

**COVID-19 Stability Fund 2021  
For  
Community and Voluntary  
Organisations, Charities and Social  
Enterprises**

**Guidance Notes for Applicants**

May 2021



## Contents

Introduction.....	3
Useful Definitions .....	4
Overview of the Eligibility Criteria .....	5
What are the eligible services? .....	6
Who is eligible to apply?.....	7
Who is not eligible to apply? .....	8
Priorities for the Stability Fund 2021 .....	9
What costs are eligible?.....	10
Important notes about eligible costs .....	11
Application Process .....	12
Quick Check List of information for your application form.....	14
Notification of the outcome of your application .....	16

## Contact Pobal

**Opening Hours:** 9am -5pm (Monday to Friday)

**\*\*Extended Opening Hours - 25<sup>th</sup> and 26<sup>th</sup> May, 2021 until 8pm \*\***

Email: [stabilityscheme@pobal.ie](mailto:stabilityscheme@pobal.ie)

Last modified on 6<sup>th</sup> May 2021

## Introduction

The **COVID-19 Stability Fund 2021** aims to help organisations which are suffering financially due to a reduction in their fundraising or traded income so that they can continue to deliver eligible social services over this difficult period of the pandemic.

€10m has been made available by the Department of Rural and Community Development (DRCD) which is part funded by the Dormant Accounts Fund.

### Key Dates

- **The opening date** for the Stability Fund 2021 is **Thursday 6th May, 2021**
- **The closing date is Thursday 27<sup>th</sup> May, 2021 @ 3pm (15:00 hrs).**
- Potential applicants will be able to **register** on the application portal **from Thursday 6<sup>th</sup> May, 2021.**
- The online application form will be available from **Thursday 20<sup>th</sup> May, 2021** until **3pm (15:00 hrs) on Thursday 27<sup>th</sup> May, 2021.**

Organisations applying to the Stability Fund 2021 **must be operating in the Republic of Ireland** and **delivering one of the eligible services** on or before the 1<sup>st</sup> January 2019.

The Stability Fund is being administered by Pobal on behalf of the Department of Rural and Community Development (DRCD).

There are various supports available to organisations struggling during this time. Applicants are encouraged to consider all other suitable funding before applying to the Stability Fund 2021.

The grants awarded will be based on the financial information provided by each applicant and the demand for the funding versus the budget available.

