

To be added under Resource section on website:

Resources for Community groups

Best-practice templates for Community groups:

Kilkenny PPN have prepared a comprehensive list of blank templates for community groups to use.

This is not an exhaustive list but should help to guide any organisation.

The templates are in Word and can be amended to suit your group.

FYI: **CLG** stands for Company Limited by Guarantee and **UE** stands for Unincorporated Entity, Bodies or Associations. These are the types of structures that groups can be set up as.

Meetings:

- AGM Agenda Template for a CLG or UE
- Meeting Agenda Template for CLG or UE
- Meeting Agenda Template for Groups or Associations
- Minute Taking advice
- Meath PPN Minute Taking advice
- Minute Taking Guidance
- Minutes Template

Constitutions:

- Constitution Template for a CLG
- Constitution Template for UE
- Constitution Template for Groups or Associations

Finances:

- Financial Procedures
- Income Expenditure Example
- Income Expenditure Template (editable EXCEL Sheet)
- Internal Financial Controls Guidelines for Charities

- Financial Management Toolkit

Responsibilities:

- Code of Conduct
- Sub-Committee Terms of Reference
- UE Executive Committee Member Responsibilities
- Guidance for Charity Trustees

Child Protection Policy

For groups working with Children and Young people you will need to develop a safeguarding policy. Please see advice in the resources listed below.

Early Childhood Ireland: Developing a Child Protection and Welfare Policy

Tusla: Child Safeguarding: A Guide for Policy, Procedure and Practice and Guidance on Developing a Child Safeguarding Statement

Southside Community Training Network: A Guide To Policies And Procedures For Community Organisations- includes info on Child protection policy

National Youth Council of Ireland: Toolkit for Youth Work Organisations to design, review and evaluate their child protection policy Protecting our Children and Young People

Example: Irish Red Cross: Child Protection Policy Statement and Procedures

Community Consultation Toolkit:

Carlow PPN have prepared a **Community Consultation Toolkit** to facilitate good consultation with communities. It is designed to be used by organizations aiming to engage in effective consultation processes with local communities, statutory bodies and community groups.

Funding Applications:

Monaghan PPN have prepared advice on writing funding applications to support groups in understanding the application process.

- Writing Funding Applications: A Practical Guide

Fundraising Advice:

The **Wheel** is Ireland's national association of community and voluntary organisations, charities and social enterprises. It provides:

- Funding advice and guidance (essential, applications, EU grants)
- Guidelines for Charitable Organisations Fundraising from the Public

Fundraising Tools:

iFundraise.ie offers a system of fundraising tools for schools and community to help raise funds for registered causes. Fundraisers can easily create fundraising pages through the iFundraise website. iFundraise also provides promotional tools to help fundraisers promote their fundraising pages.

- iFundraise.ie

IDonate.ie provide tools for both charities and fundraisers to help raise funds. Registered Charities, Not for Profits and Trusts can accept donations directly through our website or through their own websites.

- IDonate.ie

GDPR:

The new General Data Protection Regulations places direct data processing obligations on businesses and organisations at an EU-wide level. The Data Protection Commission provides information on the new GDPR rules:

- [Responsibilities of Organisations under the General Data Protection Regulation](#)
- [Know your Obligations](#)
- [Self-Assessment Checklist](#)
- [GDPR Basics](#)

Good Governance:

The *Charities Regulator* of Ireland has prepared a Governance Code that outlines the minimum standards you should meet to **effectively manage and control** your charity/organization.

- [The Governance Code: A Journey to Success: A Code of Practice for Good Governance of Community, Voluntary and Charitable Organizations.](#)
- [Good Governance Toolkit \(by Pobal\)](#)

Good governance also involves putting in place systems and processes to ensure that your organization achieves its objectives with **integrity** and is managed in an **effective, efficient, accountable** and **transparent** way. The following tools may be useful:

- [Human Resources Toolkit \(by Pobal\)](#)
- [Guidance on winding up a Charity](#)
- [Chartered Accountants of Ireland: Concise Guide of Ethics and Governance for the Charity and Not-for-Profit Sector](#)
- [Risk Management in Volunteering Toolkit](#)

- Carmichael: 'Improving the quality of board packs for better decision making in Irish Non-profits: A Review of International Best-Practice in Board Reporting Alongside Primary Research Regarding Board Reporting in the Irish Non-profit Sector'.

Insurance:

Leitrim PPN have provided **information** on Insurance for Community & Voluntary groups, including a presentation on insurance costs and tips on getting the best quote by Brady Insurance.

