

The amount an applicant can apply for is different for each strand as follows:

### Local Communities for a healthy Ireland

- The maximum grant that can be applied for by LCDCs is €100,000
- The maximum grant that can be applied for by CYPSC is €38,400
- The maximum amount that can be applied for the development of strategic plan is €20,000.



## What timeframe is acceptable for the delivery of the project proposal?

The earliest **start date** of the project/action will be **from the date of approval for funding** and **all actions must be completed by 31<sup>st</sup> March 2018**. **There will be no project extension dates agreed**. Funding that has not been spent by this date will be de-committed i.e. returned to the Healthy Ireland Fund.

## What type of costs are eligible?

List of indicative eligible costs	Notes and explanations
<b>Salary Costs</b>	
Salary costs, including PRSI and pension costs of project workers	These costs must be based on current salary costs; include the salary scales information in the budget explanation. If applicable, include details of any secondment arrangements and recruitment; details of the process must be included in the job description template.
Travel and subsistence for staff funded by HIF	These costs must be based on your current organisational staff travel and subsistence policy. Include the rate in your explanation of the costs.
<b>Programme costs</b>	
Venue/Room Hire/Meeting Costs	State the rate per/hour or per day used to calculate this cost in your budget sheet. These costs must relate to third party costs i.e. the cost for the use of your organisations meeting rooms is not eligible.
Course Materials	These costs must be verifiable costs i.e. supported by quotations and invoices from independent third parties.
Tutors/Facilitators/Consultants	These costs must be directly related to the project actions and be additional and verifiable. Include the assumptions used to calculate this budget, including hourly rate and number of full time equivalents.
Sport Coaches/other sport staff	These costs must be additional costs and directly related to the project proposal. Include the assumptions used to calculate this budget, including hourly rates and number of full time equivalents.
Publicity and Marketing	These costs must be directly related to the project actions. Included in this budget is signage for sports, play and leisure amenities.
Volunteer expenses	These costs must be based on organisation's volunteer policy and be verifiable e.g. receipts. Note: Signed attendance sheets will be required to support subsequent expenditure claims.
Sports and Playground equipment	These costs must be additional costs and directly related to the project proposal.
Material aids for participation in sport or physical activity e.g. swimming goggles, swimming hats, boxing gloves, sports jerseys	These costs must be additional costs and directly related to the project proposal.
Researchers	These costs must be directly related to the project actions and be additional and verifiable. Include the assumptions used to calculate this budget, including hourly rate and number of full time equivalents.

### Important things to remember in preparing your budget:

1. All costs applied for must be directly related to the actions outlined in the application form.
2. All costs must be verifiable in the future i.e. when submitting your expenditure claims the costs you claim must be capable of being verified e.g. by receipts, invoices, procurement processes, tenders, attendance records.
3. All costs must be additional costs to the organisation for the delivery of the actions.
4. All funding must be spent by 31 March 2018, therefore be realistic in terms of the costs included in this application.
5. All unspent grant aid by 31 March 2018 will be de-committed. Funding paid in advance and not spent must be refunded to the Healthy Ireland Fund.



#### List of indicative ineligible costs

Project level evaluations

Capital works

Project administration and management costs (core costs)

Organisations' overhead costs

Retrospective costs i.e. expenditure incurred before funding is approved

VAT Costs (where the Vat costs can be re-claimed from the Revenue), Bank Charges such as interest costs, fines, financial penalties and legal dispute costs

Funds to build up reserves or a surplus

Sponsorship and charitable donations

Vehicles or other mobile assets. This includes the costs associated with the procurement of such items

The purchase of land, buildings and or large scale refurbishment of buildings

Routine repairs and maintenance of buildings

Notional costs e.g. lost opportunity

Staffing costs not associated with the project proposal

Costs for staff, actions, equipment and programmes already supported by statutory and public funding

Redundancy costs

Small pieces of equipment for seconded staff e.g. laptops

## Completing the budget template



The budget template is in excel and has a separate budget worksheet for each action. A cumulative budget (Total Budget) included in the budget template is linked to each budget worksheet and will automatically complete for you. To assist you this template also has pre-filled cost headings and if necessary you may add additional cost headings. Not all costs headings will apply for each action and you can enter zero against the cost headings which are not applicable.

