



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth

# Disability Participation and Awareness Fund 2021

Guidance Note

October 2021

## Table of Contents

Disability Participation and Awareness Fund (DPAF) 2021 .....	3
Guidance Notes for Applicants.....	3
Part A - General Guidance for Applicants .....	3
(i) Purpose and Goal of the Disability Participation and Awareness Fund .....	3
(ii) Themes for 2021.....	4
(iii) Target Groups .....	4
(iv) Additionality .....	4
(v) Size of Grant Available.....	4
(vi) Eligible Project Dates .....	5
(vii) Expiry of Grant Offer .....	5
(viii) Assessment criteria .....	5
(ix) Grant Agreement.....	5
(x) Payments .....	5
(xi) Duplication of Funding .....	5
(xii) Changes to Projects post award .....	6
(xiii) Project Reporting.....	6
(xiv) Audit .....	6
(xv) Children First Act 2015 .....	6
Part B - How to Apply .....	7

# Disability Participation and Awareness Fund (DPAF) 2021

## Guidance Notes for Applicants

---

**Part A** - General Guidance for Applicants

**Part B** - How to Complete the Application Form

---

**PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE COMPLETING THE DISABILITY PARTICIPATION AND AWARENESS FUND APPLICATION FORM**

**LOCAL AUTHORITY APPLICANTS ONLY**

### Part A - General Guidance for Applicants

#### (i) Purpose and Goal of the Disability Participation and Awareness Fund

The Disability Participation and Awareness Fund is a new funding scheme of the Department of Children, Equality, Disability, Integration and Youth. In 2021, this Fund will be available to Local Authorities for their use and/or disbursement. Future rounds of the DPAF may expand on the eligibility criteria of DPAF 2021.

The purpose of DPAF 2021 is to provide funding for Local Authorities across Ireland to support the participation of people with disabilities in local activities, to help remove barriers to community involvement and to support the promotion and implementation of the United Nations Convention on the Rights of People with Disabilities (UNCRPD)<sup>1</sup> in communities.

A total of €2.5m will be made available in 2021 to Local Authorities to carry out projects in their local area. Grants under the Fund will be to a maximum of €80,000.

This funding can be used for both once-off initiatives and short to medium term projects. Projects and initiatives should promote the rights of people with disabilities by removing barriers to the participation of people with disabilities in their local communities, raising awareness of the UNCRPD, and increasing accessibility.

Where Local Authorities are distributing grant funding to partners for implementation of actions, appropriate grant agreements and governance measures must be put in place.

Projects supporting the following objectives will be given special priority this year:

- Increasing awareness of disability issues and matters in the community
- Building the capacity of local authorities to address disability matters and challenges
- Promoting the UNCRPD among local authority elected members, staff, and communities

---

<sup>1</sup> <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>

- Providing funding to networks and clubs at local level to expand and support the direct involvement and participation of people with disabilities in community life
- Providing funding to Disability Organisations and/or, in particular, to Disabled Persons Organisations (DPOs) to support their involvement in local committees and networks<sup>2</sup>
- Enabling the information provided by the Local Authorities and/or partner organisations to become more accessible.
- Making public and community spaces more accessible.

## **(ii) Themes for 2021**

Projects under the following themes will be considered. Use the descriptions below to help you select the most appropriate theme for your project on the application form.

1. **UNCRPD Promotion** – A project that promotes the UNCRPD within local authorities and/or at local level in communities.
2. **Disability Awareness Capacity Building and Training** – A project that initiates disability awareness capacity building and training in local authorities and/or at local level in communities i.e. carrying out awareness training, supporting disability champions, engaging with DPOs and Disability Organisations to this end.
3. **Participation and Engagement** – A project that improves and encourages the accessibility of, and participation in, community life for persons with disabilities. This could be in the form of increasing and facilitating engagement with e.g. community sports and recreational activities, the arts (be they visual, creative, dance, film, literature etc.), or with other aspects of community life or community activities.
4. **Accessible Public and Community Spaces** – A project to create accessible public and community spaces and/or to improve the accessibility of public and community spaces.

## **(iii) Target Groups**

The purpose of DPAF 2021 is to support local authorities to make communities across Ireland more accessible and inclusive for people with disabilities. Applicants are required to explain how the proposed project will achieve this purpose and deliver results for people with disabilities.

## **(iv) Additionality**

Project activities must be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level.

## **(v) Size of Grant Available**

Grants may be provided from a minimum of €20,000 up to a maximum of €80,000 depending on the size and nature of the project. In some circumstances, projects may be part-funded under this scheme.

