



etb

Bord Oideachais agus
Oiliúna Dhúin na nGall
Donegal Education and
Training Board



**DONEGAL CHANGE MAKERS PROJECT
GUIDELINES FOR THE 'SEEDS OF CHANGE'
COMMUNITY DEVELOPMENT EDUCATION GRANT SCHEME**

(Please read carefully before completing the application form)

ABOUT DONEGAL CHANGEMAKERS AND THE 'SEEDS OF CHANGE' GRANT SCHEME

Funded by Irish Aid, Change Makers is a partnership between Donegal ETB, Inishowen Development Partnership and Gorta Self-Help Africa. Its aim is to develop awareness and knowledge, provide training and capacity building and encourage action around local and global development issues. Development Education all about raising awareness and action around the link between the local and the global, and getting a better understanding of the interconnected world we live in. It is also about taking action for a more fair and equal world. Further information on the project can be found at www.changemakers.ie.

In 2017/18, Change Makers is offering a number of small grants of up to €650 to community and voluntary groups who wish to support the objectives of Change Makers by offering a Development Education activity or project around one of the following themes:

- Sustainable Development Goals
- Environmental issues (Climate change/climate justice, sustainability, water, sanitation)
- Fairtrade, trade and the impact of globalisation
- Social Justice and Inequality
- Poverty, hunger and disease
- Gender equality

The aim of the 'Seeds of Change' Grant Programme is to enable Donegal Community and Voluntary Groups to raise awareness and action around the identified global development issues. Grantees will be supported by the Change Makers Project Coordinator who will provide guidance and support to ensure the best value for both the application and Change makers is achieved.

FUNDING:

- Funding may be provided for an event, workshop/series of workshops or other Development Education themed activity.
- Please note that funding support will normally cover only part of the total cost of the activity i.e. Participants will be expected to make a contribution towards the cost of the course, either a direct financial contribution or an 'in kind' contribution

- Incomplete application forms will not be considered.
- If the funding application is successful, 50% of the overall allocation approved is released to the group. The final 50% will be released on receipt of all documentation requested by Change Makers in the initial letter of approval for funding. This will normally be an **attendance record** and **brief grant summary report**.
- Failure to comply with this regulation within a period of three months will result in the group forfeiting payment of final 25% of grant and may reduce the prospect of future grant aid for the group.

ITEMS WHICH MAY BE ELIGIBLE FOR FUNDING:

- ✓ Facilitator/Tutor fees (the maximum amount claimable for tutor hours from the grant must not exceed the current ETB tutor rate of €25 per hour)
- ✓ Materials required for a particular class or activity
- ✓ Contribution towards administration costs (where no paid administration costs already exist)
- ✓ Rent of venue
- ✓ Publicity
- ✓ Pre-development / capacity building work with groups
- ✓ Cost of tea/coffee, light refreshments

FUNDING IS NOT AVAILABLE FOR:

- Youth Clubs/Groups
- Sports Clubs
- Community Centre assets or materials such as computers, cookers, tables or other items
- Day Trips
- Lunches/Dinners
- The funding of individuals to carry out training on behalf of a group is not acceptable (i.e. if the person applying for funding is the proposed tutor for the course)
- Payment for individuals within the group to undertake training courses on their own behalf

OTHER POINTS TO NOTE:

- It is *not* good practice for the proposed facilitators/tutors to be members of the committee of an applicant group

- When assessing applications from established groups priority will be given to those meeting the aim of the Seeds of Change grant scheme, showing commitment and innovation in the proposed choice of activity.
- Change Makers reserves the right to request original supporting documentation in respect of income and expenditure relating to each course e.g. Invoices, receipts
- The support of the Change Makers Seeds of Change Grant Scheme will be publicly acknowledged by the group in all publicity and promotional material.
- All funded groups must take part in an evaluation process. Details about the evaluation will be made available to the groups who are successful in accessing funding under this scheme.

STATEMENT RE TAX

Change Makers does not accept responsibility for the tax affairs of any organisation receiving grant aid. Each organisation is responsible for its own tax affairs.

Information is available from the Donegal District Tax Office at **074 91 69400 Ext. 69514**

Opening hours are **Monday-Friday 9.15a.m. - 5.30p.m.**

EXPLANATION OF THE APPLICATION FORM QUESTIONS:

1. **Name of community group:** Name of group making application
2. **Contact name:** Name of person to be contacted who is most familiar with application.
3. **Address:** Please state the contact address of the group
4. **Telephone No:** Please give telephone no. Of contact person
5. **Mobile No:** Please give mobile Tel. No. If available of contact person
6. **Email:** Please state email address of contact person
7. **Date of commencement of course:** Please state the start date of the proposed course/s
8. **Tax Number:** Please see note on page 3
9. **Aims and Objectives of your group:** Please clearly state here the aims and objectives of your own community group
10. **Details of Proposed project:** (10a.)Give details of the course to include title and contents (10.b) Course duration
11. **How have you identified the need for this course?** How do you know that this is the course your group wish to undertake? Group meeting, questionnaire, community consultation, committee decision etc...
12. **Expected outcomes/benefits to the community of the project/course:** What do you hope to have achieved/changed/enhanced within your community by the time this project/course is completed? What are the benefits to your community of completing this course

13. **Name of Tutor:** Please complete if known to you at application stage; it is not necessary to have identified a tutor at this stage.
14. **Certification offered:** Please state awarding body and level
15. **Estimate numbers catered for?** Answer this question as accurately as you can. It is important to keep note of the numbers who actually attend your courses.
16. **Breakdown of Cost of Project:** Please show all costs for **each** of the courses/activities undertaken in this section, breakdown costs into different categories in terms of Tutor Cost, venue rental, refreshment and materials for example.
17. **Total Estimated Cost:** Add all the costs above
18. **Amount of income towards the project from any other source:** Please state any other monies that your group has got towards this particular project, in terms of other grants or admission or subscription fees of members.
19. **Participants contribution;** How much will each student pay towards the course (if applicable)
20. **Amount of grant sought from Change Makers Seeds of Change Grant Scheme**
21. **Change Makers will transfer funding directly to the Community Education Provider's bank account.**
If the group does not already have a bank account and intends to apply for funding on more than one occasion, it should make arrangements to open an account in its name.