



## Supporting Parents, Parent Peer Support Fund

# TERMS AND CONDITIONS

All applicants, successful and unsuccessful, will be informed of the outcome of the evaluation process by email. A letter of award will issue to successful applicants. Successful projects will be completed by 31 December 2024.

### Award Acceptance

Acceptance of the award is subject to these Terms and Conditions, which, in conjunction with the Letter of Offer, will form the basis for the contract with the grantee. The award is held subject to these Terms and Conditions. If any of these are breached by a grantee, the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) may suspend or terminate the award and/or may require reimbursement of such payments as have already been made to the grantee. Payments under this scheme will only commence once a signed acceptance form has been received by the DCEDIY. **All funding must be expended by 31 December of the year funding is awarded.** Funding that has not been fully spent by this date must be de-committed i.e. returned to the Department of Children Equality, Disability, Integration and Youth. Awards may not be held or continued at an organisation, other, than the applicant organisation(s) specified in the application form, except with the prior agreement of the DCEDIY. Funding will only be provided for the proposal as presented in the application form.

### Cessation of Award

The DCEDIY recognises that, for personal or professional reasons, a grantee under this Fund may wish to terminate the project. This should not be done without prior consultation with the DCEDIY ([parentingsupport@equality.gov.ie](mailto:parentingsupport@equality.gov.ie)) as it may involve reimbursement by the grantee organisation to the Department of some or all funding made available up to the date of termination. Awards may not be deferred or transferred. It is the responsibility of the grantee to inform the DCEDIY in writing of any change of address, telephone, or e-mail.



## **Grant Monitoring**

At any time, projects may be required to provide updates on the project to DCEDIY throughout the year. A financial and a narrative report will be required on the project within six weeks following completion of the proposed activities. A detailed survey will be sought from participants or beneficiaries of the project as appropriate, describing the project and its benefits will be submitted to the Department. *Grantees must comply with the Statement of Principles for Grantees of Circular 13/2014, Management of and Accountability for Grants from Exchequer Funds.*

A template survey will be provided at the appropriate time by the DCEDIY. The survey must be completed and returned to the Department accompanied by a financial report clearly related to the progress of the activities. It is the responsibility of the grantee solely to ensure that the report is filed by the due date. Failure to file report by the required date, or submission of an unsatisfactory report, may result in the Department of Children, Equality, Disability, Integration and Youth terminating an award. The Department of Children, Equality, Disability, Integration and Youth will have leave to seek recovery of monies which has been awarded under this Scheme. All awards may be subject to an external research audit and financial audit.

The timely submission of satisfactory reporting by the grantee will be regarded as a condition of holding the award. Failure to do so will oblige the Department of Children, Equality, Disability, Integration and Youth to seek reimbursement of all monies already paid by the Department of Children, Equality, Disability, Integration and Youth. The Department reserves the right to terminate awards where necessary and without prejudice.

## **Acknowledgements**

It is imperative that Supporting Parents Funding showcasing grantees and their achievements is acknowledged in all dissemination activities. The Department of Children, Equality, Disability, Integration and Youth, and Supporting Parents logos and branding must be used on all material.

## **Intellectual Property/Knowledge Transfer**

The Department of Children, Equality, Disability, Integration and Youth does not make any claim to intellectual property arising from the Award. It is a condition of funding that applicants provide a survey response following activities following the



## **Award**

Award Funding Applicants must also have legal status i.e. a legal identity separate from the individuals who make up the membership of the organisation applying for funding.

**All costs must be clearly explained and justified on the Application and must be directly related to the delivery of the activities as outlined in the Application.**

Grantees must comply with the *Statement of Principles for Grantees of Circular 13/2014*, Management of and Accountability for Grants from Exchequer Funds and procedures relevant to Department of Children, Equality, Disability, Integration and Youth.

The Supporting Parents, Parent Peer Support Fund is intended as one off funding. No financial commitments will be made to projects beyond December 2024.

**Payments are subject to compliance with the public procurement guidelines. Non compliance may result in financial sanctions.**