



An tSeirbhís Phromhaidh The Probation Service

Guidance Notes for 2021 Funding Application – Community Based Organisation New Applications for funding.

Overview

The aim of this guidance note is to assist Community Based Organisations applying for funding for 2021. The note endeavours to provide information to those organisations completing the application form for funding. Guidance is provided in relation to each question included in the application form. Organisations are advised to be as focused and concise as possible in their answers.

Project Details

You should provide the information requested in the table in respect of your organisation.

Project Name:	
Address:	
Phone Number:	
Fax Number:	
Eircode:	
Email Address:	
Web Site:	
Capacity:	
Chairperson Name:	
Chairperson Address:	
Phone Number:	
Email Address:	
Project Manager Name:	
Phone Number:	
Email Address:	

You should provide the information requested in the table in respect of your organisation.

Organisational Details

Year Organisation Established:	
Company (CRO) Number:	
Do you have a CHY Number?:	
CHY Number:	
Please state the date you have applied for it:	
Employer Registration Number:	
Bank Account Sort Code:	
Account Number:	
Tax clearance certificate number:	

Section 1. Details regarding your Organisation. Objectives, Board & Staff

Q.1 Please give a brief overview of the objectives of your organisation.

In this section, you should concisely provide an overview of your organisation and specify the basic aims of your organisation.

The following are examples of what could be included.

***** is a voluntary organisation in the ***** area that provides***** services for *****.
The aim of ***** is;

- *To enable people who are at risk of, or involved in criminal activity to reduce their offending behaviour, improve their life and participate in the community.*
- *To provide services that brings about positive behaviour change in participants.*

Q.2a Please give details of the current list of directors, board members and company members.

You should provide the information requested in the table in respect of directors, board members, etc.

Please give details of current numbers of paid, voluntary, community employment, and other workers involved in your organisation.

You should provide the information requested in the table in relation to workers and employees in your organisation.

You should also ensure that if a member of staff is part-time, that the number of hours per week for the particular staff member is provided. If there are a number of staff members in the same position/role, but who are at different salary scale points, please ensure that a separate line is allocated to each staff member.

Q.2b Outline details of the governance controls in your organisation to ensure that good governance practices are in place i.e. board composition/qualification, meetings, independent directors, evaluations, governance code applied, etc.

Please provide a short outline of the governance controls in your organisation in respect of your board.

Q.3 Outline the number of credit cards in place and what they are used for.

You should include the type of credit card and a description of the purpose that it/they are used for. Please note that if no credit cards are held, you should state not applicable in your answer.

Q.4 Outline what controls your organisation has in place to ensure good financial management. Please provide details of the administrative capability in your organisation. Financial procedures should be detailed.

Please provide a short outline of the financial procedures and controls in your organisation.

Section 2: Details of proposed Services, Outputs & Outcomes to be provided

Q.5 Please provide a brief outline of each type of activity, service or programme your project provides or expects to provide, including the frequency and duration of the activity, service or programme:

You should state what activities or programmes are intended to be provided to your Probation Service participants. This could include programmes such as:

- Residential programme.
- Education or FETAC modules
- Community Employment
- Offending Behaviour programmes.
- Addiction including Drug & Alcohol awareness programme.
- Physical activities.
- Other programmes such as woodwork, IT, Crafts, Cookery etc.

The following are examples of what information could be included.

- *Offending Behaviour Programmes – an intervention seeking to bring about behavioural change in relation to identified issues. These programmes are delivered in Group and one to one format as appropriate. The specific programmes are: Offending Behaviour, Anger Awareness, Anger Management, Alcohol & Offending, and Drug Misuse.*
- *Job Seeking Skills Programme - interview techniques, role play & worksheets, CV Preparation.*

You should include a **concise** timetable after each activity or structured programme provided, ensuring that you include all the information requested.

The following are examples of what could be included.

- *7 Drug Treatment Programmes per year, which will run twice a week on a XXX and XXX from XXX am/pm to XXX am/pm.*
- *It is planned to run XX anger management courses. The course will run for XX weeks and it is intended that XX places will be available for Probation Service clients. Dates: The course will commence XX January 2021/ June 2021 etc.*
It would be expected that a single paragraph per programme/service or activity would be sufficient.

Q.6 Please provide a brief outline of your participant group or intended participant group by age, gender, education, catchment area, differentiating between the places available for Probation Service and the places available for other referral agencies.

You should state the age range, gender, education level of your typical participants and the geographical area of which they come from. You should also state all the organisations/bodies that refer to your organisation.

The following are examples of what could be included.

- *The Project works with both males and females aged between XX and XXX. The Gender Profile is Male XX% Female XX%. Each participant has a criminal history, and most are early school leavers with no formal qualifications/accreditation and minimal employment histories.*
- *The project's catchment area is XXXXX and XXXXX. XX% of the client group is referred by the Probation service and/or Irish Prison Service. The remaining referrals come from family and friends, residential centres, community education centres, HSE social workers or XXXX.*
- *The numbers of places available to the Probation Service are XXX places maximum per month. The numbers of places available to other agencies are XXX places maximum per month. The total places planned for 2021 –XX.*

Q.7 Outline the planned outcomes / outputs expected in 2021 in respect of Probation Services Funding for the activities/services/programmes detailed in your answer to Q.3.

- **Please include the total number of places reserved for Probation Service clients in the activities/services/programmes mentioned above.**

You should state the specific number of Probation Service participants/referrals that you envisage availing of your services in 2021. Please also provide separate figures for Non Probation Service participants.

Please also provide estimated attendance and completion rates for the activities / services / programmes to be provided.

You should also indicate any changes or progress that the interventions might bring about in the Probation Service participants' behaviour, education or well-being.

It is suggested that the proposed programmes would be discussed with the local Probation Services team and local Probation Service Regional Manager.

Section 3. Funding Requirements

Q.8 If your organisation has lost funding in the last 5 years, please indicate the reasons why (exclude funding that reached its contract end date).

You should a short outline of any funding allocations that have ceased in the last 5 years and the reasons why.

Please note that if no funding has been lost within the last 5 years, you should state not applicable in your answer.

Please provide details of any other prospective funders and the amount of funding requested. *

The following are examples of what could be included.

- *Other Government Departments or agencies such as the Department of Social Protection, or Irish Prison Service,*
- *Local Government authority funding.*
- *Private Health Insurers,*
- *Other Donations.*

Q. 9. Total Amount of Funding Sought from the Probation Service 2021: * €

You should also ensure that the Total Amount of Funding Sought from the Probation Service figure requested in the Annual Funding Application matches the figure stated in the Projected Income & Expenditure Statement form.

(* Details to be set out in financial projections Projected Income & Expenditure and Projected Capital Expenditure)

Guidance Note re Projected Income & Expenditure Statement

Your total budgeted Income and total budgeted expenditure should match exactly. Your budgeted expenditure should be on the basis of the budgeted income you hope to receive.