



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

## **Grant Scheme to Support Ireland's Disability Participation and Consultation Network**

### **Guidance Notes for Applicants for Grant-Funded DPO Membership**

#### **Part A – General Guidance for Applicants**

#### **Part B – How to complete the Application Form**

#### **Part C - Next Steps**

Please read this Guidance Note in full before completing the grant application form

#### **Part A – General Guidance for Applicants**

##### **1. Introduction**

Ireland is a party to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). Under this Convention, the effective participation of, and consultation with, persons with disabilities in the development of policy and legislation is essential. Specifically, Article 4.3 states that:

*"In the development and implementation of legislation and policies to implement the present Convention, and in other decision-making processes concerning issues relating to persons with disabilities, States Parties shall closely consult with and actively involve persons with disabilities, including children with disabilities, through their representative organizations."*

Furthermore, Article 33 states that, in relation to national implementation and monitoring of the UNCRPD:

*"Civil society, in particular persons with disabilities and their representative organizations, shall be involved and participate fully in the monitoring process."*

Under the National Disability Inclusion Strategy (NDIS), the Government has committed, under a number of action points, to improving the participation of and consultation with persons with disabilities in political and public life.

## **2. Purpose and Goal**

The Department of Children, Equality, Disability, Integration and Youth (the Department) is designated as both Ireland's National Focal Point and Coordination Mechanism under the UNCRPD. It also provides the Secretariat to the National Disability Strategy Implementation Group.

As agreed by Government, the Department has established a new Participation and Consultation model that is working towards fulfilling Ireland's obligations under the UNCRPD and, in addition to existing mechanisms for consultation, is working towards achieving the goals of the NDIS (Action 3C of the NDIS Mid-Term Review). Our aim is to implement a model that will represent good practice in providing persons with a disability and DPOs the opportunity to be directly consulted and actively engaged in a meaningful and committed way. It is envisioned that, as it grows, this model can provide the basis for effective and wide-ranging engagement with persons with a disability in policy and legislative processes.

To this end, the Department is initiating this Expression of Interest process to source and resource a suitable DPO or association of DPOs working collaboratively to become a grant-funded member of the 'Disability Participation and Consultation Network'. The successful grantee will join the existing grant-funded members and will work collaboratively to achieve the goals and aims of the Network and ensure that the ambition of the Network as a consultative model is realised..

The grant-funded member will be tasked with carrying out the consultation and participation work of the Network and providing the results of that work to the Organising Member (see below). In addition, the grantee is expected to engage with the Organising member of the Network in relation to administration, capacity building training, events and other activities that will progress the work of the Network.

While the Network shall be independent in carrying out its work, Government and public bodies may request the Network to participate in consultations on policies and programmes relating to the implementation of the Convention or other issues relating to the lives of persons with disabilities.

### **Network Membership**

The Network is comprised of grant-funded and non-grant-funded members and an Organising Member that has coordination and administration duties. Working cooperatively, the goal of the Network membership is to provide a mechanism for ensuring the voices and views of persons with a disability in Ireland are heard in the development of legislation and policies to implement the UNCRPD, and in other decision-making processes concerning issues relating to persons with disabilities.

### **Grant-Funded Members**

The role of grant funded members is to work with other members, particularly the organising member and the other funded members, to build the capacity of the Network and to engage and empower the wider membership. It is intended that all funding provided will be to build the capacity of the Network, activate and enhance the voices of the full membership, and assist the membership to effectively participate in consultations. Funding is being provided for activities that additionally supporting the Network beyond the day-to-day activities of the grantee. The funding is not to provided to support the normal day-to-day functions or activities of the grantee.

It will be a goal of the Network to ensure that the diversity of disability experiences in Ireland is represented and involved in the participation and consultation activities undertaken by the Network. While acknowledging the breath and complexities of disabilities experienced, these grants would seek to support the involvement DPO organisations working in the following, non-exhaustive, list of areas:

- Intellectual Disability
- Physical Disability
- Neurodiversity
- Vision Impairment
- Deaf / Hard of Hearing
- Mental Health
- Acquired Brain Injuries.

The Department would also seek to include within the membership of the Network DPOs with experience in working with children with disabilities, women with disabilities and other groups of persons with disabilities who may face intersectional barriers.