### Please note:

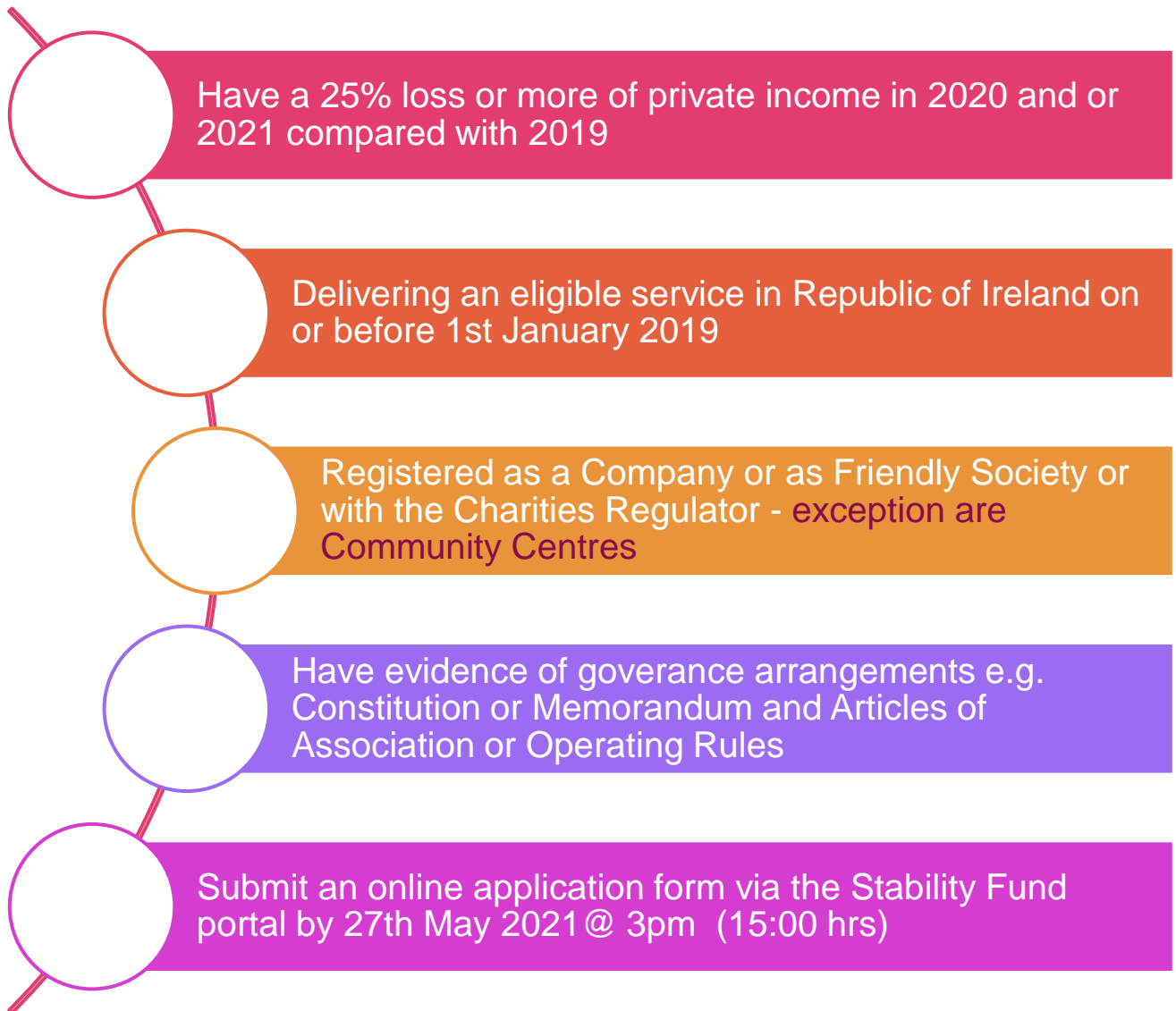
- Meeting the eligibility criteria and/or submitting an application form is no guarantee that your application will be successful and a grant will be awarded.
- Organisations can only submit one application form.
- A mock-up of the online application form is available on the [Pobal website](#).

## Useful Definitions



DRCD	Department of Rural and Community Development
The Fund	COVID-19 Stability Fund 2021
Stability Portal	This is the online application system available on the Pobal website. Only applications submitted via this portal will be considered.
Private Funding	<p>For the purposes of the Stability Fund 2021 <b>private income</b> is all money generated by your organisation which does not nor has come directly from the Government or a Public Body or a Statutory Body. <u>This is not an exhaustive list.</u></p> <p><b>Examples</b> of private income are:</p> <ul style="list-style-type: none"> <li>• Fundraising income</li> <li>• Donations</li> <li>• Sponsorship</li> <li>• Membership/Subscriptions</li> <li>• Legacies</li> <li>• Income generated from the sale of goods and/or services e.g. renting out a room or the income from the sale of food/goods/service.</li> </ul> <p><b>Note: Private Income and Public Funding Income =Total Income.</b></p>
Public Funding	For the purposes of the Stability Fund 2021 this is the money your organisation has received from the Government and/or a Public Body and/or Statutory Body e.g. <b>Government Department, Pobal, Local Authority, HSE, including any EU funding. Grants from LEADER/SICAP or your Local Authority or your Local Development Company are considered Public Funding. This is any grant, contract, subsidy, service level agreement or payment received. This is not an exhaustive list.</b>
COVID-19 Supports	This is any grant or wage subsidy payment received from the Government of Ireland or any of its Departments/Statutory/Public bodies in 2020 or 2019 to support your organisation as a result of the pandemic.
Overheads	These are costs associated with the running of your organisation e.g. utilities, rent or lease, ICT, insurance costs. They do not include direct programme or project costs, nor salary costs.
Governing Documents	This is the document(s) that describe and explain your organisation's role and responsibilities, including any operational rules. Example: Constitution, Memorandum and Article of Associate, Rules.
Accounts	For the purpose of this Fund, accounts refers to Annual Financial Statements which are independently audited and prepared or Management Accounts or Income and Expenditure Statements which are prepared and signed off by your Board/Management Committee.

## Overview of the Eligibility Criteria



## What are the eligible services?



The following are the eligible services for the Stability Fund 2021.

