

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
<b>Organisation Details</b>				
1	Telephone No.		Y	Numerics Only
2	Fax No.		N	Numerics Only
3	Website (if available)		N	Accepts Text and Numerics
4	Name of Chairperson		Y	Text
5	Contact No. of Chairperson		Y	Numerics Only
6	Name of Treasurer		Y	Text
7	Contact No. of Treasurer		Y	Numerics Only
<b>About your Organisation</b>				
1	Year Established		N	Numerics Only
2	Charity status No. (if applicable)		N	Accepts Text and or Numerics
3	Legal status of the organisation		N	Accepts Text and or Numerics
4	Is your organisation part of or formally affiliated with another organisation(s)		Y	Choose either Yes or No
4.1		Please provide details	Y	Accepts Text and or Numerics
5	Has your organisation been known under a different name(s) in the past or merged with/taken over responsibilities for any other organisation in the last year?		Y	Accepts Text and or Numerics
5.1		Please provide details	Y	Accepts Text and or Numerics
6	Is the organisation's premises – Owned, Leased, Rented or Not Applicable?		Y	Choose an option from the drop down box
6.1		What is the term remaining on the lease/rental agreement?	Y	Accepts Text and Numerics
<b>Structure of Organisation</b>				
1	Please list the Names and Positions of All officers, directors and Members of the Board of the organisation (separated by commas)		Y	Accepts Text and Numerics
2	Total number of full-time paid staff		Y	Numerics Only
3	Total number of part-time paid staff		Y	Numerics Only
4	Total number of volunteers		Y	Numerics Only

5	From the above supplied staff numbers are any staff posts currently Irish Government funded?		Y	Choose either Yes or No
5.1		Of those, how many are full-time?	Y	Numerics Only
5.2		And how many are part-time?	Y	Numerics Only
<b>Objectives of Organisation</b>				
1	Please outline the objectives of your organisation		Y	Accepts Text and Numerics limited to 1000 characters
2	Please outline your organisation's current programmes and activities		Y	Accepts Text and Numerics limited to 1000 characters
3	Please outline your organisation's planned programmes and activities for the coming year		Y	Accepts Text and Numerics limited to 1000 characters
4	Who avails of the programmes and activities your organisation currently provides?		Y	Accepts Text and Numerics limited to 1000 characters
5	What is the total number of persons availing of your organisations programmes and activities?		Y	Numerics Only
6	Of the total number of persons availing of your organisation's programmes and activities, how many of these persons would be Irish or of Irish descent?		Y	Numerics Only
<b>Funding</b>				
1	Did the organisation receive Emigrant Support Services funding in the previous 12 month period?		Y	Choose either Yes or No
1.1		Please state the total amount received (in your local currency)	Y	Numerics Only
1.2		Please state the name(s) of the project(s) which received funding and breakdown the amount awarded to each project.	Y	Accepts Text and Numerics
1.3		Has the funding awarded been spent in full?	Y	Choose either Yes or No
		If no, please indicate the amount of ESP funding unspent, explain why this is the case and when it is anticipated that the funding will be spent	Y	Accepts Text and Numerics
		Have there been any major changes to the organisation since the grant was made (eg key personnel, committee members, funding premises, etc.)?	Y	Accepts Text and Numerics

2	Did the organisation receive any other Irish Government funding in the previous 12 month period?			Choose either Yes or No
2.1		Please state the total amount received (in your local currency)	Y	Numerics Only
2.2		Please state the name(s) of the Government Department(s) or State Agency which supplied funding	Y	Accepts Text and Numerics
3	Did the organisation receive funding from any other source in the previous 12 months? (e.g.statutory, charitable donations,fundraising, membership fees etc.)		Y	Choose either Yes or No
		Source	Y	Accepts Text and Numerics
		Amount (in your local currency)	Y	Numerics Only
4	Please outline the organisation's long term funding strategy		Y	Accepts Text and Numerics limited to 1000 characters
	<b>Capital Funding Grant</b>			
	<b>All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency</b>			
1	Name of Project:		Y	Accepts Text and Numerics
2	Description of the Project:		Y	Accepts Text and Numerics limited to 1000 characters
3	Total Cost of Project:		Y	Numerics Only
4	Please provide a breakdown of the total costs for this project		Y	Accepts Text and Numerics
5	Amount of funding sought from Irish Government for this project		Y	Numerics Only
6	Please provide a breakdown of the cost of the project which would be financed by Irish Government funding, (including staffing costs if applicable):		Y	Accepts Text and Numerics
7	Has funding been secured from other sources for this project?:		Y	Choose either Yes or No
7.1		Please state additional sources of funding and amounts:	Y	Accepts Text and Numerics
8	Where will any shortfall in the overall funding of the project be secured from?		Y	Accepts Text and Numerics
	<b>Monitoring &amp; Evaluation</b>			
9	How will expenditure on this project be monitored?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation and its clients (please include total number of clients who will benefit from this project)?		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish Clients will benefit from this project?		Y	Numerics Only

