

## **Introduction**

The Board of Reach Deaf Services are delighted to announce the launch of a €750,000 fund that is aimed at supporting initiatives that will add value to the Deaf community across all areas. The fund arises from the sale of assets back in 2020 and is open to both organisations and individuals. This is an exciting opportunity for Reach Deaf Services to continue supporting the Deaf community.

It is anticipated that this fund will be distributed over a three-year period with applications being open twice yearly.

## **Grant Management & Governance**

To ensure a fair and equitable approach the Board have set up an independent committee that will manage this fund on behalf of Reach Deaf Services.

Reach Deaf Services Grants Committee consists of an independent chairperson (Keith Adams), members of the Deaf community (Caroline McGrotty, Rachael Bleakley and Noel O'Connell) and a member of the Reach Deaf Services Finance Audit & Risk Committee (Peter Foran).

## **Grant Criteria**

Grant applications can be made for either capital spend or human capital spend. However, for human capital grant applications spend must be for project related resources. All funding applications must clearly demonstrate added value to the Deaf community.

Each grant application will be reviewed on its own merit.

Projects must be completed within two years of funding being granted. During reporting on project any potential slippage in timeframes must be highlighted at the earliest opportunity.

## **Grant Limitations & Costs**

The cap on any one application will be €75,000 with the annual cap on total grants being €250,000.

Any application for funding of €50,000 or more should be accompanied by a specific cost-benefit analysis. This fund is not a substitute for the use of own resources or for other available sources of capital funding. Each application should outline how other mechanisms to obtain funding have been reviewed and assessed.

At the end of the project, any monies not spent must be returned to Reach Deaf Services to put back into the grant pool.

Each application should indicate the contribution being made to the overall cost of a project from own resources or from other dedicated sources of funding. For infrastructure the funding will not exceed [80%] of project cost, and the appropriate level of grant funding recommended will be determined by the Grant Review Panel.

The minimum application value is €5,000, and the maximum is €75,000. Where, on an exceptional basis, the grant value requested exceeds the threshold of €75,000, the application may be reviewed, on its own merits and with reference to other applications received during the same application process, at the discretion of the Reach Deaf Service Grants Committee.

## **Grant Application Process**

The grant application process will be open twice yearly, with a formal application to be completed for each request. Application forms can be found on the Reach Deaf Services website – [www.reachdeafservices.ie/grants](http://www.reachdeafservices.ie/grants) .

The application form will seek the following detail;

- Section 1 – Applicant Details
- Section 2 – Project Details
- Section 3 – Project Cost
- Section 4 – Impact on Deaf Community

All applications will be accepted in English or Irish Sign Language (ISL).

## **ISL Submissions**

Submissions in ISL must follow the format outlined in the application form. Each section should be a separate video and clearly named as Section 1, 2, 3, 4 and uploaded to a file-sharing site where Reach Deaf Services Grant Committee can view the videos.

Where a maximum word count is noted in the application form applicants should apply 100 words as being the equivalent of 1 minute in ISL. For example, 300 words is 3 minutes of ISL etc.

## **Grant Payment and Reporting**

Each grant will be paid in appropriate instalments on the recommendation of the Reach Deaf Services Grant Committee, having regard to the spending plan submitted with the project application.

It will be a requirement for any successful grant application to provide half yearly updates on the project. Payments may be withheld where such updates are not provided on time.

A full post completion report on the project will be required to be provided to the Reach Deaf Services Grant Committee within 3 months of completion of the project including supporting documentation.

Up to 10% of the grant awarded will be retained for final payment when the Reach Deaf Services Grant Committee have accepted the post completion report.

A reporting template will be provided along with a memorandum of understanding for successful applications.

Should a project not proceed, all monies from the grant awarded must be repaid in full to Reach Deaf Services within 1 month from change of project status.

Should the grant awarded not be spent on the proposed project, all monies must be repaid in full to Reach Deaf Services immediately.

## **Grant Approval Process**

Each grant application will be reviewed by the Reach Deaf Services Grant Committee and recommendations will then be made to Reach Deaf Services Finance, Audit and Risk Committee. They will then in turn recommend for approval to the Board of Reach Deaf Services. No grant will be awarded without formal approval from the Board.

The Board decision will be final and feedback on unsuccessful grant applications will issued to the applicants by the Reach Deaf Services Grant Committee.

Any organisation or individual whose application is unsuccessful may appeal to the Chair of the Grant Review Panel in the first instance within one month of the decision being made. Any recommendation to vary the decision, on appeal, will be determined jointly by the Chair of the Board and the Chair of Finance, Audit and Risk Committee.