Health and Illness Supports  
Mental Health Services  
Addiction Support  
Domestic Abuse Services  
Disability Services  
Support for Carers  
Adult and Children Hospice Services  
Essential Services for Older People  
Family Support Services  
Sexual Assaults Support Services  
Victim Support Services  
Essential Social Services to Disadvantaged Communities  
Services for Ethnic Minority, Traveller and Roma Communities  
Youth Services  
LGBT+ Support Services  
Emergency Relief Services  
Residential Care Services  
Homelessness Services  
Sheltered Housing  
Social Housing  
Criminal and Probation Support Services  
Unemployment Supports  
Adult and continuing education and education supports to disadvantaged communities  
General Wellbeing Supports  
Provision of space/facilities to other organisations to provide essential services

### Please note:

- Organisations applying for funding must be **delivering** one of the above services on or **before 1<sup>st</sup> January 2019 in the Republic of Ireland**.
- The online application form requires you to **select one service only**. Where an organisation is delivering more than one of these services, the applicant should select their primary service or support.
- **Beneficiaries of the services** provided by the applicant organisation **must be people living in the Republic of Ireland**.

## Who is eligible to apply?



The Stability Fund 2021 is open to **community and voluntary organisations, charities and social enterprises** which meet the following criteria:

1. Have an actual **loss of 25% or more of private income** (e.g. traded income/fundraising income) in **2020** when compared with their 2019 private income and/or have a projected loss of 25% of private income in **2021** when compared with their 2019 private income.
2. Are **operating in the Republic of Ireland** and are delivering an **eligible service** in the Republic of Ireland on or before 1<sup>st</sup> January, 2019.
3. Have provided evidence of their **governance arrangements** e.g. Memorandum or Articles of Association, Constitution, or Operating Rules of their organisation.
4. Are **registered** with the Companies Registration Office or the Registrar of Friendly Societies or the Charities Regulator, in the Republic of Ireland.

There is one exception to criterion four (4) on registration as explained below.

**Community Centres not currently registered** with the Companies Registration Office or the Registrar of Friendly Societies or the Charities Regulator in the Republic of Ireland and are **providing eligible services to the wider community can apply** provided all other eligibility criteria i.e. 1 to 3 above are met.



**Community Centres** in this context **must**

- **Provide evidence of governance arrangements** e.g. a Constitution or set of Operating Rules
- **Have a 25% loss or more of private income** when compared with 2019 or 2020
- **Be operating and delivering eligible services** on or **before 1<sup>st</sup> January 2019**.

**Community Centres** are required to **provide the name of a local organisation who can subsequently provide a reference** for them should their application be successful. Examples of suitable local organisations are: Local Authority, Local Development Company, HSE.

A **reference template** is available on the Pobal website for the applicants to download, complete off-line and upload with the application form.

Pobal/DRCD will contact the relevant local organisation where applicable.

## Who is not eligible to apply?

The following organisations will not be considered eligible for consideration:

- Membership groups or branches of an organisation are not eligible to apply. Only the national organisation or governing body is eligible to apply.
- Organisations funded under Section 38 by the HSE
- Hospitals
- Statutory Bodies
- Universities or other Third Level Institutions
- Schools (Primary or Secondary)
- Early Learning Childcare Services
- School Age Childcare Services
- Sole Traders
- Private Individuals
- Sporting Organisations i.e. sport teams, facilities and clubs, with the sole exception of sporting organisations established as therapeutic service for vulnerable individuals
- Organisations whose only or sole purpose is the promotion of religion, education, culture, heritage, sport or arts.
- Organisations primarily providing supports and services to people living outside the Republic of Ireland
- Festivals/Events Committees or Organisations
- Private for-profit companies
- Animal Welfare organisations
- Local Development Companies/Local Action Groups (LAGs)
- Trusts e.g. private family trusts, unincorporated trusts





## Priorities for the Stability Fund 2021

It is anticipated that there will be a significant demand for funding. The following is a list of the priorities for the Fund in 2021. Please note that the final prioritisation and decisions on applications will take account of demand, the total budget available and the other information provided as part of your application.

- Organisations that **have not received previous support** from the DRCD **COVID-19 Stability Scheme 2020** or other Government supports are a priority.
- **Community Centres** that are delivery services to the wider community that are not registered with the Companies Registration Office or the Registrar of Friendly Societies or the Charities Regulator in the Republic of Ireland.
- Organisations that are **experiencing severe financial difficulties** and are at risk of severely reducing their eligible critical services and supports and/or in danger of not continuing and/or reopening.
- Organisations that are **not in receipt of public funding** or where public funding **represents a relatively small percentage of your overall income.**

The following are not a **priority for 2021**:



Organisations that have received previous funding under the DRCD COVID-19 Stability Scheme 2020.