As part of the grant agreement in place, it will be a requirement of the successful applicant to engage with the Organising Member for administrative and coordination purposes, as well as with other Network members to ensure good use of resources in planning and carrying out the participation and consultation work. To this end, the successful grantee will be invited to participate in Strategic Planning Meetings of the Disability Participation and Consultation Network in early 2022.

### **3. Size of Grant Available**

1 grant of a maximum of €20,000 will be made to the successfully selected grant funded member who will enter a grant agreement with the Department. Grant amounts will be determined following an assessment of applications received and the capacity to carry out the work of the Network.

**Note:** The grant amount being provided by the Department of Children, Equality, Disability, Integration and Youth is for the purpose of supporting the Disability Participation and Consultation Network and the engagement of the Network in 2022.

It shall be open to the Network to engage in other participative / consultative processes open to it, including seeking any available grant funding from other sources for specific, individual pieces of work. Such work should be arranged through the Organising Member. In such an event, the provisions of the Department of Public Expenditure and Reform [Circular 13/2014](#) Section 3, subsection 11 (l) should be considered. It states that where a grantee receives funds from more than one grant making agency, grantees are required to provide annually to each grantor, as a condition of grant, a declaration as to the source, amount and purpose of all other funding they receive and a declaration that there will be no duplication of funding for the same activity/project. This declaration should also state if the Exchequer funding from all sources exceeds 50% of total income.

#### **4. Who Can Apply**

Applications are invited from individual DPOs or associations of DPOs working together. If an association of DPOs apply together for the grant, the association must be capable of receiving the grant either as a corporate entity in itself or via a nominated constituent organisation in the association. In case of the latter, the nominated organisation will sign the grant agreement on behalf of the association and that organisation will be responsible for fulfilling the terms of the grant agreement and reporting to the Department.

#### **5. Commencement**

The grant for the successful organisation will be from the date specified in the grant agreement until 31<sup>st</sup> November 2022.

#### **6. Expiry of Grant Offer**

Failure to return the signed Grant Agreement and other requested documentation/information by the date specified in the grant offer will result in forfeiture of the grant offer.

#### **7. If your organisation previously received a grant from the Department of Children, Equality, Disability, Integration and Youth and did not substantially comply with the terms and conditions set down in the Grant Agreement, it may be precluded from receiving a grant. The following circumstances may influence the outcome of your application:**

- A final report was not submitted or was submitted late;
- There was a substantial underspend on the project;
- Project activities were not carried out according to the terms of the grant agreement;
- Any other breach of the terms and conditions of the grant agreement.

#### **8. Assessment criteria**

All applications will be screened to determine their completeness and the eligibility of the applicant organisation. Applications deemed complete and eligible will then be fully assessed and scored in accordance with the marking scheme set out below.

**Table 1.1. Award Criteria and scores**

<b>Award Criteria</b>	<b>Maximum Score</b>	<b>Minimum Score required</b>
<p><b>Organisational knowledge and experience</b></p> <p>Applicants must clearly identify and demonstrate their knowledge of disability experiences in Ireland and their commitment to rights based approaches to working, in particular in regard to participation and consultation.</p> <p>They will also be required to demonstrate how they represent and include people with disabilities.</p>	50	25
<p><b>Working collaboratively</b></p> <p>Applicants should display their ability to work successfully with a wide range of disability stakeholders and persons with a disability in an equitable, empowering, meaningful manner, in particular in respect of the delivery of capacity building and participation and consultation activities/outcomes.</p>	50	25
<p><b>Vision</b></p> <p>Applicants should present a clear articulation of their vision of how their membership of the Network will help ensure that its goal to be an effective and meaningful mechanism for participation and consultation will be achieved.</p>	20	10
<p><b>UNCRPD</b></p> <p>Applicants should demonstrate an understanding of the UNCRPD.</p>	30	15

Source: Department of Children, Equality, Disability, Integration and Youth

The amount of grant funding available is limited. Should you be unsuccessful in your application as a grant funded member, there is also an opportunity to put your organisation forward to be a Non-Grant funded member of the Network.

## **9. Decisions**

A Selection Committee within the Department will review all submitted applications and grade each application in accordance with the criteria.

Final recommendations on the award of the grants will be made by this Selection Committee and submitted to the Minister of State for with responsibility for Disabilities for approval.

Decisions on selection of the grant funded members and grant awards will be notified to the applicant organisations by the Department.

The payment of the grants, related financial administration and any other regulatory and/or financial governance requirements and reporting will be dealt with according to Circular 13/2014.

