

Application deadline

The deadline for e-mailing applications to Pobal is **3pm** on

23rd August 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 2

NATIONAL ACTIONS



Contact Pobal by email at healthyirelandfund@pobal.ie or telephone: **01-5117161**



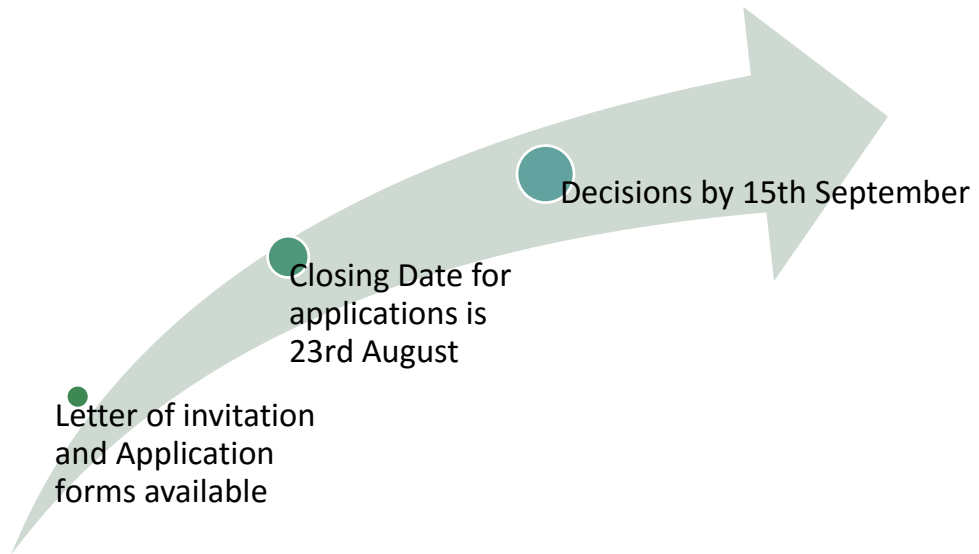
HEALTHY IRELAND FUND APPLICATION GUIDELINES

NATIONAL ACTIONS

August 2017



KEY DATES



Application process



Overview of the Healthy Ireland Fund

Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025¹ 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 health status, weight, obesity, tobacco use, alcohol consumption, physical activity, mental wellbeing, social connectedness and sexual health, access to green spaces,

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.
- To create an environment where every individual and sector of society can play their part in achieving a Health Ireland.



Who can apply and for what purpose?

The Department of Health invites Sport Ireland, Local Government Management Agency and National Council for Curriculum and Assessment to apply for funding to implement discrete and specific actions that align to **the Healthy Ireland**, A Framework for Improved Health and Wellbeing 2013-2015 and the National Physical Activity Plan.

Actions may be an entire activity or may be a new or discrete component of an existing planned project. Large scale capital works will not be considered eligible for funding.

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



What timeframe is acceptable for the delivery of project proposal?

The earliest **start date** of the project/action will be the **15th September 2017** and **all actions must be completed by 31st March 2018**. There will 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
Salary Costs	
Salary costs, including PRSI and pension costs 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.
Programme costs	
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 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

List of indicative eligible costs	Notes and explanations
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 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 and refunded to the Healthy Ireland Fund.

List of indicative ineligible costs

Project level evaluations

Refurbishment of buildings or facilities

Capital works

Project administration and management costs (core costs)

Organisation's overhead costs

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

VAT Costs (where the Vat Costs are re-claimable 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 for each if required for all salary costs included in your budget template.

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.



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 proposal meets the requirements of the Healthy Ireland Fund which are as follows:

- Are the actions aligned with Healthy Ireland and the National Physical Activity Plan?
- Does the application demonstrate cross-sectoral engagement and 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 Healthy 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 are required to sign and return within the timeframe specified.

All actions and expenditure from **the date of your decision letter** are eligible for consideration.

Successful applicants must:

- Ensure that all publicity documentation, press releases or similar announcements will include acknowledgement of the Healthy Ireland Fund.
- Participate in any support events and to provide data on the actions as requested by Pobal and the Department of Health.
- Comply with [public procurement](#) guidelines.
- At the 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.

Support for applicants

Applicants may contact **01-5117161** for support and advice.