Organisation that are in receipt of substantial public funding and other COVID-19 supports from the Government e.g. in receipt of 80% or more of their income from public sources e.g. Government Departments, Local Authority, Local Development Companies, HSE, EU funding e.g. LEADER etc.

## What costs are eligible?

The Stability Fund 2021 aims to provide a contribution to towards an organisations overheads and day to day running costs of their organisation. Employment costs such as salaries/wages and employers PRSI are not eligible.

Below is a list of **indicative list of eligible costs** which the grant can be used for. **This is not a definitive list** and is by way of example only

This is not a **definitive list and is by way of example only.**

- Existing rent/lease of premises (these agreements must be in existence prior to March 2020)
- Utilities (heat, light, phone, broadband, water etc.)
- Existing Loan Repayments (the loan agreement must be in place prior to March 2020)
- Bank Interest
- Bank Charges
- Insurance
- Website Maintenance
- Cleaning
- Audit & Accountancy fees
- Legal fees
- Security
- Staff training costs (if directly related to COVID-19 crisis)
- Pension contributions
- Costs associated with an increase in services being provided such as Personal Protection Equipment (PPE), Helpline/Information Line Costs etc.
- Small electronic devices to deliver services for the organisation

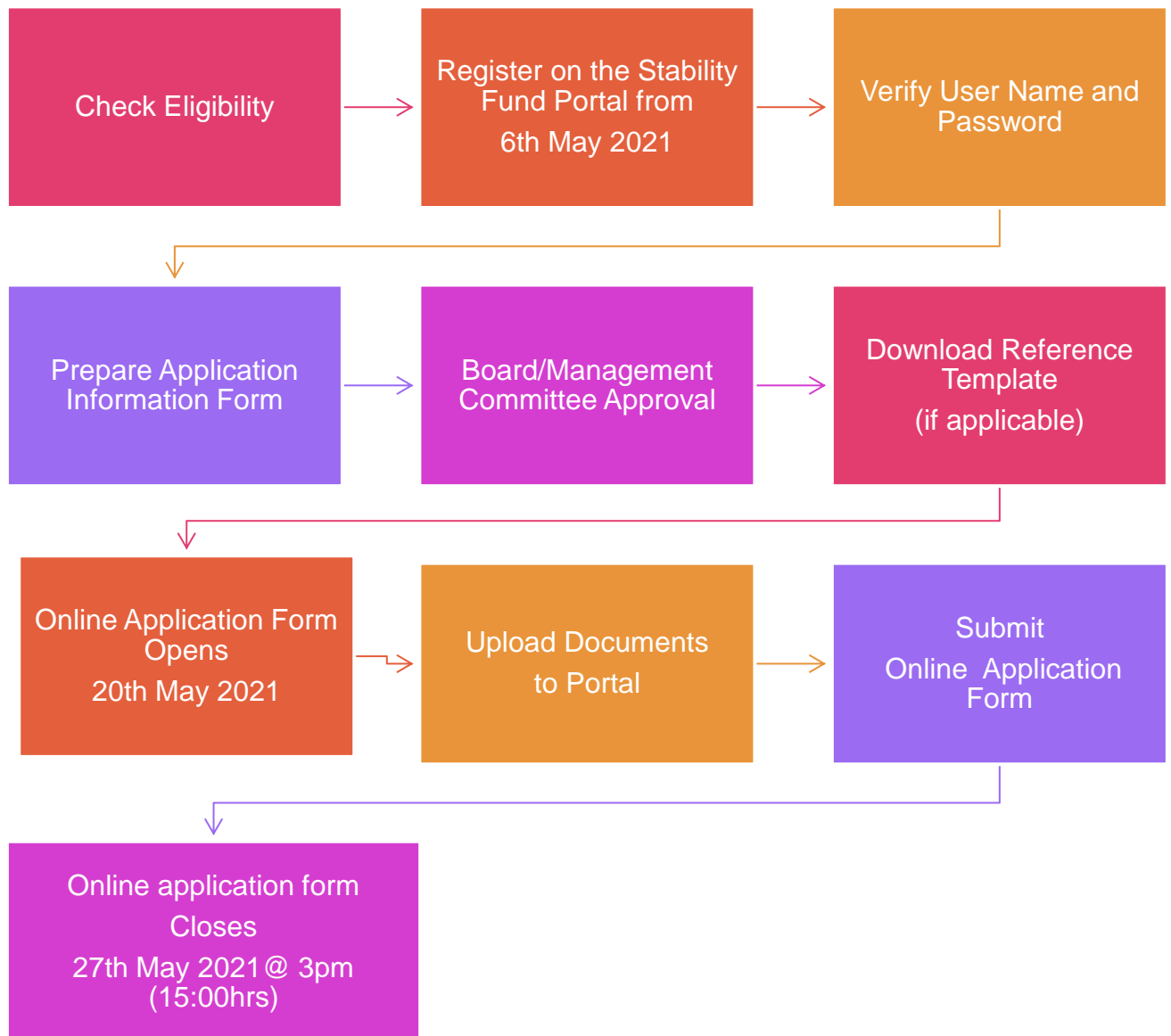


## Important notes about eligible costs

- All eligible costs must be incurred between **1<sup>st</sup> January 2021 and 31<sup>st</sup> December 2021**.
- Applicants must ensure that there is no duplication of funding when assigning costs to this grant should their grant be successful.
- All costs paid for by the grant must be **real costs** i.e. paid to a third party outside of the organisation. Applicants must follow [public procurement guidelines](#) where practical in relation to items purchased with the grant. Evidence of compliance may be required e.g. tendering or quotation documents, invoices, receipts and bank statements.
- Successful applicants must **retain all records** pertaining to the expenditure of the grant for future inspection or audits or verification visits. The retention period for all documents is 7 years post the date of approval of the grant **i.e. up to the end of 2028**
- If your organisation engages an accountant or auditor to prepare Annual Financial Statements, these Annual Financial Statements must have a separate schedule for the Stability Scheme 2021 grant in line with the Department of Public Expenditure and Reform (DPER) Circular 13/14. The Annual Financial Statements must also acknowledge the source of the funding from the Government of Ireland and Department of Rural and Community Development (DRCD).

