

Commission for the Support of Victims of Crime

Allocation of funding for services to victims of crime

APPLICATION FORM 2009

2 copies of the completed form as well as an electronic version of the form to be returned to:

Anne O'Shea,
Secretary,
Commission for the Support of Victims of Crime,
Pinebrook House,
71/74 Harcourt St.
Dublin 2
Email: csvc@justice.ie

to reach us no later than **5pm on the 28th of November, 2008**. Emailed applications will also be accepted subject to the above deadline.

Reference No (<i>for office use only</i>)	CSV/09/
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Name of Organisation / group:	
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Successful applicant organisations must:

- be a legal entity i.e a registered charity or a limited company
- provide written undertakings before monies are issued
- agree to co-operate with other organisations and services being funded by the Commission
- provide reports and financial accounting as required
- comply with the requirements of Data Protection Law
- provide evidence of tax compliance in accordance with Department of Justice, Equality and Law Reform procedures.

Incomplete application forms will not be processed.

Form CSVC 1

1. Applicant Details

1.1	Full name of organisation/group making application	
1.2	Contact for Correspondence:	
	<i>Name:</i>	
	<i>Position within Organisation:</i>	
	<i>Address:</i>	
	<i>County:</i>	
	<i>Daytime Phone Number:</i>	
	<i>Fax Number :</i>	
	<i>Mobile Number:</i>	
	<i>Email Address:</i>	
	<i>Website url:</i>	
1.3	How long has your organisation been in existence?	
1.4	Is your organisation a registered company and/or charity?	
	If so, please quote registration number(s)	
1.5	Give details of your organisation's management structure / arrangements. If there is a Board of Management please append details.	
1.6	Name of Financial Institution where bank A/C is held	
1.7	Has the organisation received funding (from statutory agencies, sponsors or fundraising) in 2007 or 2008?	
	If so, please specify source(s) and amount of funding received.	
	What purpose/service was the funding used for?	
1.8	If funding is provided by the Commission, can audited accounts be provided if required?	

2. Project/Service Details

2.1	Please indicate the nature and purpose of the proposed project/service in respect of which funding is sought (Additional details may be attached as an appendix to this form.)	
2.2	Project Time Frame:	
	a) Earliest start-up for project from allocation of funds	
	b) Completion period for project from start-up	
2.3	Is this proposal a new project or is it a continuation of an existing service?	
2.4	Catchment Area (district, county, etc)	
	Are there any other groups in your catchment area doing the same or similar work?	
2.5	What target group(s) are expected to benefit from this project?	
	How have these been identified?	
2.6	Give an estimate of the number of people who will benefit from this service in the period for which funding is sought.	
2.7	Total cost of project:	
	Please give a breakdown of the total cost of the project at 2.6 under the following headings:	
	<i>Staff numbers and costs (incl. PAYE, PRSI etc.)</i>	
	<i>Premises (e.g. rental)</i>	
	<i>Office overheads (postage, telephone, stationery, materials etc)</i>	
	<i>Volunteer expenses</i>	
	<i>Other costs (specify)</i>	
	Amount of funding now sought from the Commission?	
2.8	Have you received or applied for funding in respect of this project from any other sources? If yes, please give details.	
2.9	Are you receiving or have you applied for funding for any other project? If so, please give details.	

3. Disclosure of information under the Freedom of Information Act

The Commission for the Support of Victims of Crime wishes to remind applicants that the information supplied in the application form and supporting documentation may be released, on request, to third parties, in accordance with the Department's obligations under the Freedom of Information Act 1997 and 2003.

You are asked to consider if any of the information supplied by you in applying for funding under this programme should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity. The Commission will consult with you about sensitive information before making a decision on release of such information. The Commission may, if requested, release information to third parties without further consultation with you, unless you identify the information as sensitive with supporting reasons.

If you consider that **some** of the information is sensitive, please identify clearly such information when submitting your application.

If you consider that **none** of the information supplied by you is sensitive, please complete the statement below to that effect. Such information may be released in response to a Freedom of Information request.

(Name of Organisation): _____ hereby agrees that none of the information supplied is sensitive, and acknowledges that any, or all, of the information supplied, may be released in response to a Freedom of Information request.

Signed: _____

Date: _____

Name: _____ *(in block capitals)*

4. Tax Clearance Certificate and Certificate of Incorporation under the Companies Act, 1963 to 2005

It will be a condition for the granting of any application for funding that the applicant will be required to produce promptly a Tax Clearance Certificate from the Irish Revenue Commissioners and a copy of Certificate of Incorporation, where a company is registered under the Companies Acts, 1963 to 2005

or

in cases where they are recognised as charities by the Revenue Commissioner, their CHY number.

5. Audit

If funding is provided by the Commission, audited accounts should be made available on request for audit by the Department of Justice, Equality and Law Reform. Under the Comptroller and Auditor General Act, 1993, the Comptroller may audit the records of any organisation in receipt of State funds.

6. Disclaimer

Please read carefully

It will be a condition of any application for funding that the applicant has read, understood and accepted the following:

(i) the Commission for the Support of Victims of Crime shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

a) the application or the subject matter of the application:

b) the rejection for any reason of any application.

(ii) The Commission for the Support of Victims of Crime, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, operation, management and/or administration of individual projects.

7. Applicant's Statement

We certify that we read and understood the requirements applicable to this funding. We agree that, if our application is successful, we will comply fully with any conditions that the Commission may deem appropriate.

We certify that all information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate.

I/we hereby undertake that, if our application is successful, from the date of the allocation, no-one will be discriminated against in relation to access to any service or part of a service in respect of which an allocation has been made on the grounds of gender, marital status, family status, sexual orientation, age, disability, religion, race, or membership of the Traveller community in compliance with the Equal Status Acts 2000 to 2004, or where relevant the Employment Equality Acts 1998 and 2004.

Signed: _____

Signed: _____

Position held: _____

Position held: _____

(Please note: Two signatures are required)

Date: _____

Name: _____ (*in block capitals*)

Name : _____ (*in block capitals*)

On behalf of: _____

(*Organisation name*)

Date: _____