



## **Communicating Europe Initiative Applications for Funding 2019**

Applications are now being invited for funding under the Department of Foreign Affairs and Trade *Communicating Europe Initiative (CEI)* from voluntary organisations, educational bodies and civil society groups/bodies.

### **Purpose of funding**

Projects should be aimed at deepening public awareness of the role that the European Union plays in our daily lives and improving the quality and accessibility of public information on European issues, at local or national level.

Projects should seek to communicate European issues, the role of the European Union and Ireland's place in Europe.

### **Qualification and evaluation criteria**

In order to qualify for consideration, applicants will have to confirm compliance with the conditions of the scheme as to funding and timescale for delivery. The evaluation criteria will include:

- the quality and relevance of the proposal;
- the likely impact of the project relative to the size of the grant sought. In this regard projects with a regional/national outreach are particularly encouraged.
- the nature of promotional activities planned.

### **Budget and grants available**

The allocation for the CEI in 2019 is €100,000. While decisions on the number and level of grant will be dependent on the number and range of proposals received, it is envisaged that the **maximum grant awarded will be €15,000.**

### **Application process**

The closing date for funding applications is **Friday 12<sup>th</sup> April 2019.**

Please return your completed application via email to [cei@dfa.ie](mailto:cei@dfa.ie).

Alternatively, if you would like to return this via post, please send your application to be received by 12<sup>th</sup> April 2019 to: Stephen Hickey, Communicating Europe Initiative, Department of Foreign Affairs and Trade, 22-25 Clare Street, Dublin 2.

You can also contact us via [cei@dfa.ie](mailto:cei@dfa.ie) or via phone at 01 408 2764 if you have any queries. Applicants will be notified of funding decisions by end April. Projects must be carried out before the end of 2019.

Canvassing will disqualify.

Tá leagan Gaeilge den fhoirm seo ar fáil ach é a iarraidh.

**Communicating Europe Initiative  
EU Institutions and Coordination Unit  
Department of Foreign Affairs and Trade  
March 2019**





## Communicating Europe Initiative 2019

### Application Form

*\*\* Please note: Applicants may alter the formatting of this form as necessary \*\**

#### **1. Contact and project details**

1. Name of Organisation:
2. Address of Organisation:
3. Website:
4. Title of Project:
5. Funding requested:
6. Project Manager name, position, email and telephone number:

#### **2. Your Organisation**

7. Please provide information about your organisation, including its aims, membership, and governance.
8. Has your organisation previously organised an event or project with a European theme? If so, did it receive funding from the Communicating Europe Initiative?

#### **3. Project Implementation**

9. Please describe the proposed project in **no more than 500 words**, to include:
- 1) **Project type/purpose and relevant information** (For publication or website-based projects, please give relevant titles and web address and circulation statistics. For event-based projects, please state venue, indicative date and anticipated attendance).
  - 2) **Who the project is aimed at/target audience**
  - 3) **The timetable for the project**
  - 4) **Promotional plans**
  - 5) **The goals and envisaged outcomes of the project and how achievement will be measured/demonstrated**
  - 6) **How the project meets the criteria for funding**
  - 7) **Other information which you consider relevant** (more extensive information can be attached if required).

#### 4. Financial information

10. How much funding is being sought from the Communicating Europe Initiative? **The maximum grant available is €15,000.**
11. Indicate total cost of the project and other sources of funding, where applicable.
12. Itemise all costs for the proposed project. **Note that additional documentation may be sought by the Department of Foreign Affairs and Trade.**

#### 5. Declaration

**I hereby declare that the particulars given in this application are correct.**

**I have read the attached terms and conditions of the scheme, and confirm that the proposal complies with the conditions of the scheme as to funding and timescale for delivery.**

Signature:

Name (in block capitals):

Date:



## Communicating Europe Initiative 2019

### Standard terms and conditions

1. The grant should only be used in support of the project as set out in the funding application. Any proposed substantial amendment to the programme or to its timing should be notified in advance to the Department of Foreign Affairs and Trade and agreed in writing.
2. Financial support is given on the understanding that the grant is properly administered, that activities funded under the budget shall be recorded fully and accurately and that funds shall be assigned to the project only by persons whom you have empowered to do so.
3. As the Department cannot fund projects retrospectively, the work to be funded must begin after the Department's offer is accepted from April 2018. As the Department cannot roll over funding from one year to the next, all projects must be completed by **30 November 2019**.
4. The Department does not specify the number of projects to be funded or the individual grant amounts. €100,000 will be available for CEI projects with the maximum grant amount payable of €15,000. The amount granted may be lower than the amount sought and, in this event, applicants should have contingency plans to enable the project to proceed.
5. The assistance of the Communicating Europe Initiative and the Department of Foreign Affairs and Trade must be acknowledged in all publicity relating to the project. Government of Ireland and Communicating Europe Logos will be provided for downloading.

### Reporting requirements

6. Grantees are required to submit a concise report to the Department of Foreign Affairs and Trade, **not later than one month after completion of the project**, describing the

activities undertaken. For any project which concludes late in the year, an interim report may be submitted not later than 30 November 2019, followed by the final report within one month of completion of the project.

7. The report should include the following:

- Description of the activity/event undertaken and the extent to which planned outcomes were achieved;
- An assessment of the impact of the activity/event on public awareness and understanding of the European Union in Ireland (including statistics on attendance, reach to target audience, promotional activities undertaken etc)
- any other information which you consider relevant or feedback on the project generally.

8. For event-based projects, digital links and media files (pictures, video, website links etc) should be provided for use on the Department's website or for other publicity purposes.

#### **Payment arrangements**

9. For any grant up to and including €5,000 the full amount will be paid up-front. For larger grants, 75% of the grant amount will be paid up-front with the balance payable upon submission of the final report. **All claims for payment must be made not later than 30 November 2019. It will not be possible to make payments for any claims submitted after that date.**

10. Any part of the grant paid which has not been spent must be refunded to the Department of Foreign Affairs and Trade within one month of completion of the project. The Department reserves the right to charge interest, at ECB base rate, on any outstanding monies from the date of project completion.

#### **Accounting requirements**

11. Grantees are required to submit a financial statement detailing all expenditure and originals of all invoices, vouchers and supporting documentation, to the Department of Foreign Affairs and Trade, not later than three months after completion of the project.

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