No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
	Organisation Details			
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
	About Your Organisation			
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 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 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
	Structure of Organisation			
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

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
	Objectives of Organisation			
1	Please outline the main objective of your organisation and indicate clearly how the organisation benefits the Irish community		Y	Accepts Text and Numerics limited to 1000 characters
2	Please outline your organisation's programme and activities, both current and planned for the coming year		Y	Accepts Text and Numerics limited to 1000 characters
3	Please provide details of your organisation's planned fundraising activities for the coming twelve months, including the number of events to be held		Y	Accepts Text and Numerics limited to 1000 characters
4	Please identify who avails of the programmes and activities your organisation currently provides - including the region/city area the service covers		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 born ?		Y	Numerics Only
7	Other than Irish-born, of the total number of persons availing of your organisations programmes and activities, how many of these persons would be of Irish descent ?		Y	Numerics Only
	Funding			
1	Did the organisation receive Emigrant Support Programme funding in the previous 12 month period?		Y	Choose either Yes or No
1.1		Please state the total amount of funding received (in your local currency)	Y	Numerics Only
You must now input information on each project which received funding in the previous 12 months. Remember to click 'Save This Project' after all questions pertaining to the project have been completed.				
1.1.1		Project Name	Y	Accepts Text and Numerics
1.1.2		Funding Awarded to Project (in your local currency)	Y	Numerics Only
1.1.3		Has the funding awarded for the project been spent in full?	Y	Choose either Yes or No

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
1.1.4		If no, please indicate the amount of ESP funding unspent, and explain why this is the case and when it is anticipated that the funding will be spent	Y	Accepts Text and Numerics
1.1.5		Have there been any major changes to this project since the grant was made (eg key personnel, 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 and for what purposes was the funding awarded	Y	Accepts Text and Numerics
3	Did the organisation receive funding from any other source in the previous 12 months?		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 funding strategy, over the next 18 months, which should identify all avenues of possible revenue generation, i.e. Statutory, fund-raising, membership fees, sponsorship etc.		Y	Accepts Text and Numerics limited to 1000 characters

Please submit, via upload, a copy of your organisation's certified or audited accounts for the most recently completed financial year. You can only upload one document - therefore, if your account details are spread over more than one document, you must collate all documents before uploading.

Note that you can ONLY upload files of type Microsoft Word, Adobe PDF or Microsoft Excel, any other file types will not be accepted. The maximum file size for this uploaded document is 10mb.

Accounts must be either audited or certified by a practising accountant that they are fully in order, (If your organisation received funding in the previous 12 months, please refer to point 4 in your organisations Letter of Offer, to identify the correct account type to submit) failure to provide the proper accounts when submitting an application for funding consideration may nullify the application.

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
	Capital Funding Grant - Projects involving the construction, refurbishment or purchase of capital assets.			
	All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency			
1	Name of Project:		Y	Accepts Text and Numerics
2	Please briefly describe the project, stating the objectives and outlining clearly, how the project meets the objectives of ESP		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, noting only funding already secured should be included here:	Y	Accepts Text and Numerics
8	Please provide details of how any shortfall in the overall funding of this project will be generated/secured to ensure all activities listed within the application will be achieved		Y	Accepts Text and Numerics
	Monitoring & Evaluation			
9	How will expenditure on this project be monitored and the outcomes evaluated?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation clients and in particular the Irish community? (Please include total number of clients who will benefit from this project, noting that this figure should not be footfall but the number of individuals who will benefit e.g if a club has 100 members and runs weekly, THE ANSWER IS 100 **NOT** 5,200 - 100 members x 52 weeks)		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish born clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
12	Other than Irish-born, how many clients of Irish-descent will benefit from this project ? (As in the previous questions, this figues should not be footfall but the actual number of individuals)		Y	Numerics Only
13	Please identify how the number of total clients/ Irish clients is measured and monitored within this project:		Y	Accepts Text and Numerics limited to 1000 characters

You will be required to upload a copy of the Development Plan/Schedule of Works/Quotation, at this stage.

All Capital Projects are required to have matched funding in place and also provide documentation in support of the application for funding. The minimum supporting documentation must be 3 competitive quotes.