# Application Process

## Overview of the Application Process



## Application Process

### Step 1 – Check Eligibility

To get started, **review the eligibility criteria** and determine if your organisation meets the criteria outlined above i.e. loss of private income (25% or more); delivering eligible services on or before 1<sup>st</sup> January 2019; is your organisation registered; governing documents.

### Step 2 - Create Username and Password

You will create your Username and Password on the portal. You will be required to verify this via email before your account is active i.e. to enable you to access the online application form.

### Step 3 - Register on the Portal

All applicants must register on the application portal for the Stability Fund 2021 in order to access the online application form. You will find the online portal on the Pobal website. [A technical guide and videos on how to register is also available on the Pobal website.](#)

Please ensure that **you provide your Registration Number(s) when prompted** as part of this step. To be eligible you must be registered with one of the following i.e. the Companies Registration Office **or** Registrar of Friendly Societies **or** the Charities Regulator in Ireland.

**Note:** Community Centres providing a social service to the wider community are eligible to apply without a registration number(s).

To **register on the portal** you will require to have the following information to hand.

- **Legal name** of your organisation, head office address, EIRCODE
- Organisation **registration number (s)** e.g. Companies Registration Office (CRO); or registration number from the Registrar of Friendly Societies or Registered Charities Number (if applicable)
- Organisation tax information i.e. **Tax Registration Number or Tax Clearance Access Number**
- Organisation **contact details** i.e. primary contact and Chair/CEO contact details, including their e-mail and telephone numbers.

**Organisations that do not have a TRN or TCAN are eligible to apply.**

#### **Please note:**

1. If your organisation does not have a TRN and TCAN and your grant awarded is €10,000 or more, you will be required to register with Revenue and provide a TCAN before you receive your grant.

2. We will be cross-referencing your registration details with the Companies Registration Office, Revenue and the Charities Regulator, so please ensure the details you provide about your organisation are correct.
3. If you inadvertently forgot to provide the relevant registration number(s) as part of this step, you will be able to enter this information on the online application form.
4. **The Registered Charity Number (RCN) is not the same as the CHY number.** The CHY number is issued by Revenue. The RCN is issued to you by the Charities Regulator.
5. **If your organisation has registered previously on Pobal's application portal** e.g. for the Stability Scheme 2019, you will not need to register again.