## Checklist of information prior to submitting your application form

- Ensure all questions in the application form are completed. Please be as concise as possible in your responses.
- Complete the **budget template** for each action in your application form as outlined above.
- Complete the **job description template** if required for all salary costs included in your budget template.
- Your **board must approve this application** prior to submission. **An extract from your Board Minutes confirming this must be attached to your application form.** If your scheduled Board meeting is after the closing date of the 15<sup>th</sup> September 2017, please note this in Q.25 Additional Information on the application form, providing the date by which the extract will be submitted to Pobal. Please ensure that this is submitted as soon as possible after your board meeting to [healthyirelandfund@pobal.ie](mailto:healthyirelandfund@pobal.ie).

## Submitting your application form

A word version of the application form, the budget template and job description template have been sent to you with your letter of invitation to apply. When you have completed the form and the template please e-mail the application form, supporting documents and template(s) to [healthyirelandfund@pobal.ie](mailto:healthyirelandfund@pobal.ie).



**Insert your organisation's name in the subject line of your e-mail.**

You will receive an automated e-mail from this mailbox confirming that we have received your application.

## What is the Pobal review and decision making process?

Pobal will review each application to ensure that the proposal meets the requirements of the Healthy Ireland Fund which are as follows:

- Are the actions aligned with **the Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025**, and other government policies and action plans such as: Better Outcomes Brighter Futures, the National Physical Activity Plan, The National Sexual Health Strategy, Tobacco Free Ireland and the Obesity Policy and Action Plan
- **Are the actions aligned to Plans (LECPs) and Children and Young People's Plans (CYPPs)?** Indicate in your application if the LECP or the CYPP is in draft and or has been approved by your committee.



- Does the application **demonstrate cross-sectoral engagement** and/or planning of activities?
- Are the **actions viable** i.e. are the actions ready to commence, realistic and achievable within the timeframe?
- **Are the costs** included in the budget template **eligible, clear and justifiable**?

Based on this review Pobal will make a recommendation on the suitability of the proposal for funding under the Health Ireland Fund to the Department of Health.

The Department of Health and Healthy Ireland Fund Interim Working Group are the final decision makers on all applications.

All decisions will be communicated in writing via e-mail to all applicants. All decisions are final.

### Post approval of your application

Pobal will issue a grant agreement to all successful applicants, which you and your nominated contract holder will be required to sign and return by the timeframe specified.

In some cases there may be some conditions which must be met prior to the issuing of the grant agreement. If applicable these conditions will be included in your decision letter.

All actions and expenditure related to the agreed actions are eligible from the date of the decision letter.

#### Successful applicants must:

- Ensure that all publicity documentation, press releases or similar announcements will include acknowledgement of the Healthy Ireland Fund.
- Participate in any beneficiary support events and to provide data on the actions as requested by Pobal and the Department of Health.
- Comply with [public procurement](#) guidelines.
- At conclusion of the project complete a short questionnaire which will be issued by Pobal to collect quantitative and qualitative information on your project actions.

### Payments to successful applicants.

Payments will be made in two instalments. The total amount paid will be dependent on the financial returns to Pobal, the verified expenditure, submission of all progress reports and evidence of compliance with all grant agreement conditions

### Additional support for applicants

Applicants may contact Pobal for additional support and advice.

Email: [healthyirelandfund@pobal.ie](mailto:healthyirelandfund@pobal.ie)

Telephone: 01 5117161 for CYPSC queries and  
01 5117139 for LCDC queries.