BHP Insurance provide insurance solutions for the non-profit sector and for the Public Participation Network.

- [BHP Insurance](#)

Lobbying & Campaigning:

- [Guidelines for people carrying on lobbying activities \(revised June 2019\)](#)

Local groups may wish to become active and lobby for a certain cause. In this case, they might want to link in with **national umbrella organisations** representing their cause or connect with **policy institutions** (also referred to as Think Tanks).

Policy institutions are typically independent bodies which conduct research for policy makers and otherwise influence public policy. They are a great source of data and analysis for campaigning and lobbying. Some policy institutes are:

- [The Economic and Social Research Institute \(ESRI\)](#)
- [European Parliamentary Research Service \(EPRS\)](#)
- [The Institute of International & European Affairs \(IIEA\)](#)
- [National Suicide Research Foundation](#)
- [Public Policy.ie](#)

- Social Justice Ireland
- Think tank for Action on Social Change (TASC)

Local Area Plans

Development and change at local level are guided by Local Area Plans (LAPs). LAPs are a public statements and legal documents that provides detailed planning policies for areas in the county. The plan sets out standards that will guide development in the area.

For Local Area Plans in your area see:

<http://www.galway.ie/en/services/planning/developmentplansandpolicy/localareaplans/>

National Organisations:

- Countryside Alliance Ireland – an organisation that campaigns for the interests and rights of rural communities both locally and nationally. Their key issues are focused on hunting, shooting, angling and the environment.
- Environmental Pillar – an organisation comprised of 29 national environmental NGOs to represent the Irish environmental sector in public policy.
- Focus Ireland – a national organisation which focuses on giving support to families who are close to becoming homeless. Focus Ireland also works to influence public policy on homelessness in Ireland.
- Irish Network Against Racism- is a national network of anti-racism civil society organisations which aims to work collectively to highlight and address the issue of racism in Ireland.
- Irish Social Enterprise Network (Soцент)- is the Largest and Inclusive Knowledge Network for Social Enterprises in Ireland.
- National Women’s Council of Ireland – a national women’s membership organisation working toward equality between men and women.
- The Irish Feminist Network – a members-based organisation promoting gender equality in Ireland.

- The Irish Society for the Prevention of Cruelty to Animals (ISPCA) – Ireland’s largest national animal welfare charity with 29 affiliated members.
- The Irish Society for the Prevention of Cruelty to Children (ISPCC) – a national child protection charity working to keep children safe.
- Women’s Aid – a leading national organisation working in Ireland to stop domestic violence against women in children. Click here for a their ‘Guide to effective Lobbying for Women’s groups in Ireland’.
- Youth Work Ireland – an organisation comprised of 22 local youth groups around Ireland which promotes youth advocacy.

National Policies & Strategies:

This list is a collection of government policies and national strategies that affect the focus areas of many PPN member groups. This list does not include every legislation affecting these sectors but acts as a guide and starting point for those groups interested in this resource.

The most complete online resource of Irish legislation can be found on www.irishstatutebook.ie, which publishes all Acts of the Oireachtas from 1922 to date, Statutory Rules and Orders from 1922 to 1947, and Statutory Instruments from 1948 to date. The website also includes a selection of pre-1922 Legislation and is produced and monitored by the Office of the Attorney General.

Arts, Culture & Language

- [20 Year Strategy for the Irish Language 2010-2030](#)
- [Creative Ireland Programme](#)
- [Culture 2025 – Éire Ildánach](#)
- [Gaeltacht Act 2012](#)
- [Tourism Action Plan 2016-2018](#)

Education

- [Action Plans for Education 2005-2017](#)
- [Education and Training Boards Bill 2012](#)
- [Intercultural Education Strategy 2010-2015](#)

- [The National Strategy to Improve Literacy and Numeracy among Children and Young People 2011-2020](#)
- [Report and Recommendations for a Traveller Education Strategy](#)
- [The Teaching Council Act](#) (more helpful information on this Act can also be found [here](#))

Equality & Social Inclusion

- [Comprehensive Employment Strategy for People with Disabilities](#)
- [Employment Equality Act 1998](#)
- [Equal Status Act 2000](#) Act amended in 2012
- [Gender Recognition Act 2015](#)
- [Genderequality.ie](#) contains information on all national policy concerning gender equality with a specific focus on the [National Women's Strategy](#)
- [Irish Human Rights and Equality Commission Act 2014](#)
- [Maternity Protection Act 1994](#)
- [National Disability Inclusion Strategy 2016-2020](#)
- [Parental Leave \(Amendment\) Act 2006](#)
- [Social Welfare Act 2016](#)

