

Healthy Longford Small Grants Fund Application Guidance and Terms and Conditions

Introduction

Healthy Longford is funded through Healthy Ireland funding. Healthy Ireland is a national government-led strategy aimed at improving the health and wellbeing of everyone living in Ireland.

Since 2017, Pobal has administered Healthy Ireland funding, on behalf of the Department of Health with a fourth round commencing in 2022 which has funded current projects that are taking place.

Under Healthy Ireland fund we are now in Round 4, the Local Authority (County Council) is the contract holder and is accountable for the implementation, oversight and management of the funds awarded, with the Healthy Coordinator (HC/CC) and Local Community Development Committee (LCDC) leading out on the planning and implementation.

Objective

Healthy Longford through Healthy Ireland Grants Fund will support local community organisations and service providers to deliver innovative projects and initiatives that respond to the needs identified in the Healthy Longford Plan 2023-2025.

Healthy Longford set two outcomes under this plan that we ask local communities to base their projects around:

- a) Increase in % of adults & children meeting physical activity guidelines (*Lifestyle & Behaviour Risk*)**

b) Increase in individual's level of positive mental health as per Energy and Vitality Index All. (well-being outcome factor area)

Grants Available

Plans have been put in place for Healthy Longford funding 2023-2025 as it is a 3-year project. However, a certain amount of funding has been put aside for 2025 to link with community organisation & service providers who can link projects with outcomes set by Healthy Longford.

- Grants available up to €3000 (based around budget for Healthy Longford 2025)

Application Criteria:

- Applications are open to community groups and community-based services & organisations based in Co. Longford.
- This scheme will not be open to individuals acting alone.
- Duplication of funding will not be permitted.
- When applying for Healthy Longford funding 2025 its essential you are aware -programs funded under Healthy Longford are outcome based so measuring/reporting tools will be provided.

Ineligible Projects/Activities (based on POBAL guidelines -these are subject to change & Longford LCDC will be in touch with you subject to any changes that take place.)

The following types of activities will not be supported and must not be included in the 3-year. Local Strategy, application, or annual activities workplan:

- Activities or innovations which are not aligned to the Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025, Healthy Ireland Strategic Action Plan 2021-2025 and HI Outcomes Framework Indicator Set
- Social Prescribing and Healthy Food Made Easy (HFME) programmes as these are now being mainstreamed within the HSE.

- Activities which duplicate the creation of materials or services that already exist on a wider systemic or national level.
- Activities that provide a competitive advantage to private enterprises e.g., purchasing equipment in privately owned facilities
- The delivery of services in a setting that is not inclusive of the target community or charges a fee to participants. However, a voluntary contribution is acceptable.
- Innovation that does not align to a Healthy Ireland Fund Local Strategy 2023 – 2025

Alcohol:

Programmes related to the 'Responsible Serving of Alcohol' as this is the responsibility of the drinks industry.

- Any drinks industry funded initiatives including Purple Flag and drinkaware.ie
- Communication materials, other than those from www.askaboutalcohol.ie
- Educational Programmes which are not linked to resources on www.askaboutalcohol.ie

Child Health:

- Communication materials other than key messages in My Child - [HSE.ie](https://hse.ie) or specific to Adverse Childhood Experiences (ACEs) evidence-based materials
- Promotion or linkages to breastmilk substitutes

Community Food:

- Healthy Food Made Easy is being centrally funded through the HSE from 2023 on and is therefore not eligible.
- Weight Management programmes (by community or commercial groups)
- Activities that involve partnerships/CSR with food and beverage industry, particularly the High in Fat, Salt, and Sugar (HFSS) sector
- Activities, including social media and campaigns that may increase weight stigma e.g., weigh-ins.

Physical Activity:

- Activities/programmes that put emphasis on weight loss as an outcome.
- Activities/programmes that involve partnership/CSR with food and beverage industry, particularly HFSS and Alcohol sector.

Tobacco

- Any engagement with the tobacco industry or vape industry (generally a subsidiary or funding source of the industry) should be avoided and is a contravention of the WHO.

Treaty (The Framework Convention on Tobacco Control) to which the state is a signatory.

Young People/Education.

- Activities which are not in line with Department of Education and Skills Circular 0043/2018, for example: the delivery of once-off/short term basis student talks in relation to any aspect of SPHE, PE or health and wellbeing (including mental/emotional health).
- The development of new health and wellbeing programmes or resources for schools as a range of resources already exist, and new ones are currently in development by the Department of Education and Skills and the HSE.
- Initiatives to support the Wellbeing Promotion Process in schools. (DES is rolling out a large-scale support programme from 2022 - 2025).
- Talks/testimonials in schools from people that have experienced mental health problems or substance misuse/addiction.
- Parenting Programs that are already being met as a need in this area.

Application Process and Assessment

1. An Expression of Interest (EOI) form must be completed and submitted before the published closing date of **Friday 14 of February 2025**. All EOIs will be screened & reviewed to determine their completeness and eligible applicants will be invited to submit a full application form.

