

## **Healthy Galway City 2025 Community Grant**

### **Guidelines**

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.**

#### **1. Introduction**

Healthy Ireland (HI) is a national government-led strategy aimed at improving the health and wellbeing of everyone living in Ireland.

The Healthy Ireland initiative is funded by the Department of Health (DoH) and administered by the Galway City Local Community Development Committees (LCDC) in the Galway City Council area.

The Department provides funding to Galway City Council and Galway City LCDC then administer this funding locally to ensure funding is targeted appropriately towards addressing health inequalities in the areas that need it most.

Healthy Ireland focuses on improving people's health and wellbeing. Its goal is to prevent chronic disease by encouraging healthy lifestyle behaviours and creating healthier environments.

There are 4 central goals in Healthy Ireland.

These include:

- increasing the amount of people who are healthy
- reducing health inequalities
- protecting the public from threats to health and wellbeing
- creating an environment where every individual and sector can play their part in achieving a healthy Ireland

The Healthy Galway City 2025 Community Grant will support community groups and clubs in Galway City Council's administrative area.

This funding will help communities, community groups and clubs, allowing them to continue to provide valuable services to the people in their area, and in the process improve the health and wellbeing of people living and working in Galway City.

**The Healthy Galway City 2025 Community Grant awards range from €1,000 to €5,000.**

Applications can only be made online at <https://submit.link/3jh> by Friday 21st February 2025 at 4.00 p.m.

#### **2. Who is eligible to apply?**

Public/community/voluntary organisations, independent charitable organisations and organisations representing specific target groups can apply.

Commercial organisations, statutory agencies, and individuals are **not eligible** for funding.

### **3. What projects are eligible for funding?**

#### **3a. What costs are eligible for funding?**

The following provides a non-exhaustive list of projects that could receive funding under the programme:

- Project costs associated with health and wellbeing promoting initiatives, for both physical and mental health
- Tutors / facilitators / coaches / consultants (Third party only e.g., hourly rate and number of full-time equivalents used to calculate the cost.)
- Venue / room hire / meeting costs
- Course materials e.g., art materials, ingredients for cookery programmes, books, craft supplies
- Equipment e.g., sports, playground, library, cooking
- Material aids for participation in sport or physical activity e.g., swimming goggles, swimming hats, boxing gloves, sports jerseys
- Publicity and marketing e.g., signage for sports, play and leisure amenities
- Refreshments (when provided as part of an eligible event, in line with Government guidance and healthy eating)

#### **Target groups**

This funding is targeted towards supporting communities that are impacted by disadvantage as identified in the [Galway City Local Economic Community Plan 2024 – 2029](#).

#### **3b. What is not eligible for funding?**

The following expenditure is not eligible for funding:

- Activities 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](#)
- Current costs i.e., energy costs/bills (electricity costs, refuse charges, heating charges), rental/lease costs, insurance bills
- Recruitment costs
- Retrospective costs i.e., expenditure incurred before funding is approved
- VAT costs (where the VAT costs can be re-claimed from Revenue)
- Bank charges such as interest costs, fines, financial penalties, and legal dispute costs
- Funds to build up reserves or a surplus
- Sponsorship and charitable donations

- Vehicles or other mobile assets not directly linked to eligible activities. This includes the costs associated with the procurement of such items
- The purchase of land, buildings and/or large-scale refurbishment of buildings including schools
- Routine repairs and maintenance of buildings
- Single use plastics as part of merchandising costs such as forks, balloons, and straws
- Notional costs or opportunity costs i.e., all costs must be real costs that are paid out to a third party
- Costs for staff, actions, equipment, and programmes already supported by statutory and public funding
- Existing rental costs or space costs
- Redundancy costs
- In-kind contributions: all costs must represent real costs that are paid out to a third party
- Depreciation of fixed assets
- Vouchers e.g., gift vouchers
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- Costs which are being paid for by another funder or department
- Social prescribing and Healthy Food Made Easy (HFME) programmes, as these are now being mainstreamed within the HSE.
- The delivery of services in a setting that is not inclusive of the target community or charges a fee to participants
- Programmes related to the 'Responsible Serving of Alcohol' as this is the responsibility of the drinks industry
- Any initiatives that are associated with the alcohol industry, including Purple Flag and drinkaware.ie
- Communication materials other than key messages in [My Child - HSE.ie](https://www.hse.ie/eng/children/mychild) or specific to Adverse Childhood Experiences (ACEs) evidence-based materials
- Promotion or linkages to breastmilk substitutes
- Weight management programmes
- Activities that involve partnerships with the 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 programmes that place sole emphasis on weight loss as an outcome
- Any engagement with the tobacco industry or vape industry
- The development of new health and wellbeing programmes or resources for schools

- Talks/testimonials in schools from people that have experienced mental health problems or substance misuse/addiction.

This is an indicative list of ineligible costs, it is not an exhaustive list.

#### **4. Requirements of the Programme**

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. Galway City Council will discuss this with you, if your application is successful.

##### **Tax Requirements**

- The applicant group/organisation does not have to be registered for tax purposes.
- Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.

**Insurance** – Written evidence of a valid insurance policy may be requested by Galway City Council, where relevant, during the applications review process. Grantees are required to indemnify and keep indemnified ‘Galway City Council’ in respect of any loss, damage or breach of agreement relating to the funded project.

**Acknowledgment of funding** - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Galway City Council or Galway City LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation’s website or social media platforms.

Where signage is developed it must acknowledge the contribution of Galway City Council.

Grant merchandise, publicity documentation, press releases, website and other media are required to:

- Acknowledge and use the logo of the ‘Government of Ireland’, ‘Healthy Ireland Fund’, ‘Galway City Council’ and ‘Pobal’ by using their respective logos.