You will now have to upload a copy of the Development Plan/Schedule of Works/Quotation for your Capital Project grant.You can only upload one document - therefore, if your Plan/Schedule of works/Quotations are spread over more than one document, you must collate all documents before uploading. For the purposes of Capital projects 3 competitive quotes will be required for all projects.

Note that you can **ONLY upload files of type Microsoft Word, Adobe PDF or Microsoft Excel**, any other file types will not be accepted. The **maximum file size** for this uploaded document is **10mb**.

Failure to provide sufficient supporting documentation may nullify an application for funding consideration.

	Heritage Grant - Project involving the promotion and maintenance of Irish heritage and identity overseas.			
	All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency			
1	Name of Project:		Y	Accepts Text and Numerics
2	Please briefly describe the project, stating the objectives and outlining clearly, how the project meets the objectives of ESP		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

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
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, noting only funding already secured should be included here:	Y	Accepts Text and Numerics
9	Please provide details of how any shortfall in the overall funding of this project will be generated/secured to ensure all activities listed within the application will be achieved		Y	Accepts Text and Numerics
	Monitoring & Evaluation			
10	How will expenditure on this project be monitored and the outcomes evaluated?		Y	Accepts Text and Numerics limited to 1000 characters
11	How will this project when completed benefit the organisation clients and in particular the Irish community? (Please include total number of clients who will benefit from this project, noting that this figure should not be footfall but the number of individuals who will benefit e.g if a club has 100 members and runs weekly, THE ANSWER IS 100 **NOT** 5,200 - 100 members x 52 weeks)		Y	Accepts Text and Numerics limited to 1000 characters
12	How many Irish born clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only
13	Other than Irish-born, how many clients of Irish-descent will benefit from this project ? (As in the previous questions, this figues should not be footfall but the actual number of individuals)		Y	Numerics Only
14	Please identify how the number of total clients/ Irish clients is measured and monitored within this project:		Y	Accepts Text and Numerics limited to 1000 characters
15	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		Staff Element		
15.1		State total amount of funding sought for posts relating to this project (This figure should only be for salary and National Insurance):	Y	Numerics Only
15.2		How many posts specific to this project will be funded?:	Y	Numerics Only

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
15.3		Full-time Positions	Y	Numerics Only
15.4		Part-time Positions	Y	Numerics Only
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.				
15.5	Job Title:		Y	Accepts Texts and Numerics
15.6	Briefly describe the responsibilities of the post and how it will contribute to the project:		Y	Accepts Text and Numerics limited to 1000 characters
15.7	Does this post currently receive funding from the Irish		Y	Choose either Yes or No
15.7.1		Please state the amount of Irish Government contribution given to this post in the previous grant round	Y	Numerics Only
15.8	Is the person already recruited?		Y	Choose either Yes or No
15.8.1		What date did they start employment? (dd-mm-yyyy)	Y	You must use the calendar provided to enter the date
15.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
15.1	Please state hours per week, as per employment agreement:		Y	Numerics Only
15.11	Please state the Annual Salary of this post:		Y	Numerics Only
15.12	Please itemise the cost of this post to the organisation (Salary, National Insurance and Pension if applicable):		Y	Accepts Texts and Numerics
15.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
15.14	Please provide details of how any shortfall in the funding of this post will be generated/secured to ensure all service obligations, as listed within the application, are fulfilled.		Y	Accepts Texts and Numerics
	Welfare (Elderly Services) Grant			
	All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency			
1	Name of Project:		Y	Accepts Text and Numerics
2	Please briefly describe the project, stating the objectives and outlining clearly, how the project meets the objectives of ESP		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

