



# An tSeirbhís Phromhaidh The Probation Service

## 2023 Annual Funding Application Guidance Notes for New Applications

### Overview

This document offers a guide on completing the 2023 funding application form.

The criteria set out below will be considered when deciding to provide funding to Community Organisations for 2023.

- How the programmes and services referred to in the funding application supports the work of the Probation Service. In addition, how they are strategically aligned to the objectives of the Probation Service;
- The proposed outputs and outcomes for 2023.

Please note, that the Probation Service is looking for succinct applications; underneath specific questions, there is a word limit. If there are any technical issues, contact [communityprojects@probation.ie](mailto:communityprojects@probation.ie).

The deadline for submitting the form to [communityprojects@probation.ie](mailto:communityprojects@probation.ie) is by close of business on the 30 September 2022. Any extension of the deadline will only be considered in exceptional circumstances.

## Project Details

### Overview

Applicants must provide project details, contact information for the project chairperson and project manager and organisational details.

### Objectives, Board, Staff and Governance

**Q1. Please provide a brief overview of your organisation, including the main aims and objectives of your organisation (150 words max).**

An example is included below:

*<Name> is a voluntary organisation in the <location> area that provides <type> services for <clients>.*

*The main aims and objectives include:*

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

**Q2. Please give details of the current list of directors, board members and company members.**

In the first table, detail the information requested regarding directors, board members and company members.

The second table should provide details of the paid, voluntary, community employment, and other workers involved in your organisation.

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

**Q3. 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, pension scheme and HR policies etc. (250 words max).**

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

**Q4. Outline what controls your organisation has in place to ensure good financial management. Detail any financial procedures in place (150 words max).**

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

**Q5. Provide a brief outline of your organisation's property ownership or lease agreement. (100 words max).**

Please outline property details and, if applicable, the start and end dates of the lease.

## Services, Current and Future Outputs & Outcomes

**Q6. Outline how your organisation proposes to use the Probation Service funding provided to further the Probation Strategic Statement Action Plan 2021-2023 (see link to the relevant Strategy in the guidance notes provided) (200 words max).**

Click on the links below to access the Probation Service Action Plan 2021-2023:

[Probation Service Strategic Statement Action Plan 2021-2023.](#)

**Q7. Detail any collaboration between your organisation and other Probation Service funded organisations or third parties in the Criminal Justice Sector (200 words max).**

Describe any collaborations with other organisations and how this benefits Probation Service clients.

**Q8. Outline your participant group by age, gender, education level, catchment area, differentiating between places available for the Probation Service clients and places available for other referral agencies (600 words max).**

An example is included below:

- *The Project works with both males and females aged between <age> and <age>. The Gender Profile is <percentage> Male and <percentage> Female.*

- *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 <location>.*
- *<Percentage> is referred by the Probation Service. <Percentage> is referred by the Irish Prison Service. The remaining referrals come from family and friends, residential, community education, HSE social workers, etc.*
- *The numbers of places available to the Probation Service are <number> places maximum per month. The numbers of places available to other agencies are <number> places maximum per month. The total number of places planned for 2023 is <number>.*

**Q9. Provide a brief outline of each type of activity, service or programme your organisation proposes to provide Probation Service Clients. Include the frequency and duration in your response (200 words max).**

A sentence is sufficient when you are outlining each type of activity, service or programme. For example, there are <number>drug treatment programmes per year, which will run twice a week on <day>and <day >. The programme will start at <time> and end at<time>.

## Funding

**Q10. If your organisation has lost funding in the last 5 years, please indicate the reasons why (exclude funding that reached its contract end date) (50 words max).**

Outline reasons if funding has ceased in the last five years. Please note that if no funding has been lost within the previous five years, can you state not applicable in your answer.

**Total Amount of Funding Sought from the Probation Service 2023: \* €**

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

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

## Declaration

Please type your name and date in both parts of the declaration.

## Declaration

I declare that I have read and understood the 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>

Name:

Date:

I certify that the requirements and procedures as stated in Circular: 13/2014 'Management of and Accountability for Grants from Exchequer Funds' will be complied with by as a grant recipient.

I also certify that the information in the attached application is true and accurate. (Where it subsequently emerges that the information provided in the application form or being reported during the lifetime of the project is partially or wholly untrue, the funding will be repaid to the Department.)

Name:

Date:

## Projected Income & Expenditure Statement Guidance Notes

The total budgeted income and total budgeted expenditure should match exactly. The budgeted expenditure should be based on the budgeted income you hope to receive.

Please ensure that the Probation Service grant figure matches the figure requested in the annual funding application.

Finally, you may wish to include an income category such as "Donations" and "Other Income" in the expectation that you may receive donations during the year. You may wish to leave the figures for that category as zero on the form unless you can accurately estimate the amounts.