## Social Policy Grants Scheme

**Scope, aims and objectives**

The purpose of the Social Policy Grant Scheme is to provide small-scale support for social policy initiatives being undertaken by independent information providers, particularly Citizens Information Services (CISs) working on their own or in conjunction with other CISs and/or local voluntary/community organisations.

The grant payable under this scheme usually ranges between €1,500 and €3,000. Funding is not available retrospectively.

**Criteria**

The grants are provided to support local policy initiatives in areas such as:

* Analysis of social policy issues identified by the service and the preparation of a short report accordingly which would be submitted to relevant organisations and agencies, as well as to the Citizens Information Board
* Networking between a number of local agencies in order to identify common social policy issues and the compilation of relevant submissions
* Seminar/workshop for information workers at local level to explore issues around social policy work, for example, the interrelationship of advocacy and social policy feedback
* Discussion fora between independent information providers and local statutory agencies to consider policy issues identified and how these might be addressed.

**Who may apply**

Independent information providers or other community and voluntary organisations working with independent information providers.

The format for applications is set out in the following guidelines which are available to applicants.

**Applications should contain the following details**:

* Name(s) and contact details (address, telephone, fax, e-mail) of the centre or centres applying for a grant.
* Name of the contact person who also has overall responsibility for the proposed project.
* Names of any other persons or organisations involved in the project.
* Brief statement of the policy issue to be addressed. What is the issue or policy problem to be analysed and how did it arise? Why is it important to analyse and/or act on this issue?

**Implementation:** how it is proposed to carry out this work, details of the process involved.

**Existing and ongoing work in the area:** whether the organisation has already done some work in this area and whether there are any other organisations that are already engaged in policy work in this area.

**Scope for co-operation:** involving other organisations in the work, either locally or nationally.

Dissemination of findings and/or involvement of individuals and organisations in workshops and training: how it is planned to use the information or analysis generated with the help of the grant. If applying for funding for a workshop or training event, identify the target audience/participants.

Areas of responsibility: for different parts of the project proposed

Costs: breakdown of the funds requested

**Timeframe:** when the project will start, timetable for progressing the project, deadline for finishing the project

**How decisions are made**

Decisions are made on the basis of how clearly the proposed project fits the criteria outlined above.

**Is there an appeal mechanism for someone who is not awarded a grant; who should someone appeal to?**

There is no formal appeal mechanism as such. Applicants are informed of the reasons why their application was not successful and can request details on the criteria used in making the decision and seek to have a decision reviewed.

**All initial enquiries and communications in relation to the Social Policy Grants Scheme should be directed to:**  
**Administrator,** Information Publications and Social Policy. Social Policy and Research Executives liaise with applicants within their region.   
  
**Completed applications are sent to:** Social Policy and Research Manager**,** Citizens Information Board