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
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, noting only funding already secured should be included here:	Y	Accepts Text and Numerics
8	Please provide details of how any shortfall in the overall funding of this project will be generated/secured to ensure all activities listed within the application will be achieved		Y	Accepts Text and Numerics
	Monitoring & Evaluation			
9	How will expenditure on this project be monitored and the outcomes evaluated?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation clients and in particular the Irish community? (Please include total number of clients who will benefit from this project, noting that this figure should not be footfall but the number of individuals who will benefit e.g if a club has 100 members and runs weekly, THE ANSWER IS 100 **NOT** 5,200 - 100 members x 52 weeks)		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish born clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only
12	Other than Irish-born, how many clients of Irish-descent will benefit from this project ? (As in the previous questions, this figues should not be footfall but the actual number of individuals)		Y	Numerics Only
13	Please identify how the number of total clients/ Irish clients is measured and monitored within this project:		Y	Accepts Text and Numerics limited to 1000 characters

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
14	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		Staff Element		
14.1		State total amount of funding sought for posts relating to this project (This figure should only be for salary and National Insurance):	Y	Numerics Only
14.2		How many posts specific to this project will be funded?:	Y	Numerics Only
14.3		Full-time Positions	Y	Numerics Only
14.4		Part-time Positions	Y	Numerics Only
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.				
14.5	Job Title:		Y	Accepts Texts and Numerics
14.6	Briefly describe the responsibilities of the post and how it will contribute to the project:		Y	Accepts Text and Numerics limited to 1000 characters
14.7	Does this post currently receive funding from the Irish		Y	Choose either Yes or No
14.7.1		Please state the amount of Irish Government contribution given to this post in the previous grant round	Y	Numerics Only
14.8	Is the person already recruited?		Y	Choose either Yes or No
14.8.1		What date did they start employment? (dd-mm-yyyy)	Y	You must use the calendar provided to enter the date
14.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
14.1	Please state hours per week, as per employment agreement:		Y	Numerics Only
14.11	Please state the Annual Salary of this post:		Y	Numerics Only
14.12	Please itemise the cost of this post to the organisation (Salary, National Insurance and Pension if applicable):		Y	Accepts Texts and Numerics
14.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
14.14	Please provide details of how any shortfall in the funding of this post will be generated/secured to ensure all service obligations, as listed within the application, are fulfilled.		Y	Accepts Texts and Numerics

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
	Welfare (Other Services) Grant			
	All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency			
1	Name of Project:		Y	Accepts Text and Numerics
2	Please briefly describe the project, stating the objectives and outlining clearly, how the project meets the objectives of ESP		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, noting only funding already secured should be included here:	Y	Accepts Text and Numerics
8	Please provide details of how any shortfall in the overall funding of this project will be generated/secured to ensure all activities listed within the application will be achieved		Y	Accepts Text and Numerics
	Monitoring & Evaluation			
9	How will expenditure on this project be monitored and the outcomes evaluated?		Y	Accepts Text and Numerics limited to 1000 characters
10	How will this project when completed benefit the organisation clients and in particular the Irish community? (Please include total number of clients who will benefit from this project, noting that this figure should not be footfall but the number of individuals who will benefit e.g if a club has 100 members and runs weekly, THE ANSWER IS 100 **NOT** 5,200 - 100 members x 52 weeks)		Y	Accepts Text and Numerics limited to 1000 characters
11	How many Irish born clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
12	Other than Irish-born, how many clients of Irish-descent will benefit from this project ? (As in the previous questions, this figues should not be footfall but the actual number of individuals)		Y	Numerics Only
13	Please identify how the number of total clients/ Irish clients is measured and monitored within this project:		Y	Accepts Text and Numerics limited to 1000 characters
14	Within this project, will any Irish Government funding sought be used to fund posts?:		Y	Choose either Yes or No
		Staff Element		
14.1		State total amount of funding sought for posts relating to this project (This figure should only be for salary and National Insurance):	Y	Numerics Only
14.2		How many posts specific to this project will be funded?:	Y	Numerics Only
14.3		Full-time Positions	Y	Numerics Only
14.4		Part-time Positions	Y	Numerics Only
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.				
14.5	Job Title:		Y	Accepts Texts and Numerics
14.6	Briefly describe the responsibilities of the post and how it will contribute to the project:		Y	Accepts Text and Numerics limited to 1000 characters
14.7	Does this post currently receive funding from the Irish		Y	Choose either Yes or No
14.7.1		Please state the amount of Irish Government contribution given to this post in the previous grant round	Y	Numerics Only
14.8	Is the person already recruited?		Y	Choose either Yes or No
14.8.1		What date did they start employment? (dd-mm-yyyy)	Y	You must use the calendar provided to enter the date
14.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
14.1	Please state hours per week, as per employment agreement:		Y	Numerics Only
14.11	Please state the Annual Salary of this post:		Y	Numerics Only