Homelessness

- [Child Care Act 1991](#)
- [Health Act 1953](#)
- [Homelessness Policy Statement 2013](#)
- [Housing Act 1988](#)
- [Housing \(Miscellaneous Provisions\) Act 2009](#)

Public Health

- A collection of drug, alcohol and tobacco public policy documents and national strategy progress reports can be found [here](#)
- [Current National Drug Strategy 2009-2016](#)
- [National Suicide Prevention Strategy](#)

Rural Development, Agriculture and Conservation

- [Charter for Rural Ireland 2016](#)
- [Dormant Accounts Amendment Act 2012](#)
- Nature Conservation [legislation links](#)
- [National Landscape Strategy for Ireland 2015-2025](#)
- National Monuments [legislation links](#)
- [Tidy Towns](#)
- [Town and Village Renewal Scheme](#)

Sports & Recreation

- [National Sports Campus Development Authority Act 2006](#)
- [Sport Ireland Act 2015](#)

Young People

- [Better Outcomes Brighter Futures: The National Policy Framework for Children and Young People 2014-2020](#)
- [Children First: National Guidance for the Protection and Welfare of Children](#)
- [Children First Act 2015](#)

Other Resources:

- Charities Regulator: [‘Guidance on Charities and the Promotion of Political Causes’](#)
- Government of Ireland, Department of Rural and Community Development: [Sustainable, Inclusive and Empowered Communities: A Five-Year Strategy to Support the Community and Voluntary Sector in Ireland 2019-2024](#)

Public Sector Equality and Human Rights Duty:

All public bodies in Ireland have responsibility to promote equality, prevent discrimination and protect the human rights of their employees, customers, service users and everyone affected by their policies and

plans. This is a legal obligation, called the Public Sector Equality and Human Rights Duty.

Racism:

The Irish Network Against Racism has prepared a '[Responding to Racism Guide](#)' is a guide for people who have experienced or witnessed racism, and/or those supporting them. The guide is packed with practical information on where and how to report racist crime, discrimination, racism online and in the media and how to address and respond to it.

Risk Management

The Wheel has prepared the following advisory guide to managing risk in your organisation: <https://www.wheel.ie/advice-guidance/managing-your-organisation/risk-management>

SDGs:

The UN Sustainable Development Goals comprises an internationally agreed action plan on how to achieve just and equitable societies. The 17 Goals set a framework for targets and actions to be implemented all over the world at all levels.

- [SDG Information Pack](#)
- [SDG Press Pack](#)
- [Coalition2030](#)

Semi-State Bodies:

Semi-State Bodies are organisations, typically non-profits, which are funded and governed by the Irish government for a particular purpose. These provide information, carry out vital services and may conduct research that may be of interest to community groups:

- Citizens Information – the Citizens Information Board provides information on public services and entitlements in Ireland through its website and local Citizen Information Centres. It is a great resource for information on social welfare, education and training, housing, money and tax, employment, and travel and recreation.
- Health Research Board (HRB) – includes an online library of articles, research and information to help policy makers, educators and practitioners working to develop a knowledge base around health research. The HRB also runs data bases on certain populations such as the National Intellectual Disability Database.
- Irish Human Rights and Equality Commission – an independent public body which acts as Ireland’s national human rights and equality institution. The commission works to affect policy change for human rights in Ireland and offers support to people affected by human rights violations and issues.
- Lenus, the Irish Health Repository – Operated by the HSE, Lenus is an online source of open access, health-related research and publications.
- Lobbying.ie – Due to the Regulation of Lobbying Act passed in 2015, all organisations which aim to participate in lobbying government officials or policy makers must register on lobbying.ie.
- National Advisory Committee on Drugs and Alcohol (NACDA) – established in 2000 under the Department of Tourism, Sport and Recreation to conduct research and advise the government on problem drug use in Ireland.
- National Disability Authority (NDA) – independent state body which advises the government and public sector on disability policy and practice.
- National Office for Suicide Prevention – operated by the HSE, the National Office for Suicide Prevention works toward implementing Ireland’s Suicide Prevention Strategy.
- National Youth Council of Ireland (NYCI) – is the representative body for voluntary youth organisations in Ireland. NYCI acts on issues that impact on young people and

influences the work of the Department for Children and Youth Affairs.

