

## Healthy Longford Small Grants Fund Application Guidance and Terms and Conditions

### Introduction

Healthy Longford is funded through Healthy Ireland. Healthy Ireland is a national government-led strategy aimed at improving the health and wellbeing of everyone living in Ireland.

Healthy Ireland fund, funded under the Healthy Ireland national strategy, supports Local Authorities (County Council so this council Longford County Council) to deliver activities which will improve health and wellbeing locally.

Since 2017, Pobal has administered Healthy Ireland funding, on behalf of the Department of Health with a fourth round commencing in 2022 which has funded current projects that are taking place.

Under Healthy Ireland fund we are now in Round 4, the Local Authority (County Council) is the contract holder and is accountable for the implementation, oversight and management of the funds awarded, with the Healthy Coordinator (HC/CC) and Local Community Development Committee (LCDC) leading out on the planning and implementation.

### Objective

Healthy Longford Grants Fund will support local community organisations and service providers to deliver innovative projects and initiatives that respond to the needs identified in the Healthy Longford Plan 2023-2025.

Healthy Longford set two outcomes under this plan that we ask local communities to base their projects around:

- a) **Increase in % of adults & children meeting physical activity guidelines (*Lifestyle & Behaviour Risk*)**
- b) **Increase in individual's level of positive mental health as per Energy and Vitality Index All. (well-being outcome factor area)**

### **Grants Available**

Plans have been put in place for Healthy Longford funding 2023-2025 as it is a 3-year project. However, a certain amount of funding has been put aside for 2024 to link with community organisation & service providers who can link projects with outcomes set by Healthy Longford.

- Grants available up to €2000 (based around budget for Healthy Longford 2024)

### **Application Criteria:**

- Applications are open to community groups and community-based services & organisations based in Co. Longford.
- This scheme will not be open to individuals acting alone.
- Duplication of funding will not be permitted.
- When applying for Healthy Longford funding 2024 its essential you are aware programs funded under Healthy Longford are outcome based so measuring/reporting tools will be provided.

### **Ineligible Projects/Activities (based on POBAL guidelines -these are subject to change & Longford LCDC will be in touch with you subject to any changes that take place.)**

The following types of activities will not be supported and must not be included in the 3-year. Local Strategy, application, or annual activities workplan:

- Activities or innovations which are not aligned to the Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025, Healthy Ireland Strategic Action Plan 2021-2025 and HI Outcomes Framework Indicator Set
- Social Prescribing and Healthy Food Made Easy (HFME) programmes as these are now being mainstreamed within the HSE.
- Activities which duplicate the creation of materials or services that already exist on a wider systemic or national level.
- Activities that provide a competitive advantage to private enterprises e.g., purchasing equipment in privately owned facilities
- The delivery of services in a setting that is not inclusive of the target community or charges a fee to participants. However, a voluntary contribution is acceptable.
- Innovation that does not align to a Healthy Ireland Fund Local Strategy 2023 – 2025

### **Alcohol:**

Programmes related to the 'Responsible Serving of Alcohol' as this is the responsibility of the drinks industry.

- Any drinks industry funded initiatives including Purple Flag and [drinkaware.ie](http://drinkaware.ie)
- Communication materials, other than those from [www.askaboutalcohol.ie](http://www.askaboutalcohol.ie)
- Educational Programmes which are not linked to resources on [www.askaboutalcohol.ie](http://www.askaboutalcohol.ie)

### **Child Health:**

- Communication materials other than key messages in My Child - [HSE.ie](http://HSE.ie) or specific to Adverse Childhood Experiences (ACEs) evidence-based materials
- Promotion or linkages to breastmilk substitutes

### **Community Food:**

- Healthy Food Made Easy is being centrally funded through the HSE from 2023 on and is therefore not eligible.
- Weight Management programmes (by community or commercial groups)
- Activities that involve partnerships/CSR with food and beverage industry, particularly the High in Fat, Salt, and Sugar (HFSS) sector
- Activities, including social media and campaigns that may increase weight stigma e.g., weigh-ins.

### **Physical Activity:**

- Activities/programmes that put emphasis on weight loss as an outcome.
- Activities/programmes that involve partnership/CSR with food and beverage industry, particularly HFSS and Alcohol sector.

### **Tobacco**

- Any engagement with the tobacco industry or vape industry (generally a subsidiary or funding source of the industry) should be avoided and is a contravention of the WHO. Treaty (The Framework Convention on Tobacco Control) to which the state is a signatory.

### **Young People/Education.**

- Activities which are not in line with Department of Education and Skills Circular 0043/2018, for example: the delivery of once-off/short term basis student talks in relation to any aspect of SPHE, PE or health and wellbeing (including mental/emotional health).
- The development of new health and wellbeing programmes or resources for schools as a range of resources already exist, and new ones are currently in development by the Department of Education and Skills and the HSE.

- Initiatives to support the Wellbeing Promotion Process in schools. (DES is rolling out a large-scale support programme from 2022 - 2025).
- Talks/testimonials in schools from people that have experienced mental health problems or substance misuse/addiction.
- Parenting Programs that are already being met as a need in this area.

