

Grants for Voluntary Organisations

Providing Marriage, Child and Bereavement Counselling Services



1. Grants for Voluntary Organisations providing Marriage, Child and Bereavement Counselling Services

This booklet provides information on the annual grants available to support activity in the areas of:

- **Marriage/Couple Counselling**
- **Marriage Preparation Courses**
- **Child Counselling** in relation to parental separation
- **Bereavement Counselling and Support** on the death of a family member
- **Rainbows Programmes**

It outlines the application process, the criteria used to assess the application and the support documentation required.

2. Who Can Apply?

Voluntary Organisations providing:

- marriage/couple counselling services helping people to deal with difficulties they experience in their relationships
- marriage preparation programmes
- counselling services to children whose lives have been affected by parental separation
- bereavement counselling and support to families on the death of a family member
- Rainbows programmes

3. How are Applications Assessed?

The following criteria will be important in allocating grant funding:

- overall quality of application and value for money
- relevance of proposal to the objectives of the Grants Scheme
- number of clients using the low cost service in a particular area and the number of people waiting for an appointment
- evidence of organisational capacity and back up supports

The grant is intended to meet the costs of providing a low cost counselling/support service. Training and capital funding, e.g. funding for buildings, etc. is not fundable under the scheme.

4. Reporting

Please note that all groups receiving funding in 2012 will be required to complete a report on funded activity. A template will be provided for this purpose. (a copy of the activity report template is available on the FSA website)

Applications from groups funded in 2011 will not be considered unless reporting template has been submitted to the FSA.

5. Charitable Status

Groups recognised as Charities by the Revenue Commissioners do not need to produce a tax clearance Certificate but **must** quote your Charitable Status (CHY) Number on your application.

6. Tax Clearance Procedures

If you do not have charitable status, you must provide a tax reference number when applying for a grant. If you do not already have a tax number, you can obtain one from your Local or Regional Tax Office.

New applications must supply proof from the Revenue Commissioners of their tax reference number by providing a copy of the organisation's **current Tax Clearance Certificate**.

For grants over €6,500, a **current** tax clearance certificate, from the Revenue Commissioners, must be submitted with the application or at the earliest possible date afterwards.

Please note: Tax clearance certificates can be requested online at www.revenue.ie

Grants cannot be paid to groups who do not supply these details

7. Accounting for the Expenditure of Grant(s) received

If you received a grant last year the following accounts are required and should be submitted to the Family Support Agency with your application or at the earliest possible date afterwards.

- For grants **under** €12,700, an Income and Expenditure account showing amount of grant received and the opening and closing balances with original signatures of the Chairperson and Treasurer (or 2 main contacts in the organisation).
- For grants **over** €12,700, audited accounts are required showing clearly receipt and expenditure of the grant and with an original signature of the group's auditor.

For Grants over €12,000 a segmented sheet is required showing the FSA (only) income and expenditure breakdown of how the 2011 FSA grant was spent including original signatures of two directors or staff members. **Also** a separate letter is required from the groups auditor certifying that the grant was used for the purpose it was given.

No funding will issue to groups who have failed to submit outstanding accounts for grants received previously.

8 How to Apply

Application forms are available from the Family Support Agency or from our website - www.fsa.ie.

9 Closing Date – Friday 24th February, 2012 at 5.30pm

The closing date for receipt of applications is:

Friday, 24th February, 2012 at 5.30pm.

N.B: Please note that applications received after Friday, 24th February 2012 at 5.30pm will not be considered.

If you do not receive an acknowledgement within one week of forwarding your application, you should contact the Family Support Agency.

10. Payment Method

Direct Credit to Organisation / Group's Account

Grants approved under the 2012 Scheme of Grants will be paid by Electronic Funds Transfer to the Organisation's Bank / Building Society Account.

11. More Information

A current copy of the Organisations' Professional Indemnity Insurance Certificate or current individual insurance certificates are required with the application

Further information on the scheme can be obtained from:

The Family Support Agency (Counselling Grants Section)

St. Stephen's Green House, Earlsfort Terrace, Dublin 2

Telephone: 01 6114100 • Website: www.fsa.ie



An Roinn Leanáí
agus Gnóthaí Óige
Department of
Children and Youth Affairs