	<b>You will be required to upload a copy of the Development Plan/Schedule of Works/Quotation, at this stage</b>			
	<b>Heritage Grant</b>			
	<b>All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency</b>			
1	Name of Project:		Y	Accepts Text and Numerics
2	Description of the Project		Y	Accepts Text and Numerics limited to 1000 characters
3	How will this project maintain and promote Irish heritage and identity?		Y	Accepts Text and Numerics limited to 1000 characters
4	Total Cost of Project :		Y	Numerics Only
5	Please provide a breakdown of the total costs for this project (including staffing costs if applicable):		Y	Accepts Text and Numerics
6	Amount of funding sought from Irish Government for this project:		Y	Numerics Only
7	Please provide a breakdown of the cost of the project which would be financed by Irish Government funding, (including staffing costs if applicable):		Y	Accepts Text and Numerics
8	Has funding been secured from other sources for this project?:		Y	Choose either Yes or No
8.1		Please state additional sources of funding and amounts:	Y	Accepts Text and Numerics
9	Where will any shortfall in the overall funding of the project be secured from?		Y	Accepts Text and Numerics
	<b>Monitoring &amp; Evaluation</b>			
10	How will expenditure on this project be monitored?		Y	Accepts Text and Numerics limited to 1000 characters
11	How will this project when completed benefit the organisation and its clients (please include total number of clients who will benefit from this project)?		Y	Accepts Text and Numerics limited to 1000 characters
12	How many Irish Clients will benefit from this project?		Y	Numerics Only
13	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		<b>Staff Element</b>		
13.1		State total amount of funding sought for posts relating to this project (including salary and running costs):	Y	Numerics Only
13.2		How many posts specific to this project will be funded?:	Y	Numerics Only
13.3		Full-time Positions	Y	Numerics Only
13.4		Part-time Positions	Y	Numerics Only

	<b>Staff Details - These questions are part of the follow-on questions for the Staff Element. It should be noted that every post will require an individual section completed.</b>			
13.5	Job Title:		Y	Accepts Texts and Numerics
13.6	Briefly describe the responsibilities of the post:		Y	Accepts Text and Numerics limited to 1000 characters
13.7	Is this post an existing Irish Government Funded post?		Y	Choose either Yes or No
13.7.1		Please state the amount of Irish Government funding given to this post in the previous 12 month period :	Y	Numerics Only
13.8	Is the person already recruited?		Y	Choose either Yes or No
13.8.1		What date did they start employment? (dd-mm-yyyy)	Y	You must use the calendar provided to enter the date
13.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
13.1	Please state hours per week, as per employment agreement:		Y	Numerics Only
13.11	Please state the Annual Salary of this post:		Y	Numerics Only
13.12	Please itemise the total cost of this post to the organisation (including salary, national insurance, running costs and Pension if applicable):		Y	Accepts Texts and Numerics
13.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
13.14	Briefly outline how this post does and will contribute to the current programme and activities of the organisation:		Y	Accepts Texts and Numerics
<b>Welfare (Elderly Services) Grant</b>				
<b>All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency</b>				
1	Name of Project:		Y	Accepts Text and Numerics
2	Description of the Project		Y	Accepts Text and Numerics limited to 1000 characters
3	Total Cost of Project:		Y	Numerics Only
4	Please provide a breakdown of the total costs for this project (including staffing costs if applicable):		Y	Accepts Text and Numerics
5	Amount of funding sought from Irish Government for this project:		Y	Numerics Only
6	Please provide a breakdown of the cost of the project which would be financed by Irish Government funding, (including staffing costs if applicable):		Y	Accepts Text and Numerics
7	Has funding been secured from other sources for this project?:		Y	Choose either Yes or No
7.1		Please state additional sources of funding and amounts:	Y	Accepts Text and Numerics