### Application Process and Assessment

1. An Expression of Interest (EOI) form must be completed and submitted before the published closing date of Monday 8<sup>th</sup> of January 2024. All EOIs will be screened to determine their completeness and the eligibility of the applicant organisation.
2. EOIs that are not in line with the scheme may be directed to other local schemes (such as Longford County Council Community Grant Support Scheme)
3. These applications be fully assessed and scored in accordance with the marking scheme set out below:
4. Expression of interests will be fully assessed and scored in accordance with the marking scheme set out below:

Application Assessment Criteria-Healthy Longford Grants Fund	Marks Available
<p><b>Strength of project proposal</b></p> <ul style="list-style-type: none"> <li>• Quality of proposal and approach demonstrating:               <ul style="list-style-type: none"> <li>• - Evidence of need/target groups identified</li> <li>• - How the planned project/activities will address outcomes set by Healthy Longford 2023-2025</li> </ul> </li> <li>• Clear, attainable, and measurable targets</li> <li>• Added value/benefits that the project will deliver.</li> <li>• Quality of anticipated project outcomes</li> </ul> <p>Value for money (i.e., quotations sought and in line with market norms)</p>	40

<p><b>Methodology and Delivery</b></p> <ul style="list-style-type: none"> <li>• Demonstrated an understanding of the outcomes being addressed by Outcomes set Healthy Longford 2023-2025</li> <li>• Provide detail of the methodology for completion of specific work and tasks to ensure maximum quality and delivery within the timeline.</li> <li>• Explanation on how the project will be measured and deemed a success.</li> </ul>	30
<p><b>Organisation Information and Experience</b></p> <ul style="list-style-type: none"> <li>• Organisation experience of delivery programmes/services to communities in the Longford area</li> <li>• Appropriate governance and oversight, and ability of the applicant organisation to administer the grant</li> </ul>	30

5. The fund is limited and even if the application meets all the conditions, funding cannot be guaranteed.

#### 6. Grant Agreement

Successful project applicants will receive a letter of offer and grant agreement. The grant agreement will set out the terms and conditions of the grant. If accepting the grant award this agreement must be signed by the relevant organisation within two weeks of receipt of same.

7. In the event of an application being successful the organisation will be asked to complete an Electronic Funds Transfer Mandate form listing the organisation's bank details. Grants will be paid by EFT only and to the organisation named in Section A Part 1 of the application form.

8. Payment of grants:

Once grant allocations are approved by Healthy Longford successful applicants will be contacted and requested to sign a grant agreement. Payments will be made on following basis:

- Up to 50% of grant will be paid to successful applicants on signing of grant agreement; 50% will be paid on completion of project and provision of documentation/proof of expenditure as requested in the Grant Agreement.
- Other arrangements are to be agreed on a case-by-case basis.
- Applicants MUST ringfence funding paid in advance for the purposes outlined in the grant application, or the grant aid will be forfeited and must be repaid.
- If a project does not proceed 100% of grant aid paid to date must be refunded.

## Notes

### Procurement Information

Indicative, but realistic estimate budgets are requested for the Expression of Interest form.

### Registration with Longford Public Participation Network

Healthy Longford is hosted by Longford County Council. In line with other grants issued through Longford County Council, the applicant/lead partner in a consortium is encouraged to join Longford Public Participation Network.

You can register online at County Longford Public Participation Network (PPN) ([longfordppn.ie](http://longfordppn.ie))

### Tax Reference Number.

You must have a Tax Reference Number. Community Groups can apply easily for a number. Please see link to Tax Reference Form Here. This is required by Longford County Council to verify tax clearance status to make payments and will also be used when submitting returns to Revenue.

Any queries on the above can be submitted to [lmchugh@longfordcoco.ie](mailto:lmchugh@longfordcoco.ie)

## Terms and conditions of application and grant aid

1. The Expression of Interest form of the application process and does not guarantee funding will be provided to the applicant group for the project listed. **Qualifying Expressions of Interest will be invited to submit a full and complete application with quotations and supporting documentation. This will be a closed process.**
2. Under Healthy Longford Grant Scheme, grants will be provided towards community well-being events, small capital projects to enhance community health & well-being and small activity-based projects to enhance community health & well-being. The scheme does not provide funding for the employment of staff or day-to-day running costs (utilities; insurance etc) or construction/large capital works.
3. The activity or project must benefit the local community and relate to the key outcomes set by Healthy Longford plan.
4. Consortium applications from 2 or more groups working together are encouraged. Please identify the lead partner. All paperwork must be in the lead partner's name.
5. The information supplied by the applicant group /organisation must be accurate and complete.
6. **Misinformation may lead to disqualification and/or the repayment of any grant made.**
7. All information provided in respect of the application for a grant will be held electronically. Healthy Longford and The Department of Health reserves the right to publish a list of all grants awarded on its website.
8. The Freedom of Information Act applies to all records held by the Department and Local Authorities.
9. It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
10. Evidence of expenditure, receipts /invoices must be retained and provided to Healthy Longford or their representative if requested.

11. As funding under Healthy Ireland 2023-2025 is now outcome based; Healthy Longford will provide each community with measuring/reporting tools based on which outcome is being completed. These will need to be returned on completion of program.
12. Grant monies must be expended and drawn down from Healthy Longford by November 2024. Photographic evidence may be required to facilitate draw down of grants.
13. Healthy Longford must be publicly acknowledged in all materials associated with the purpose of the grant. Logos, taglines, and publicity information will be provided to successful applicants.
14. Online EOI forms should be submitted no later than the closing date of **Monday, 08 January at 5pm**. Please ensure this EOI form is completed in full. Incomplete EOIs cannot be assessed.
15. Eligible EOIs will be notified by 19 January 2024 and will be invited to make a full application.
16. Late applications will not be considered.
17. The decisions of Healthy Longford are final.
19. Projects must be completed by October 2024 with submission of final report and claim for all monies made by 30 November 2024.

Any queries can be submitted to [Lmchugh@longfordcoco.ie](mailto:Lmchugh@longfordcoco.ie)