



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development

## 2025 Pilot Place-Based Philanthropy Projects Application Form

All queries can be addressed to [philanthropy@drcd.gov.ie](mailto:philanthropy@drcd.gov.ie)

Applicant Name	
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Project Title	
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Project Location, Provide Eircode or link to Google Maps	
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Total Project Cost	
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Total Funding Sought	
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Application Ref. No. <i>(for official use)</i>	
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Applicants should refer to the Information Booklet prior to completing this Application Form.

The criteria against which applications will be assessed are appended to this Application Form.

## Section 1. Applicant Details

### 1.1. Applicant Details

Organisation Name:	
Business Address:	
<i>Please provide a specific contact point for this project below, including a direct e-mail address and mobile number (if possible), who can be contacted regarding specific elements of this proposal.</i>	
Contact Name:	
Direct Telephone Number:	
Email Address:	

### 1.2 Organisation Information

Organisation Category	Which of the following best describes your organisation <input type="checkbox"/> (i) Charity <input type="checkbox"/> (ii) Local community development organisation <input type="checkbox"/> (iii) Social Enterprise <input type="checkbox"/> (iv) other (describe below)
If organisation is a Charity, please give Charity Registration Number:	
Which sector best describes the main supports and services which the organisation currently provides?	
What is the main objective of your organisation?	
Is your organisation required to have audited annual accounts? <b>If yes, please provide your 2024 audited accounts.</b> <b>If No, please provide such financial statements as are available for 2024.</b>	

**1.3 Partner Organisations to the proposal (add as required)**

Partner No.	Name	Status (i.e. local authority, community organisation, philanthropic donor etc.)
Organisation 1:		
Organisation 2:		
Organisation 3:		
Organisation 4:		

**Section 2. Overview of the project****2.1. Summary of the proposal**

- Provide a brief synopsis of the proposal.

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**2.2. Anticipated commencement and completion dates**

- **Projects can be multi-annual but must not take longer than three years to complete. Projects must be in a position to commence by the end of Q3 2025.**

Proposed Start Date:	
Proposed Completion Date:	

**Section 3 Relevant Experience**

- Outline the experience, track record and achievements of your organisation in:
  - Community development
  - Collaborative philanthropy projects

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## Section 4 Collaboration and Partnership

- Explain how the partners to this proposal will collaborate to deliver the project and the particular added value arising from this collaboration.
  - Include details of the level of support or endorsement for the proposal from the relevant authority and key local actors (letters of support may also be attached to the application).
  - Set out the role of each project partner.

## Section 5: Fit with Programme Objectives

Outline how the project will contribute to the achievement of the programme objectives as outlined in the Information Booklet

- In particular:
  - How the project will address local needs or challenges
  - How the project will promote partnership and collaboration
  - How the project demonstrates an innovative approach to address key local needs

## Section 6: Strength of the Proposal

### 6.1 Project Details

Provide details of the project, including details of the target group, how the project will benefit the target group and planned activities.

## 6.2 Rationale for Project

Explain the rationale for the project including – the issue(s) the project is seeking to address or opportunities it is seeking to capitalise on and the reason(s) why this project was chosen.

## 6.3 Stakeholder Engagement and Consultation

Outline the consultation which has taken place with stakeholders and target groups in relation to the project and the outcome of the consultation process.

## 6.4 Monitoring and Evaluation

An Evaluation and Monitoring Plan must be completed to support the application. The template is available at Appendix 2.

## Section 7: Corporate Governance and Financial Management

### 7.1 Corporate Governance of Organisation

Outline the corporate governance structure of your organisations.

Outline the controls which will be put in place to ensure the effective delivery of the project including arrangements for financial monitoring and oversight.

## 7.2 Financial Management

Set out details of your organisation's sources of funding.

## Section 8. Financial Details

### 8.1 Financial overview

Provide details of the total cost of the proposal and the grant funding being sought below.