## Appendix 1 HSE Community Healthcare Organisation

Name	Role	E-Mail	Telephone	Mobile	Office	PA	Number
<b>John Hayes</b>	CEO, Area 1	<a href="mailto:john.hayes@hse.ie">john.hayes@hse.ie</a>	n/a	087-2328762	Donegal	Catherine McCauley	071-9834000
<b>Cara O'Neill</b>	Head of Health & Wellbeing, Area 1	<a href="mailto:cara.oneill@hse.ie">cara.oneill@hse.ie</a>	071-9155175	087-9196578	Sligo	n/a	n/a
<b>Tony Canavan</b>	CEO, Area 2	<a href="mailto:cho.west@hse.ie">cho.west@hse.ie</a>	n/a	087-9670136	Galway	Cathy Munroe	091-775404
<b>Martin Greaney</b>	Head of Health & Wellbeing, Area 2	<a href="mailto:martin.greaney@hse.ie">martin.greaney@hse.ie</a>	094-9042143	087-2375784	Mayo	n/a	n/a
<b>Bernard Gloster</b>	CEO, Area 3	<a href="mailto:cho.midwest@hse.ie">cho.midwest@hse.ie</a>	n/a	087-9532020	Limerick	Lisa Tobin	061-464445
<b>Maria Bridgeman</b>	Head of Health & Wellbeing, Area 3	<a href="mailto:maria.bridgeman@hse.ie">maria.bridgeman@hse.ie</a>	061-464061	086-3803530	Limerick	n/a	n/a
<b>Ger Reaney</b>	CEO, Area 4	<a href="mailto:ger.reaney@hse.ie">ger.reaney@hse.ie</a>	n/a	087-9068490	Cork	Éamonn Morris	021-840404
<b>Priscilla Lynch</b>	Head of Health & Wellbeing, Area 4	<a href="mailto:priscilla.lynch@hse.ie">priscilla.lynch@hse.ie</a>	028-40407	087-3290160	Cork	n/a	n/a
<b>Aileen Colley</b>	CEO, Area 5	<a href="mailto:aileen.colley@hse.ie">aileen.colley@hse.ie</a>	n/a	087-9840426	Kilkenny	Rhonda Grace	056-7784210
<b>Derval Howley</b>	Head of Health & Wellbeing, Area 5	<a href="mailto:derval.howley2@hse.ie">derval.howley2@hse.ie</a>	n/a	087-3743329	Enniscorthy/ Kilkenny	n/a	n/a
<b>Martina Queally</b>	CEO, Area 6	<a href="mailto:martina.queally@hse.ie">martina.queally@hse.ie</a>	n/a	087-9672550	Dublin	Valerie Walsh	01-2680506
<b>Siobhán Fitzpatrick</b>	Head of Health & Wellbeing, Area 6	<a href="mailto:siobhan.fitzpatrick@hse.ie">siobhan.fitzpatrick@hse.ie</a>	01-2680364	087-9077713	Vergemount	n/a	n/a
<b>David Walsh</b>	CEO, Area 7	<a href="mailto:cho7@hse.ie">cho7@hse.ie</a> / <a href="mailto:david.walsh1@hse.ie">david.walsh1@hse.ie</a>	n/a	087-6172643	Kildare	Sheena O'Rourke	045-882597
<b>Brena Dempsey</b>	Head of Health & Wellbeing, Area 7	<a href="mailto:brena.dempsey@hse.ie">brena.dempsey@hse.ie</a>	045-907862	086-3805384	Kildare	n/a	n/a
<b>Pat Bennett</b>	CEO, Area 8	<a href="mailto:cho8@hse.ie">cho8@hse.ie</a>	n/a	087-6680964	Offaly	Kathleen Gaffey	057-9315850
<b>Fiona Murphy</b>	Head of Health & Wellbeing, Area 8	<a href="mailto:CHO8.Health&amp;Wellbeing@hse.ie">CHO8.Health&amp;Wellbeing@hse.ie</a>	042-9381232	n/a		n/a	n/a
<b>Gerry O'Neill</b>	CEO, Area 9	<a href="mailto:cho.dncc@hse.ie">cho.dncc@hse.ie</a>	n/a	087-2248985	Dublin	Dymphna Keenan	01-8908759
<b>Ellen O'Dea</b>	Head of Health & Wellbeing, Area 9	<a href="mailto:ellen.odea@hse.ie">ellen.odea@hse.ie</a>	n/a	086-8064961	TBC	n/a	n/a