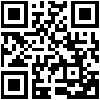
Healthy Meath Micro Fund 2024



Apply at <https://submit.link/2zE> or by scanning the QR code below



For more information contact the Healthy Ireland Coordinator for Meath

[healthymeath@meathcoco.ie](mailto:healthymeath@meathcoco.ie) or 0469097400

Closing Date 7th May 2024.

*The Healthy Meath Micro Fund is supported by the Department of Health’s Healthy Ireland Fund.*

**About the Healthy Meath Micro Fund 2024**

The **Healthy Meath Micro Fund** supports community and voluntary groups wishing to undertake specific **'Health and Wellbeing' projects** under the relevant categories of the scheme. The purpose of the Local Community Development Committee's (LCDC) Healthy Meath Micro Fund is to encourage and support community and voluntary groups to take an active part in improving and protecting health and wellbeing at all stages of life, reducing health inequalities, and creating an environment where everyone can play their part in a healthier Meath.

**What is the purpose of the Healthy Meath Micro Fund 2024?**

The purpose of the fund is to improve population Health and Wellbeing in County Meath, by supporting and encouraging targeted actions in response to the identified two priority outcomes needed for a Healthier Meath.

These priority outcomes align with the Healthy Ireland Fund Local Strategy for Meath County Council, Healthy Ireland Framework for Improved Health and Wellbeing and the Local Economic and Community Plan (LECP) for Meath.

**Who should apply?**

Any Community and Voluntary group promoting health and wellbeing in County Meath may apply. Public sector organisations are not eligible to make an application. Groups are encouraged to register with the Meath Public Participation Network (PPN) and be actively involved in the PPN.

**What types of proposals are considered?**

The Healthy Meath Micro Fund comprises of two different support funds:

1. Support Fund to promote and improve **Healthy Lifestyles** under one or more of the following six pillars (Min Grant €500, Max Grant €2,000)
   * Community Health Checks
   * Being SunSmart
   * Smoking and Vaping
   * Alcohol Consumption
   * Physical Activity
   * Healthy Eating
2. Support Fund to promote and improve **Positive Mental Health** (Min Grant €500, Max Grant €2,000)

**How will my application be assessed?**

Your application will be assessed only on the information provided in or along with the completed application form. You are encouraged to include documentation with your application to support any information given. The Meath LCDC Health and Wellbeing Subgroup will assess your application and make a recommendation in conjunction with the LCDC’s funding evaluation template. The Meath LCDC Health and Wellbeing Subgroup will draw on the professional expertise of its members.

The following criteria will be used when assessing applications.

1. Is the proposed project consistent with the Healthy Ireland Fund Local Strategy for Meath County Council, Healthy Ireland Framework and County Meath LECP key priority areas?
2. Does the proposed project meet the eligibility criteria of the scheme?
3. Location and scale of need (i.e. what health issue you are trying to address).
4. Capacity of the applicant to deliver and evaluate the programme.
5. Impact of the project and sustainability.
6. Additionality i.e. demonstrate that the project would not take place but for the programme funding
7. Leveraging other resources and supports.

Following this evaluation, applicants of the fund will be notified of the status on their application as ‘successful’ or ‘unsuccessful’.

**Acceptance of Offer**

Following the approval of grants by the Meath LCDC Health and Wellbeing Subgroup, the Healthy Ireland Coordinator for Meath will formally write to applicants informing them of the status of their application i.e. successful or unsuccessful. The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer. The Funding Agreement must be signed by the relevant persons and a signed copy must be returned to Meath County Council within 10 days of receipt of the letter of offer. Offers will lapse in the absence of the returned, signed Funding Agreement.

**How do I draw down the grant?**

* All funding must be drawn before 30th November 2024.
* Projects/Proposals must be completed before you can draw down the grant. Before final payment, Meath County Council may require a site inspection or project visit to confirm that all projects are completed.
* A Healthy Meath Micro Fund project completion report and financial report must be submitted at the end of the project (templates will be provided for both). This completion report is a short summary report on the funded project/event. The Financial Report template must be accompanied by:
* Dated Invoices and original receipts detailing expenditure on the project – Invoices and Receipts must reference the name of the Grantee e.g. name of the organisation / community group. They must be dated after the acceptance offer has been signed and before the cut off project completion date of 30th of November 2024.
* Bank Statements of Healthy Meath Micro Fund 2024 transactions.
  + Before and after photos or improvements to amenities or facilities or photographs of events held. By submitting photos, the applicant is giving permission to Meath County Council to use the image(s) for promotional purposes, and confirming they have the permission of the photographer and any people who appear in the photo.
  + Any other documentation which will be notified to you at approval stage.