**General conditions** - The funding must only be used for the purposes specified in your application. The funding must be spent before Friday 17<sup>th</sup> October 2025.

**Please note:** the only method of payment for any grant approved will be Electronic Funds Transfer. Community groups and clubs must have a bank account in the group’s name to be eligible for this funding.

## **5. Selection Criteria**

Applications will be evaluated by the Healthy Galway City subcommittee of the Galway City LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its LECF.

Projects must be in keeping with the vision of the programme, which is 'a Healthy Ireland, where everyone can enjoy physical and mental health and wellbeing to their full potential, where wellbeing is valued and supported at every level of society and is everyone's responsibility'.

Applications may also be judged having regard to how they:

- support local groups and clubs, which serve their communities;
- target disadvantaged, hard to reach groups/communities
- demonstrate the extent to which the project is evidence based and justified
- increase the number people that can be supported by the group, including through accessibility improvements, new community integration measures or safety improvements;
- represents value for money;
- have a positive impact on the environment;
- demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- intend to monitor and evaluate the project and report on related outcomes;
- show evidence of collaboration and co-production with target groups;
- demonstrate the experience and capacity of the Grantee to deliver the project
- exhibit the appropriateness and suitability of governance and financial management arrangements
- aim to achieve the outcome(s) of projects within the timeline of the grant funding

Projects may also be judged having regard to additional criteria deemed appropriate by the Healthy Galway City subcommittee which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in Galway City Council's administrative area.

Late submissions will not be accepted.

## **6. Corporate Governance and Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The

circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

Close attention must be given to the governance arrangements for managing, delivering and monitoring the project.

## **7. Approval Procedures:**

All applications for funding under this programme received by the Healthy Galway City Steering Subcommittee will be reviewed and assessed to ensure consistency with:

- [Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025](#)
- [Healthy Ireland Strategic Action Plan 2021-2025](#)
- [HI Outcomes Framework Indicator Set](#)
- [The Galway City Local Economic and Community Plan \(LECP\) 2024 - 2029](#)

In deciding the final allocations of funding to projects, the Healthy Galway City Steering Subcommittee may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve).

Following the decision, each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

Galway City Council reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

### **Please Note:**

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support.

Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The Healthy Galway City Steering Subcommittee in evaluating proposals received may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

## **8. General**

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application, which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

Galway City Council, Galway City LCDC, or agents acting on their behalf may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The Healthy Galway City Steering Subcommittee reserves the right to request further information from you in order to assess your application if so required.

### **Usage of information**

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received, the Healthy Galway City Steering Subcommittee may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

### **Other**

- Applicant groups shall self-certify that they do not have the funding to undertake the costs, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element, or a portion of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- There is no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the Healthy Galway City Steering Subcommittee to ensure an even distribution of funding.
- Applicants are free to leverage other funding/match funding for projects although that is not a requirement of this programme.

- It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.

## 9. Reporting Requirements

### 9. a. Reporting and Review

Galway City LCDC has agreed that a Healthy Galway City Steering Subcommittee is established under its remit with a number of LCDC members sitting on this committee. The Healthy Galway City Steering Subcommittee will oversee the implementation of the actions to be carried out.

The Grantee agrees to provide progress reports to the Chief Officer, Galway City LCDC or his / her representative in relation to delivery of the project. Galway City Partnership also agrees to inform the Chief Officer, Galway City LCDC should any difficulties arise with delivery of the project within the agreed timeframe or if there will be any significant underspend. Any overspend cannot be funded by the Healthy Ireland Fund Round 4 2023 - 2025 and is the responsibility of the Grantee.

### 9. b. Reporting Timelines

The following table outlines all of the reporting requirements. Report templates will be provided. Completed templates must be returned by email to [candc@galwaycity.ie](mailto:candc@galwaycity.ie) by the due dates indicated below.

Type of Report	Report Detail	Reporting Period	Due Date
<b>Financial Reporting Requirements</b>	Healthy Galway City 2025 Community Grant Financial Expenditure Report	01 March 2025 – 17 October 2025	31 October 2025
<b>Narrative Reporting Requirements</b>	Healthy Galway City 2025 Community Grant Programme progress monitoring report	01 March 2025 – 17 October 2025	31 October 2025

### 9. c. Record Requirements

- The Grantee shall be responsible for maintaining correct books and records relating to the Healthy Galway City 2025 Community Grant which may be subject to audit and verification.
- Payments Journal/List of transactions incurred should be analysed across columns corresponding to the expenditure headings in the agreed budget.
- Copy of supporting bank statements for all transactions to evidence that payments have cleared the bank account during the period. A printout of the Cost Centre is also acceptable if bank statements are not available.



- Copies of all receipts and invoices.
- Certified Declaration from the partner organisation that verifies the true and accurate nature of the records and expenditure submitted.
- Copies of all of the above documentation should be forwarded to Galway City Council where it will be held in a dedicated Health Ireland Fund Round 4 file for review and audit by the Department on verification visits.

#### **9. d. Distributing funding to partner organisations**

Expenditure reported by partners to Galway City Council must be based on actual costs incurred – notional, opportunity or budgeted amounts are not considered to be eligible expenditure.

Galway City Council will seek the return of any unspent funds from the partner organisation in a timely manner at project conclusion.

#### **10. How to Apply**

##### **Application Form**

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete this online application form in full.**

Only projects that meet the criteria outlined above will be considered eligible.

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, and be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

Online applications only at <https://submit.link/3jh> by Friday 21st February 2025 at 4.00 p.m.

For any queries, please contact [candc@galwaycity.ie](mailto:candc@galwaycity.ie) or by phone to 091-536461/ 091-536358