

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

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

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

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 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.

3. How are Applications Assessed?

The following criteria will be important in allocating grant funding:

- the service(s) being provided must include one or more of the services specified above
- the demand for the service; this includes number of clients using the service in a particular area and the number of people waiting for an appointment
- the quality of service; this includes management and back-up support for the service and qualifications and training of counsellors.

The grant is intended to meet the running costs of providing a counselling/support service. Capital funding, e.g. funding for buildings, etc. is not fundable under the scheme.

The majority of organisations providing a counselling service have *Professional Indemnity Insurance*. This is generally taken into consideration as one of the indicators of the standard and quality of services being provided by the organisation. A copy of the Certificate of Insurance is required with the application.

4. Charities

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

5. Tax Clearance Procedures for Non-Charitable Organisations

It is necessary that you provide a tax reference or a Charitable Status (CHY) number when applying for a grant.

The Government's tax clearance procedures apply to all grants allocated. These procedures mean that groups **must** give their tax reference number. New applications must supply proof from the Revenue Commissioners of their tax reference number.

If you do not already have a tax number, you can obtain one from your local tax office. Dublin groups may contact the Revenue Commissioners at 865 5000. Outside Dublin, your local Regional Office can advise on which tax office serves your area.

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

For grants over €6,500, a **current tax clearance certificate**, from the Revenue Commissioners, must be submitted at the time the grant is being allocated.

6. Accounting for the Expenditure of Grant(s) Received

The following accounts will be required and should be submitted to the Family Support Agency as soon as practicable after the grant has been spent:

- an Income and Expenditure account showing clearly the receipt and expenditure of the grant
and
- a statement signed by the Chairperson and Treasurer to the effect that the grant was used for the purpose for which it was made.

For grants over €12,700, audited accounts are required showing clearly receipt and expenditure of the grant and signed by the group's auditors. Also, a separate letter is required from the group's auditors certifying that the grant was spent for the purpose it was made.

Applications will not be considered from groups who have failed to submit outstanding accounts for grants received previously.

7. How to Apply

Application forms are available from the Family Support Agency.

The closing date for receipt of applications is **Friday, 28th November, 2008.**

N.B.: Please note that applications received after Friday, 28th November will not be considered.

All applications will be acknowledged. If you do not receive an acknowledgement, you should contact the Family Support Agency.

8. Payment Method

Direct Credit to Organisation's Bank Account

Grants approved under the 2009 Scheme of Grants will be paid by Direct Credit to the Organisation's Bank Account.

9. More Information

Further information on the scheme and application forms are available from:

The Family Support Agency

St. Stephen's Green House, Earlsfort Terrace, Dublin 2
Telephone: (01) 611 4100 / 611 4113 • Website: www.fsa.ie