#### Step 4 – Prepare Application Form Information

A copy of the online application form is available to download from our website to help with your preparations.

#### Quick Check List of information for your application form.



- **Annual Income** for 2019, 2020 (Actuals) & Projected for 2021
- **COVID-19 Income Supports** for 2020 and projected for 2021
- **Other Public Funding** for 2019 and 2020 (Actuals) and projected for 2021
- Details of any Once-Off Capital Grants for 2019, 2020 and projected for 2021
- **Organisational Overhead Costs** 2019 and 2020 (Actuals) and Projected for 2021
- **Salary/Employment Costs** for 2019 and 2020 (Actuals) and Projected for 2021
- Bank Account Details
- **Number of beneficiaries** of your services and supports for 2019, 2020 and 2021 – these can be actual or estimated.
- Amount of funding being sought from COVID-19 Stability Fund 2021
- **An explanation why your organisation needs funding from the Stability Fund 2021.**
- **Details on the level of service and supports** prior and during the pandemic
- **Your plans for the future**

Please check that your figures are true and accurate i.e. correspond with the accounts for your organisation before submitting your online application form.

Documents you will need:

- Constitution/Memorandum or Articles of Association/Organisation Rules
- Current organisation bank statement
- Accounts for 2019 and 2020
- Reference Template (Unregistered Community Centres only)

## Step 5 – Board/Management Committee Approval

Please ensure that your Board/Management Committee approves the application form and its content prior to submitting your application form and supporting documents. Evidence of Board/Management Committee approval may be checked as part of an inspection by Pobal/DRCD or any of their agents i.e. the relevant minutes of the board/committee meeting.

## Step 6 - Download Reference Template (Optional)

This step is only relevant to Community Centres which are not registered with the Companies Registration Office or the Registrar of Friendly Societies or the Charities Regulator in Ireland.

The Community Centre in this case can provide a reference from a Local Organisation, such as their Local Authority, Local Development Company or HSE. We have provided a template which you can download from our website.

You are required to provide the following information:

- Local Organisation Name
- Section/Department Name within the local organisation (if applicable)
- Contact Details (name, e-mail and phone)

**There is no need for the Local Organisation to sign this template.** DRCD/Pobal will contact the relevant body if your application form is successful.

## Step 7 - Online Application Form Opens on the 20<sup>th</sup> May 2021

- You can commence to complete the application form
- You can begin to upload your supporting documents

The online application form is accessed via the Stability Fund portal. You can access the form as often as you require. The application form will remain at the status of draft until you click “submit application” at the end of the form. While in “draft”, you will be able to edit and amend the details in your application and upload documents as often as you require.

Once the status of the application changes from “draft” to “submitted” you will not be able to make changes to the application form nor upload any other supporting documents, even if the application deadline date time has not passed.

**Remember to “Submit” your online form before the closing date and time of 27<sup>th</sup> May, 2021 @ 3pm (15:00 hrs).**

## Step 8 - The online application form closes 27<sup>th</sup> May, 2021 @ 3pm (15:00 hrs)

- The online application form will **automatically close** at 3pm on the 27<sup>th</sup> May, 2021.
- Applications at the **status of “draft” at this time will not be considered.**
- You will only be able to read your application form and supporting documents.
- Only applications received via the portal will be considered i.e. **application forms at draft or submitted via e-mail, hand/courier will not be considered.**
- Pobal’s support will be available up to the closing date and time.

## Please note:

Due to the expected volume of calls, if you contact Pobal with an ICT issue **within 24 hours** of the closing date and time, Pobal cannot guarantee that your ICT issue will be resolved in time for you to submit your application.

Please do your best to register on the Portal and submit your application form as soon as possible after the 20<sup>th</sup> May, 2021

## Notification of the outcome of your application

You will be notified in writing of the outcome of your application by Pobal on behalf of DRCD. Applications will be processed as quickly as possible and decisions will be released on an ongoing basis depending on the number of applications received. **You are reminded that submitting an application and meeting the eligibility criteria is no guarantee of funding.**

## Further Assistance

Please e-mail Pobal at [stabilityscheme@pobal.ie](mailto:stabilityscheme@pobal.ie). We will contact you with a response within 48 hours.

Please go to our website has resources and information to help you with the online application. <https://www.pobal.ie/programmes/covid-19-cv-stability-fund-2021>