



**An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige**
Department of Children, Equality,
Disability, Integration and Youth

The Disability Participation and Consultation Network



This is an Easy to Read Guide.
It is about how to apply to be a
grant-funded member of the Network.



How can my organisation apply to be a grant-funded member?



Your organisation should decide together to apply to be a grant-funded member of the Disability Participation and Consultation Network.



This means filling out a form and answering questions about the organisation.



One person can fill out the form or a group can work together.

Any person that helps should know the organisation well.



You can write or type answers into the form.



How can my organisation apply to be a grant-funded member?



The closing date for applications is 17:00 pm on Friday 28th January 2022.



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

The application must be sent to the Department of Children, Equality, Disability, Integration and Youth
Disability_Policy@equality.gov.ie



If you have any questions about making an application, you can email

Disability_Policy@equality.gov.ie



The Department will write to all organisations to tell them if their application has been successful.

The Department's decision is final and cannot be changed.

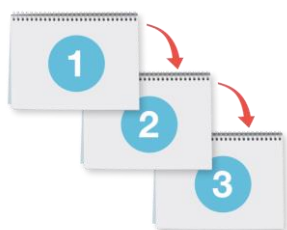
The Application Form



Please read the guide on grant-funded members before you start the application.



The application form has different questions.



There are three main parts to the form.
These are called sections.

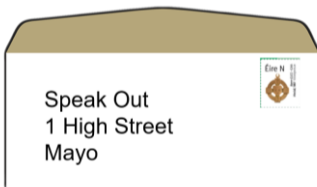


You need to fill in all three sections and answer all the questions.

The Application Form – Section 1



Section 1 asks for information about your organisation



- The name and address of the organisation

A form with three sections. The first section is labeled 'Your name' and contains a small icon of a person. The second section is labeled 'Address' and contains a small icon of a house. The third section is labeled 'Phone' and contains a small icon of a mobile phone.

- The name of a contact person and how to contact them



- The address that letters from the Department can be sent to

The Application Form – Section 2

2

Section 2 asks for information about the knowledge and skills of your organisation



- The work that your organisation does



- How your organisation works with persons with disabilities



- Information on any consultations that your organisation has done

The Application Form – Section 2



- Information on the ways that your organisation works with other individuals and groups



- Your organisation's experience of managing grants and looking after money

The Application Form – Section 3

3

Section 3 is about how your organisation would use a grant



- Your organisation needs to give a plan for how it will use the grant money



- This plan needs to say how the organisation will work on the goals of the Network

Important Information



All the information in the application must be true.



Information in the application may be made available under the Freedom of Information Acts 1997 and 2003.



Making an application does not mean that your organisation will get a grant.



If your organisation gets this grant, it does not mean that you will get another grant from the Department.



The Department of Children, Equality, Disability, Integration and Youth can check on the work of all members of the Network.

Important Information



Organisations must give value for money when they work for the Network.



If an organisation cannot spend the grant on work for the Network, it must give the money back to the Department.



The grant must be spent by November 2022.



The Department of Children, Equality, Disability, Integration and Youth will follow all laws on collecting and sharing personal information.

What happens if my organisation gets a grant?



The organisation will have to sign a grant agreement with the Department of Children, Equality, Disability, Integration and Youth.



The organisation will have to send their bank details to the Department.



The organisation will have to send their tax number to the Department, if they have one.



The organisation will have to send their company or charity number, if they have one.



The grant will not be paid until the Department has this information.

More information



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

This information was put together by the Department of Children, Equality, Disability, Integration and Youth.



ACE Communication helped with this Easy to Read information.

Experts by Experience helped to put this leaflet together.