2. EOIs that are not in line with the scheme may be directed to other local schemes (such as Longford County Council Community Grant Support Scheme)

3. Expression of interests will be fully assessed and scored in accordance with the marking scheme set out below:

Application Assessment Criteria-Healthy Longford Grants Fund	Marks Available
Strength of project proposal <ul style="list-style-type: none"> • Quality of proposal and approach demonstrating: <ul style="list-style-type: none"> • - Evidence of need/target groups identified • - How the planned project/activities will address outcomes set by Healthy Longford 2023-2025 • Clear, attainable, and measurable targets • Added value/benefits that the project will deliver. • Quality of anticipated project outcomes Value for money (i.e., quotations sought and in line with market norms)	40
Methodology and Delivery <ul style="list-style-type: none"> • Demonstrated an understanding of the outcomes being addressed by Outcomes set Healthy Longford 2023-2025 	30

<ul style="list-style-type: none"> • Provide detail of the methodology for completion of specific work and tasks to ensure maximum quality and delivery within the timeline. • Explanation on how the project will be measured and deemed a success. 	
<p>Organisation Information and Experience</p> <ul style="list-style-type: none"> • Organisation experience of delivery programmes/services to communities in the Longford area • Appropriate governance and oversight, and ability of the applicant organisation to administer the grant 	30

4. The fund is limited and even if the application meets all the conditions, funding cannot be guaranteed.

5. If Expression of Interest is deemed successful you will be contacted by **Monday 24 of February 2025** in order to get an Application for Healthy Ireland funding in. You will be asked to get fully completed application back into us by **Monday 24 of March 2025**.

6. Grant Agreement

Successful project applicants will receive a letter of offer and grant agreement. The grant agreement will set out the terms and conditions of the grant. If accepting the grant award this agreement must be signed by the relevant organisation within two weeks of receipt of same.

7. In the event of an application being successful the organisation will be asked to complete an Electronic Funds Transfer Mandate form listing the organisation's bank details. Grants will be paid by EFT only and to the organisation named in Section A Part 1 of the application form.

8. Payment of grants:

Once grant allocations are approved by Healthy Longford successful applicants will be contacted and requested to sign a grant agreement. Payments will be made on following basis:

- A percentage of 70% of grant will be paid to successful applicants on signing of grant with 30% to be paid on completion of project and provision of documentation/proof of expenditure as requested in the Grant Agreement.
- Other arrangements are to be agreed on a case-by-case basis.
- Applicants MUST ringfence funding paid in advance for the purposes outlined in the grant application, or the grant aid will be forfeited and must be repaid.
- If a project does not spend and have relevant documentation of 100% of grant aid paid to date it must be refunded to Healthy Longford.

Notes

Procurement Information

Indicative, but realistic estimate budgets are requested for the Expression of Interest form. (When it comes to Application stage if successful a breakdown is needed regarding procuring relevant items for program delivery; please note a document on guidance on procurement requirements will be provided).

Registration with Longford Public Participation Network

Healthy Longford is hosted by Longford County Council. In line with other grants issued through Longford County Council, the applicant/lead partner in a consortium is encouraged to join Longford Public Participation Network.

You can register online at County Longford Public Participation Network (PPN) (longfordppn.ie).

Tax Reference Number.

You must have a Tax Reference Number. Community Groups can apply easily for a number. Please see link to Tax Reference Form Here. This is required by Longford County Council to verify tax clearance status to make payments and will also be used when submitting returns to Revenue.

Any queries on the above can be submitted to healthylongford@longfordcoco.ie

Terms and conditions of Expression of Interest

1. The Expression of Interest form of the application process does not guarantee funding will be provided to the applicant group for the project listed. **Qualifying Expressions of Interest will be invited to submit a full and complete application with quotations and supporting documentation. This will be a closed process.**
2. Under Healthy Ireland funding through Healthy Longford, grants will be provided towards community well-being projects, small capital projects to enhance community health & well-being and small activity-based projects to enhance community health & well-being. The scheme does not provide funding for the employment of staff or day-to-day running costs (utilities; insurance etc) or construction/large capital works.
3. The activity or project must benefit the local community and relate to the key outcomes set by Healthy Longford plan.
4. Consortium applications from 2 or more groups working together are encouraged. Please identify the lead partner. All paperwork must be in the lead partner's name.
5. The information supplied by the applicant group /organisation must be accurate and complete.

6. Misinformation may lead to disqualification and/or the repayment of any grant made.

7. All information provided in respect of the application for a grant will be held electronically. Healthy Longford and The Department of Health reserves the right to publish a list of all grants awarded on its website.

8. The Freedom of Information Act applies to all records held by the Department and Local Authorities.

9. It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.

10. Evidence of expenditure, receipts /invoices must be retained and provided to Healthy Longford or their representative if requested.

11. As funding under Healthy Ireland 2023-2025 is now outcome based; Healthy Longford will provide each community with measuring/reporting tools based on which outcome is being completed. These will need to be returned on completion of program.

12. Grant monies must be expended and drawn down from Healthy Longford by November 2025. Photographic evidence may be required to facilitate draw down of grants.

13. Healthy Longford must be publicly acknowledged in all materials associated with the purpose of the grant. Logos, taglines, and publicity information will be provided to successful applicants.

14. Online EOI forms should be submitted no later than the closing date of **Friday 14 of February at 4pm**. Please ensure this EOI form is completed in full. Incomplete EOIs cannot be assessed.

15. Please note successful applicants/group who receive Healthy Ireland funding through Healthy Longford may be requested to attend an orientation meeting for pre event delivery consultation.

16. Eligible EOIs will be notified by **Monday 24th of February 2025** and will be invited to make a full application for Healthy Ireland funding through Healthy Longford.

17. Late applications will not be considered.

18. The decisions of Healthy Longford are final.

19. Projects must be completed by **November 2025** with submission of final report and claim for all monies made by **Friday 28 of November**. (Please note that Round 4 Healthy Ireland program finishes up the end of 2025; it is essential all funding is spent by November 2025).

Any queries can be submitted to HealthyLongford@longfordcoco.ie or by contacting Healthy Ireland Co-ordinator on 087 2777843