	Year 1	Year 2	Year 3	Total
Total cost				
Grant aid sought (Maximum of €50,000 per annum)				
Philanthropic Match funding (must be on a 50:50 basis)				

### 8.2 Details of Match funding

Philanthropic Donor	Contribution Year 1	Contribution Year 2	Contribution Year 3	Total Amount

	Yes	No
Has match funding for this project been confirmed?		
<b>Please provide supporting documentary evidence as an addendum to this Application Form</b>		

### 8.3. Other sources of funding

	Yes	No	Comment
Has funding for this project ever been sought or approved from another source			

**If "YES" please provide supporting documentary evidence as an addendum to this Application Form**

Funding Body	Scheme under which sought/provided	Amount Sought/Approved	Date Approved (if applicable)

**8.4 Breakdown of total project cost**

Provide detailed costings for the proposed project, including details of all associated direct staff costs.

Item	Cost
	€
	€
	€
	€
<b>TOTAL COST</b>	€

**Section 9. Use of data**

The information on this Application Form will be used by the Department of Rural and Community Development for the purposes of processing your application. Further information may be sought by the Department to clarify aspects of your proposal.

Any personal information which you provide will be obtained and processed in compliance with Data Protection legislation.

The Department of Rural and Community Development will not otherwise release any information received as part of this application except as may be required by law, including under the Freedom of Information Acts. In the event of a Freedom of Information request, the applicant will be given appropriate notice of any proposed release of records

**Section 10. Declaration by Applicant**

This declaration must be signed by an officer authorised by the applicant organisation to make such funding applications.

- I confirm that I have read and understood this document and declare that the particulars supplied in this application are true and correct.

- I acknowledge that the Department of Rural and Community Development may share this Application Form and other supporting documentation with external assessors.
- I certify that, if awarded, the grant will be used solely for the purposes for which it is approved.

Signed on behalf of \_\_\_\_\_ (Applicant Organisation)

Signature \_\_\_\_\_ Name in Block Capitals \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**The closing date for applications is 12pm on the 16<sup>th</sup> of June 2025. All applications should be submitted electronically on this official Application Form, available on the website of the Department of Rural and Community Development.**

All applications will be acknowledged. It should be noted that applications must be completed in full before submission. Incomplete applications will be omitted from the process.

**Appendix 1 Appraisal Scheme**

<b>Assessment Criteria</b>	<b>Max marks available</b>
<b>Relevant Experience</b> <ul style="list-style-type: none"> <li>The relevant experience, track record and achievements of the applicant in community work and collaborative philanthropy projects.</li> </ul>	20
<b>Collaboration and Partnership</b> <ul style="list-style-type: none"> <li>Level of endorsement and partnership with key local actors and sectoral authorities.</li> <li>Role of each project partner.</li> </ul>	15
<b>Fit with Programme Objectives</b> <ul style="list-style-type: none"> <li>How well the project would meet the aims objectives of the programme.</li> <li>Relevance to target communities.</li> </ul>	15
<b>Strength of Proposal</b> <ul style="list-style-type: none"> <li>Quality of proposal and approach showing               <ul style="list-style-type: none"> <li>Evidence of need.</li> <li>How the planned activities will improve services.</li> <li>Clear attainable and measurable targets.</li> <li>Anticipated outcomes for participants.</li> </ul> </li> </ul>	20
<b>Corporate Governance and Financial Management</b> <ul style="list-style-type: none"> <li>Adequacy of governance arrangements to manage scale of funding and financial viability of the organization.</li> <li>Capacity to manage the project in line with public funding principles (Appendix 2).</li> <li>Capacity to collect, maintain and report monitoring information.</li> </ul>	10
<b>Value for Money</b> <ul style="list-style-type: none"> <li>Quality of the outcomes for the proposed budget</li> <li>Clear and well-structured budget</li> <li>Costs are in line with market norm.</li> </ul>	10
<b>TOTAL MARKS AVAILABLE</b>	<b>100</b>

## Appendix 2 Evaluation and Monitoring Plan Template

	<b>Indicator</b> <i>(list indicators chosen for measuring the outputs and outcomes)</i>	<b>Baseline</b> <i>(record of indicator before project begins, if any)</i>	<b>Target</b> <i>(to indicate how successful in meeting objectives)</i>	<b>Data source / method</b> <i>(from where/how will you get the data)</i>	<b>Who is responsible and when?</b> <i>(responsibility and when will it be reported)</i>	<b>Reporting</b> <i>(where will it be reported)</i>
<b>Objective(s)</b> <i>- intended result and impact</i>						
<b>Output(s)</b> <i>– changes in service and/or product.</i>						
<b>Outcome(s)</b> <i>- changes attributable to service or product i.e. what was the result and impact?</i>						