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
14.12	Please itemise the cost of this post to the organisation (Salary, National Insurance and Pension if applicable):		Y	Accepts Texts and Numerics
14.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
14.14	Please provide details of how any shortfall in the funding of this post will be generated/secured to ensure all service obligations, as listed within the application, are fulfilled.		Y	Accepts Texts and Numerics
Business Networks - Projects to support Irish business networks overseas.				
All Amounts/Totals/Breakdowns supplied in this Project Application should be entered in your local currency				
1	Name of Project:		Y	Accepts Text and Numerics
2	Please briefly describe the project, stating the objectives and outlining clearly, how the project meets the objectives of ESP		Y	Accepts Text and Numerics limited to 1000 characters
3	How will this project contribute to promoting Irelands trade priorities, economic recovery or the enhancement of our international reputation?		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, noting only funding already secured should be included here:	Y	Accepts Text and Numerics
9	Please provide details of how any shortfall in the overall funding of this project will be generated/secured to ensure all activities listed within the application will be achieved		Y	Accepts Text and Numerics
Monitoring & Evaluation				
10	How will expenditure on this project be monitored and the outcomes evaluated?		Y	Accepts Text and Numerics limited to 1000 characters

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
11	How will this project when completed benefit the organisation clients and in particular the Irish community? (Please include total number of clients who will benefit from this project, noting that this figure should not be footfall but the number of individuals who will benefit e.g if a club has 100 members and runs weekly, THE ANSWER IS 100 **NOT** 5,200 - 100 members x 52 weeks)		Y	Accepts Text and Numerics limited to 1000 characters
12	How many Irish Clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only
13	How many Irish born clients will benefit from this project? (As in the previous question this figure should not be footfall but the actual number of individuals)		Y	Numerics Only
14	Other than Irish-born, how many clients of Irish-descent will benefit from this project ? (As in the previous questions, this figues should not be footfall but the actual number of individuals)		Y	Numerics Only
15	Please identify how the number of total clients/ Irish clients is measured and monitored within this project:		Y	Accepts Text and Numerics limited to 1000 characters
		Staff Element		
15.1		State total amount of funding sought for posts relating to this project (This figure should only be for salary and National Insurance):	Y	Numerics Only
15.2		How many posts specific to this project will be funded?:	Y	Numerics Only
15.3		Full-time Positions	Y	Numerics Only
15.4		Part-time Positions	Y	Numerics Only
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.				
15.5	Job Title:		Y	Accepts Texts and Numerics
15.6	Briefly describe the responsibilities of the post and how it will contribute to the project:		Y	Accepts Text and Numerics limited to 1000 characters
15.7	Does this post currently receive funding from the Irish		Y	Choose either Yes or No

No.	Text of Question	Possible Follow-on Question	Is this question mandatory Y/N	Rule for Field
15.7.1		Please state the amount of Irish Government contribution given to this post in the previous grant round	Y	Numerics Only
15.8	Is the person already recruited?		Y	Choose either Yes or No
15.8.1		What date did they start employment? (dd-mm-yyyy)	Y	You must use the calendar provided to enter the date
15.9	As per employment agreement, please state the term of contract (in months) for this post:		Y	Numerics Only
15.1	Please state hours per week, as per employment agreement:		Y	Numerics Only
15.11	Please state the Annual Salary of this post:		Y	Numerics Only
15.12	Please itemise the cost of this post to the organisation (Salary, National Insurance and Pension if applicable):		Y	Accepts Texts and Numerics
15.13	Amount of Irish Government funding sought for this post:		Y	Numerics Only
15.14	Please provide details of how any shortfall in the funding of this post will be generated/secured to ensure all service obligations, as listed within the application, are fulfilled.		Y	Accepts Texts and Numerics