- Pobal – a non-profit company that manages programmes on behalf of the Irish government and the EU. Pobal works on behalf of Government to support communities and local agencies toward achieving social inclusion and development.
- Teagasc – the Agriculture and Food Development Authority is a the national body providing research and services (advisory and training) to rural communities and the agriculture and food industry. Its focus areas are: farm advisory, corporate responsibility, and research & innovation in the agriculture industry.
- The Teaching Council – the professional standards body for the teaching profession in Ireland. Its role is to promote and regulation professional standards in teaching nationwide.

Setting up a group:

Friends of the Earth have prepared useful information on how to set up your own group and conduct a Community Mapping Exercise to help make connections and recruit members.

If you plan to set up a group you will need to decide what format this should take to best suit your aims (eg. organization/group/body). This decision will depend on its purpose, the planned activities and how it is going to fund these activities.

There are three main types of legal structures that community organizations mainly take:

- 1) Unincorporated Association
- 2) Company Limited By Guarantee
- 3) Charitable Trust

The following documents provide some advice:

- Group v Charity
- The Company Limited by Guarantee (CLGs)
- 'Forming a Charity Guide' (by the Wheel)

- Register with the Charities Regulator [here](#).
- 'Sustainable Communities: A Governance Resource Book for Small Community and Voluntary Organizations' (by the Wheel)

Social Inclusion:

Wicklow Dementia Support have prepared a toolkit for Local Government and Service Providers on

- Hearing the Voices of Citizens with Dementia in Communities
- How to write and design materials that are socially inclusive

Social Media:

Sligo PPN has prepared a Social Media Guide for community groups trying to navigate the world of social media.

- Social Media Guide

Sources of Funding:

The **Community Foundation for Ireland** is an organization that supports the non-profit sector, brings communities together and tackles social challenges.



The Community Foundation for Ireland is the hub through which donors, corporations and individuals and families can connect their generosity with the energy, ideas and time of people in the community.

The following grants are currently active:

- **The Bank of Ireland Begin Together fund** supports new and existing project-based activities with grants of up to €5,000 (or the sterling equivalent) for local, not for profit groups working to improve the **financial physical** and/or **mental**

wellbeing of the communities they serve **across all counties on the island of Ireland.**

Applications are welcome from charities and not-for-profit community groups working in communities that address one or more of the strands of wellbeing as outlined in the **fund criteria** which can be found here.

Interested organisations are invited to complete the online [application form](#) **before 4pm on Tuesday, March 31st.**

- **The Grants for Mergers Fund.** In the face of current challenges facing the Irish Community and Voluntary sector, all organisations are looking at ways of working differently. In certain limited circumstances, some organisations may see benefit in **exploring merging** permanently with another organisation, or **consortium of like-minded organisations.** The Community Foundation for Ireland have a small fund which might allow such organisations or consortiums to explore this. It is for the facilitation of early-stage discussions and negotiations, and not the process of merging in action.

Grants of a maximum of €8,000 will pay for associated costs such as hiring an external facilitator, room hire, travel costs etc.

This fund is currently open.

- **The Older Persons' Fund** is a long-term philanthropic fund which promotes the civic engagement of older people, as a means of working towards making a difference in their communities.

The Fund builds on our long-standing engagement and commitment to supporting older people in their communities.

This year there are two categories that you may apply for a grant under:

- 1) **Inclusion of older people in active citizenship roles** – Grants of up to €7,500 will be available to organisations working towards inclusion of older people in active citizenship roles
- 2) **Supporting older peoples’ voices at local & national level** – Grants of up to €7,500 will available to organisations working towards supporting older peoples’ engagement in advocacy.

The deadline for applications will be strictly **4.30 p.m on Thursday 12th March 2020.**

The **Giving Circle of Ireland** is a foundation where members pool and combine their money, talent and philanthropic interests in order to make donations



The Giving Circle
OF IRELAND

collectively.

The Giving Circle has **two funding cycles per year**, each cycle will focus on two interest areas. Decisions are made in May and November each year. Organisations who applied and presented at a Giving Circle meeting will be eligible for funding. At the end of each funding cycle, the Giving Circle will select organisations to support with their pooled funds and funds are distributed with the next month.

The Wheel is Ireland’s national association of community and voluntary organisations, charities and social enterprises. The Wheel is a registered charity in Ireland and are unique in our role as a **‘one-stop-shop’** for anything related to the charity and non-profit sector. The Wheel also partner with local councils and PPN's to provide local non-profits with fresh funding resources and opportunities throughout the year.

The Wheel operate an **online database of funding grants** for the Irish community and voluntary sector called **Fundingpoint**, along with a free monthly newsletter and fundraising advice.