**Please note that:**

* Closing Date for receipt of Application Forms is: 7th May at 5:00 p.m. via <https://submit.link/2zE> . No late applications will be accepted.
* Once the project/proposal has been completed, applicants can submit a claim to the Healthy Ireland Coordinator for Meath.
* Groups can apply under both the healthy lifestyle and mental health funds, but only once for each fund.
* All projects must be completed by Saturday 30th November 2024 at 5:00 p.m. and claimed by the 6th December 2024. After this time, the funding will be withdrawn.
* Funding not claimed by the agreed deadline will be withdrawn.
* The applicant must comply with Tax Clearance procedures and have insurance (proof of both will be requested).
* Before completing the online application form please read the Eligible and Ineligible cost guidelines outlined above.
* It is the responsibility of the applicant to make sure that all necessary and relevant documentation are submitted when requested.
* The National Procurement Guidelines must always be adhered to.

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| **Eligible Project Costs** | |
| Venue/Room Hire/Meeting Costs | * The rate per hour or per day should be used to calculate this cost. * Third party only: reasonable and not excessive third party venue hire costs. |
| Course Materials | * Third party only and verifiable: the cost for the use of the organisations own photocopier is not eligible. |
| Tutors/Facilitators/Consultants | * Third party only e.g., hourly rate and number of full-time equivalents used to calculate the cost. |
| Publicity and Marketing | * Third party only e.g., hourly rate and number of full-time equivalents used to calculate the cost. |
| Merchandising | * For more information, please refer to brand guidelines (please contact Healthy Meath if these are needed) for eligible costs/activities, and the ineligible costs section below. |
| Volunteer Expenses | * Based on organisation’s volunteer policy and must be verifiable e.g., by signed receipts. |
| Equipment | * Third party costs and verifiable which is essential for the delivery of the action. e.g., sports, playground, library, cooking etc |
| Material aids for participation in sport or physical activity | * Third party costs and verifiable which is essential for the delivery of the action. e.g., sports, playground, library, cooking etc |
| Researchers | * E.g., hourly rate and number of full-time equivalents used to calculate the cost. * Research proposals require a good governance framework to be in place i.e., HSE Research Governance Framework. * Research must not represent duplication of existing HIF resources. |
| Third party evaluation costs | * These costs are directly related to evaluating the activities outlined in the grant agreement. * Any costs relating to evaluation must be proportionate to the level of funding |

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| **Ineligible Project Costs** |
| * Outsourcing of the planning process for HIF Round 4, to an external contractor/researcher. * Social Prescribing. * Recruitment costs. * Costs associated with the grantee’s own facilities e.g., meeting room(s), photocopier. * Retrospective costs i.e., expenditure incurred before funding is approved. * VAT costs (where the VAT costs can be re-claimed from Revenue) * Bank charges such as interest costs, fines, financial penalties, and legal dispute costs * Funds to build up reserves or a surplus. * Sponsorship and charitable donations * Vehicles or other mobile assets not directly linked to eligible activities. This includes the costs associated with the procurement of such items. * The purchase of land, buildings and/or large-scale refurbishment of buildings including schools * Routine repairs and maintenance of buildings * Single use plastics as part of merchandising costs such as forks, balloons, and straws * Notional costs or opportunity costs i.e., all costs must be real costs that are paid out to a third party. * Staffing costs not associated with the project proposal. * Costs for staff, actions, equipment, and programmes already supported by statutory and public funding. * Existing rental costs or space costs * Redundancy costs * In-kind contributions: all costs must represent real costs that are paid out to a third party. * Depreciation of fixed assets * Vouchers e.g., gift vouchers |

The above table sets out ineligible costs under HIF Round 4. Any costs or overheads that someone else is paying for, whether in cash or in kind are not eligible. This is an indicative list of ineligible costs, it is not an exhaustive list so should grantees have any concerns regarding the eligibility of planned expenditure, please contact Healthy Meath for clarification in advance of incurring expenditure.