8	Where will any shortfall in the overall funding of the project be secured from?		Y	Accepts Text and Numerics
	<b>Monitoring &amp; Evaluation</b>			
9	How will expenditure on this project be monitored?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation and its clients (please include total number of clients who will benefit from this project)?		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish Clients will benefit from this project?		Y	Numerics Only
12	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		<b>Staff Element</b>		
12.1		State total amount of funding sought for posts relating to this project (including salary and running costs):	Y	Numerics Only
12.2		How many posts specific to this project will be funded?:	Y	Numerics Only
12.3		Full-time Positions	Y	Numerics Only
12.4		Part-time Positions	Y	Numerics Only
	<b>Staff Details - These questions are part of the follow-on questions for the Staff Element. It should be noted that every post will require an individual section completed.</b>			
12.5	Job Title:		Y	Accepts Texts and Numerics
12.6	Briefly describe the responsibilities of the post:		Y	Accepts Text and Numerics limited to 1000 characters
12.7	Is this post an existing Irish Government Funded post?		Y	Choose either Yes or No
12.7.1		Please state the amount of Irish Government funding given to this post in the previous 12 month period: *	Y	Numerics Only
12.8	Is the person already recruited?		Y	Choose either Yes or No
12.8.1		What date did they start employment? (dd-mm-yyyy)*	Y	You must use the calendar provided to enter the date
12.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
12.10	Please state hours per week, as per employment agreement:		Y	Numerics Only
12.11	Please state the Annual Salary of this post:		Y	Numerics Only
12.12	Please itemise the total cost of this post to the organisation (including salary, national insurance, running costs and Pension if applicable):		Y	Accepts Texts and Numerics
12.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only

12.14	Briefly outline how this post does and will contribute to the current programme and activities of the organisation:		Y	Accepts Texts and Numerics
	<b>Welfare (Other Services) Grant</b>			
	<b>All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency</b>			
1	Name of Project:		Y	Accepts Text and Numerics
2	Description of the Project		Y	Accepts Text and Numerics limited to 1000 characters
3	Total Cost of Project:		Y	Numerics Only
4	Please provide a breakdown of the total costs for this project (including staffing costs if applicable):		Y	Accepts Text and Numerics
5	Amount of funding sought from Irish Government for this project:		Y	Numerics Only
6	Please provide a breakdown of the cost of the project which would be financed by Irish Government funding, (including staffing costs if applicable):		Y	Accepts Text and Numerics
7	Has funding been secured from other sources for this project?:		Y	Choose either Yes or No
7.1		Please state additional sources of funding and amounts:	Y	Accepts Text and Numerics
8	Where will any shortfall in the overall funding of the project be secured from?		Y	Accepts Text and Numerics
	<b>Monitoring &amp; Evaluation</b>			
9	How will expenditure on this project be monitored?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation and its clients (please include total number of clients who will benefit from this project)?		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish Clients will benefit from this project?		Y	Numerics Only
12	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		<b>Staff Element</b>		
12.1		State total amount of funding sought for posts relating to this project (including salary and running costs):	Y	Numerics Only
12.2		How many posts specific to this project will be funded?:	Y	Numerics Only
12.3		Full-time Positions	Y	Numerics Only
12.4		Part-time Positions	Y	Numerics Only
	<b>Staff Details - These questions are part of the follow-on questions for the Staff Element. It should be noted that every post will require an individual section completed.</b>			

12.5	Job Title:		Y	Accepts Texts and Numerics
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12.7.1		Please state the amount of Irish Government funding given to this post in the previous 12 month period: *	Y	Numerics Only
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12.11	Please state the Annual Salary of this post:		Y	Numerics Only
12.12	Please itemise the total cost of this post to the organisation (including salary, national insurance, running costs and Pension if applicable):		Y	Accepts Texts and Numerics
12.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
12.14	Briefly outline how this post does and will contribute to the current programme and activities of the organisation:		Y	Accepts Texts and Numerics