Social Innovation Fund Ireland

Social Innovation Fund Ireland is a national organisation supporting Ireland's best social innovations through cash grants and business supports. Every euro raised by the Social Innovation Fund Ireland in philanthropy is matched by a euro from the Irish Government (from the Department of Rural and Community Development from the Dormant Accounts Fund).

- **Social Enterprise Development Fund** is a €3.2 million Fund which will be delivered over four years: 2018 – 2022. The fund was created by Social Innovation Fund Ireland (SIFI) in partnership with Local Authorities Ireland and funded by IPB Insurance and the Department of Rural and Community Development.

The objective of the Fund is to find and back social enterprises that add to the social and economic fabric of their community by way of social impact. The Fund will provide critical support to the most innovative and impactful social enterprises across Ireland.

Applications are open for Social Innovation Fund Ireland's 'Social Enterprise Development Fund' until **6 March 2020**.

Visit www.socialinnovation.ie/sedfund2020 for more information.

Philanthropy Ireland is a non-profit organisation which seeks to help community and voluntary groups seek funding, as well as assisting those who would like to contribute to funds and grants. Their website offers great resources on where to seek funds and grants as a voluntary organisation, as well as guidance on the type of funding that may be available. It is one of the most thorough and helpful resources for funding sources and links.

Pobal is a non-profit organisation which acts as an intermediary between the Irish Government and the EU, and programmes who receive funding from these bodies. It is a great resource for those organisations seeking funding from EU and Irish government schemes. Pobal runs the following Schemes:

- Area-Based Childhood Programme
- Dormant Accounts Fund
- Disability Activation Project (DACT)
- Early Education & Childcare
- Equality for Women Measure (EWM)
- European Integration Fund (EIF)
- European Refugee Fund (ERF)
- Leader Fund
- Local and Community Development Programme (LCDP)
- National Early Years Access Initiative (NEYAI)
- National Childcare Investment Programme (NCIP)
- Scheme to Support National Organisations (SSNO)
- Seniors Alert Scheme
- Social Inclusion and Community Activation Programme (SICAP)
- Youth Capital Funding
-

Sustainability Toolkit

The '**Living Better, Using Less**' toolkit aims to support local communities across Ireland to awaken awareness, deepen understanding and activate participation in sustainable development with a view to living better by using less. This toolkit has hopes to inform, local communities on how they can become more sustainable.

The Wheel has also prepared a Sustainable Communities Handbook: A Funding Handbook for Community-Led Organizations.

National Biodiversity Data Centre has prepared a plan: All-Ireland

Pollinator Plan 2015-2020 for local communities with actions to help pollinators.

Training:

Galway County PPN offers free training to its member organisations whenever possible. Keep an eye on the website and our newsletter for updates and information on these trainings. Additionally, there are many organisations throughout Ireland offering up paid training opportunities:

Paid Training Opportunities:

- The Carmichael Centre in Dublin offers training for all levels within a voluntary organisation, either at their office in Dublin or on-site with your team. These training programmes can be customised to your organisation's needs and their website also offers a free information hub called KnowledgeNET. They also offer a free lecture series at their offices in Dublin.
- The Wheel also offer training in diverse topics such as leadership, grant writing, and IT solutions for voluntary organisations. Their training courses are offered nationwide and also include some webinars which can be accessed remotely from anywhere in the country.
- Qualitymatters.ie Provide useful training to improve your organisation.
- Volunteer Ireland offer affordable training for voluntary organisations and individuals in Dublin. Bespoke training is also available.
- Barnardos offer a range of training programmes for groups who work in the public sector to benefit children.
- Onefamily is a non-profit organisation whose goal is to support diverse families. They offer training courses for parents as well as professionals and groups. Programmes are offered in

Dublin, but can also be delivered to groups of 10 or more locally.

Other Training Opportunities:

- Children First Training/Child Protection
- Occupational First Aid
- Free online First Aid & CPR Courses
- First Aid Guidance from the HSE
- Suicide Prevention Guidance from HSE

Useful Links:

Galway County Council

Galway Volunteer Centre

Galway Rural Development

Charities Regulator

Social Justice Ireland

Forum Connemara

Activelink (online network for Irish non-profit organisations)

The Wheel (network of Irish non-profit and voluntary organisations).

White Barn Consulting have prepared useful resources for non-profit organistaions.

Volunteering:

- Volunteer Ireland – the national volunteer development agency in Ireland which focuses on promoting volunteering and volunteer information services, as well as training and support for charities and non-profits.

- INCLUSIVE VOLUNTEERING: Recommendations for Volunteer Coordinators on How to Develop a More Inclusive Volunteer Programme