No cost or part thereof, of any element of the proposed application can be previously expended before approval date i.e. before the date on which final funding approval is confirmed.

## **10. Grant Agreement**

The organisation that receives a grant offer will be required to sign a Grant Agreement with the Department of Children, Equality, Disability, Integration and Youth setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act 2014, the Department of Children, Equality, Disability, Integration and Youth has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

## **11. Payments**

In the event that an application is successful, the successful applicant will be asked to provide bank details for the relevant organisation. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

## **12. Duplication of Funding**

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

### **13. Activity Reporting**

#### **Final Reports**

All applicants must submit a final report as required by the grant agreement that will be signed. This report shall include financial and performance reports which will be detailed in the grant agreement with the Department.

#### **Interim Reports**

Interim reports shall be submitted to the Department by the dates specified in the grant agreement.

***NB** The onus is on the person who signs the Grant Agreement to ensure that the report(s) is/are submitted on time.*

#### **Report Structure/Templates**

All reports should contain information on how the money has been spent and the outcomes achieved.

### **14. Audit**

The Department of Children, Equality, Disability, Integration and Youth has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

### **15. Children First Act 2015**

In the event that your application is successful a statement of compliance with the Children First Act 2015 will be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the Tusla Website <https://www.tusla.ie/>. A copy of the national guidance can be found on the Department of Children and Youth Affairs website [here](#) You can download the Children First Act 2015 from the Irish Statute Book [here](#).

## Part B - How to Complete the Application Form

### Section 1 Details of the Organisation

- 1.1 **Name of organisation:** The full name of the organisation making the application. If the applicant is an association of DPOs, then the names of all constituent members and the name of the association that the DPOs are working under should be provided here.
- 1.2 **Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.3 **Person to be contacted:** This should be someone who can act on behalf of the organisation or association and has a lead role in delivering the proposals within the application.
- 1.4 **Contact details:** This should be the main contact details for the person to be contacted as per 1.3.
- 1.6 **Address for correspondence:** If different from 1.2. If applicable, please also provide your Charities Registration Number and/or Companies Registration Office number here.

### Section 2 Organisation Information and suitability

- 2.2 2.1 **Provide a summary of your organisation and sectoral knowledge (500 words max):** Please provide details of your organisation or association and its disability related work, in particular with regards to being a Disabled Persons Organisation (DPO) committed to the UNCRPD. **Provide a summary of the way in which you represent and include people with disabilities (300 words max):** Please provide details of the groups of people with disabilities that you represent or include in your activities.
- 2.3 **Give an outline of any relevant consultations that your organisation or group has undertaken (300 words max):** Please stick to the word limit and use short bullet points to outline the expected outcomes of your project.
- 2.4 **Provide details of your organisation's ability to work collaboratively with other organisations and individuals (300 words max):** The Network will work collaboratively in achieving its aims. Please outline how your organisation or association has previously worked with others to achieve shared goals.
- 2.5 **Provide details of your organisation's experience in managing grant funding and any measures in place to ensure good financial management:** The grant funded member will be required to enter a grant agreement with the Department of Children, Equality, Disability, Integration and Youth and will be required to display sound grant management ability. Applicants, either as individual DPOs or as associations should highlight their individual or collective ability to manage grant funding and also provide details of financial structures in the DPO/association.

### Section 3



- 3.1. **Please provide a brief proposal of how it is intended the grant amount will be used using headings for areas of spend:** Applicants should provide a brief proposal for how the grant funding will be used to achieve the goals of the Network.

### Part C - Next Steps

1. Completed application forms should be submitted directly to the Department of Children, Equality, Disability, Integration and Youth by 11:00am on 21<sup>st</sup> January 2022 to [Disability\\_Policy@equality.gov.ie](mailto:Disability_Policy@equality.gov.ie) using the subject line 'DPCN Grant-Funded Member EoI Form'
2. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
3. Successful applicants will be asked to provide, in the form and manner requested, the following:
  - Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
  - Bank details of the organisation receiving the funding
  - Tax number (if applicable)
  - Registered Company No. / Registered Charity No. (if applicable)

**NB: the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order.**

4. The closing date for receipt of applications is **11:00am on 28<sup>th</sup> January 2022.**
5. All decisions on grant applications are final, and no appeals will be considered.
6. Queries on the application process can be submitted to [Disability\\_Policy@equality.gov.ie](mailto:Disability_Policy@equality.gov.ie)