---

<sup>2</sup> A Disabled Persons' Organisation (DPO) is a civil society organisation of persons with disabilities that is led, directed and governed by persons with disabilities. A clear majority of its membership should be persons with disabilities. The organisation should be rooted in, committed to and fully respect the principles and rights recognised in the UNCRPD.

#### **(vi) Eligible Project Dates**

Projects must commence before 1 April 2022 and must either be completed no later than 31 March 2023. Projects failing to observe these dates will be deemed ineligible, and funding must be returned to the Department of Children, Equality, Disability, Integration and Youth.

#### **(vii) Expiry of Grant Offer**

If a Grant is offered, it must be accepted within 1 week of the offer. Failure to return the signed Grant Agreement and other requested documentation/information within 1 month of the date of the grant offer, whichever is the earlier, will result in forfeiture of the grant offer.

#### **(viii) Assessment criteria**

All applications will be screened to determine their completeness and the eligibility of the applicant organisation and proposed activities. Applications deemed complete and eligible will then be fully assessed according to the following criteria:

- Overall strength of project proposal by reference to planned activities
- Degree to which the planned outcomes meet the goals of the DPAF 2021
- Value for money

In determining the overall allocation of DPAF 2021, the Department may have regard to the need to achieve a balanced geographical spread of activities.

#### **(ix) Grant Agreement**

Each organisation that receives a grant offer will be required to sign a Grant Agreement with the Department setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Children, Equality, Disability, Integration and Youth has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

#### **(x) Payments**

Organisations who be asked to provide the bank details of the organisation when completing the application form. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

#### **(xi) Duplication of Funding**

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

## **(xii) Changes to Projects post award**

Changes to the project plan may not be made without the prior agreement of the Department. Unforeseen circumstances beyond the control of project organisers may affect project dates and scope (e.g. weather events, withdrawal of facilities etc.). In this case you must, at the earliest opportunity, notify the Department using the Project Change Request Form which can be requested from [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie).

### ***Changes to project dates***

In applying for a change of dates, applicants will be required to state what dates (i.e. project start date, end date or both) are changing, the new project dates and the reason for the change. In no circumstances will organisations be allowed to change their project start date beyond 1 April 2022 or end date beyond 31 March 2023. Any applicant attempting to do so will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

### ***Changes to project scope***

The new scope of the project must remain commensurate with the goals and themes of DPAF 2021 and must also be commensurate with the original amount awarded. The reason for the change must be provided. The Department reserves the right to refuse such requests if it is felt the project no longer meets the goals of the Fund or is not commensurate with the amount of funding originally awarded. In such cases, the applicant will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

## **(xiii) Project Reporting**

### ***Final Reports***

All applicants must submit a final report within two calendar months of the agreed project end date.

***The onus is on the person who signs the Grant Agreement to ensure that the report is submitted on time.***

### ***Report Structure/Templates***

All reports should contain information on how the money has been spent and the outcomes achieved. Project reporting templates will be issued to successful applicants.

Reports should, where possible, include photographs to illustrate the activities undertaken and the participants involved. Organisations need to be mindful of the issue of confidentiality and privacy and must obtain permission for the use of the images prior to submitting the report to the Department. Extracts from the report, including photographs, may be published by the Department.

## **(xiv) Audit**

The Department of Children, Equality, Disability, Integration and Youth has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

## **(xv) Children First Act 2015**

In the event that your application is successful a statement of compliance with the Children First Act 2015 will be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the [Tusla website](#).

A copy of the national guidance can be found on the Department of Children, Equality, Disability, Integration and Youth [here](#). You can download the Children First Act 2015 from the Irish Statute Book [here](#).

## Part B - How to Apply

*Please note that only applications from Local Authorities will be considered in this round of funding.*

1. Applications to DPAF 2021 must be submitted via email to [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie) by Monday 8<sup>th</sup> November 2021 at 3pm.
2. When you have submitted the application, you will receive an email confirming that your application has been received.
3. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
4. Successful applicants will be asked to provide, in the form and manner requested, the following:
  - Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
  - Bank details of the organisation
  - Tax Reference Number (if applicable)
  - Registered Company No. / Registered Charity No. (if applicable)

Please note that the grant will not be paid until ALL requested documentation / information has been received and is deemed to be in order.

5. The review and decision-making process will take several weeks. Therefore, organisations will be contacted with the result of their application by the end of November 2021. However, this date may change depending on the number of applications received.
6. Queries regarding applications may be submitted to [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie)

**Plaza Miesach, 50-58 Sráid Bhagóid Íochtarach,  
Baile Átha Cliath 2. D02 XW14**

Miesian Plaza, 50-58 Baggot Street Lower,  
Dublin 2. D02 XW14

T +353 1 647 3000

[www.gov.ie](http://www.gov.ie)