**NORTH AMERICA MEITHEAL FUND**

**GRANT PROCESS FOR**

**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT) OF IRELAND GRANTS**

In the last few years the North American Meitheal Fund has received funding from the Irish Department of Foreign Affairs and Trade (DFAT). We are most grateful for this funding as it assists our NA Comhaltas branches in financing worthwhile projects that promote our Irish culture.

When the NA Meitheal Fund is notified of the current year’s funding, a budget is developed to allocate this grant. Some of this money is budgeted for annual events such as the convention and fleadhs. Included in the budget is “unassigned money” for one-time projects which the branches can apply for.

**Please note:** there are strict guidelines for the use of DFAT funding – what it can and cannot be spent on:

 CANNOT fund entire project; cannot be used for travel or accomodations or artists’ fees; cannot be used for the purchase of instruments or equipment; cannot be used for core activities of a branch.

 MUST be spent before June 30; all reporting must be complete and timely; funded projects must use the DFAT, Comhaltas and Meitheal logos on all promotional material, including social media; all DFAT grants must be reflected in financial reports under income as DFAT: Emigrant Support Program Grant.

If you have a project that can meet the DFAT criteria and terms and conditions, the following are the procedures you should follow to apply for a DFAT grant.

**Step One Obtain the Meitheal Fund Grant Application**

 The Meitheal Fund grant application form is available on the

 Comhaltas website at www. ccenorthamerica.com. Click on

 Meitheal Fund at the top of the page. Click on Meitheal Grant

 Application Form 2019.

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**Step Two Read Terms and Conditions to determine**

 **if your Project is eligible for funding**

 At the beginning of the Meitheal Grant Application form, there’s

 a link to the detailed Terms and Conditions for DFAT grants.

 Click on this link and thoroughly review these terms and

 conditions before completing the grant application form. There

 are many expenses and types of expenses that are not eligible

 for DFAT funding .

**Step Three If your Project is eligible, complete the**

 **application form**

 You can complete the application form online, or print a copy

 to complete by hand. Please note that all sections must be

 filled out, and the application must be signed by your

 Branch President, Treasurer and Project Manager.

 The completed application should be emailed to Barbara

 Bouchey, NA Meitheal Fund Grant Manager, at

 bbbouch@swbell.net or posted to her at

 400 South 14th Street, Suite 1111, St. Louis, Missouri 63103

 **NOTE: most applications will be subject to a due date which**

 **must be meet.**

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**Step Four Notification of Application Acceptance or Denial**

Once your application is received, or the due date has come, you

 will be notified by email within one to two weeks of the its

 acceptance or denial. You will also be notified of the amount of

 the grant.

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**Step Five Terms and Conditions Letter**

 If your grant application has been approved: within two to three

 weeks of the receipt of your application, or of the due date, you

 will receive the Terms and Conditions form for the grant via

email.

 This Terms and Conditions email will formally notify you of the

amount of your grant. It also contains the terms and conditions

which must be followed, with signatures of the Project Manager and the Branch Treasurer required to signify your agreement to compile with all terms and conditions.

**NOTE: the signed terms and conditions letter should be returned to Barbara Bouchey within 10 days (see address in Step Three)**

**Step Six Logos for DFAT, Comhaltas and Meitheal must**

 **be used on all promotional material**

 Logos for DFAT, Comhaltas and Meitheal must be used on all

 promotional material for your project: brochures, flyers, tickets,

 websites (other social media), etc.

 These logos can be found at the Comhaltas website

 [www.ccenorthamerica.com](http://www.ccenorthamerica.com). Click on Meitheal Fund at the

 top of the page. All logos are included in the dropdown.

**Step Seven Your Projects Income and Expense Statement**

 You will also be provided a “sample” Income and Expense (I&E)

 statement which is to be used as your financial report for your

 project.

ALL income and expenses are to be reported for your project.

 The sample I&E reflects that your grant is be included under

 Income as DFAT: Emigrant Support Program Grant. Expenses

 are to be separated between “admissible under DFAT” and

 “inadmissible under DFAT”.

**Step Eight Receipts to Support your I&E Statement**

 ALL receipts for your project expenses must be included with

 your I&E statement. Copies should be printed on white paper.

 Receipts MUST support what’s included on the I&E as expenses.

 Receipts should be filed in the same order that the related

 expenses are reported on the I&E.

**Step Nine Actual Receipt of Grant Funds**

 After your completed Income and Expense statement, with

 all receipts, have been received, they will be reviewed for

 completeness and accuracy. You will be notified immediately

 of any problems, and the need to resolve them quickly.

 After all is approved, the NA Meitheal Fund Treasurer will

 send a check for the grant to the Branch President.

**NOTE: You are asked to notify Barbara Bouchey by email**

 **(address in Step Three) upon receipt of the grant check.**

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**Step Ten Timeframes**

 The completed Income and Expense Statement, along with ALL

the receipts must be sent to Barbara Bouchey (see address in

Step Three) **within 30 days of the completion of the**

**project.**

 **Interim Reports:** NA Meitheal Fund must provide an interim

 report to Dublin Head Office in February each year. If you have

 been approved for a DFAT grant, you may be required to

 provide a status of your project for this interim report.

 **Final Report:** NA Meitheal Fund is required to provide

 Income and Expense Statements with ALL receipts for each

 funded project within the year by **mid-June.** It is expected

 that all funded projects will have reported by that time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_