1. Introduction

The Department of Health has a National Lottery Discretionary fund in place which provides once-off grants to organisations providing a range of health related services.

2. Statutory Basis

The National Lottery Act 1986

3. Amount of Fund

2015 allocation is €3,286,000

4. Who Can Apply

Applications are accepted from community groups and voluntary organisations with an involvement in the provision of health services to specific client groups (for example persons with an intellectual disability and/or physical disability, elderly, etc.), national groups providing information and support for various disabilities and illnesses and groups with a specific interest (for example to provide holidays for elderly, respite, equipment for hospitals, homes, etc.)

5. Application Forms

Application for National Lottery funding must be made using the standard application form. This form can be downloaded from the Department’s website or a copy can be requested from:

Finance Unit
Department of Health
Hawkins House
Hawkins Street
Dublin 2
Tel: 01-6354281

The Department strongly recommends that applicants read this information leaflet, as well as consulting with Department of FinanceCircular 44/2006: Tax Clearance Procedures - grants, subsidies and similar type Payments
6. Processing of an Application

It is in the applicant's best interest to submit a completed application form as early as possible in the year. On receipt of a completed Application Form, it is registered by the Finance Unit. All applications will be acknowledged.

Applications are referred to the relevant Service Division within the Department for their assessment, evaluation and recommendation of the proposed project in consultation with the Health Service Executive (HSE).

7. Tax Clearance Procedures/Charity Status

Lottery Grant applications will not be accepted from groups which do not quote their tax number or Charity Status number.

In the case of applications for over €10,000 a valid tax clearance certificate must be supplied. If your organisation has been granted Charitable Tax Exemption from the Revenue Commissioners your CHY will suffice. However, please note the requirement regarding capital projects in paragraph 8.

8. Payments to Fund Construction Operations

In addition to the other requirements of the tax clearance procedures, arrangements will apply where payments which are used to fund construction operations exceed €650:

(a) Each grant applicant will be required to provide the following details in respect of each contractor who will be employed on the grant-aided work:

(i) the name, address, tax reference number and tax district of each contractor,
(ii) the C2/tax clearance number of each contractor, and
(iii) the expiry date(s) of the C2/tax clearance certificate(s)

(b) For control purposes approval will be withheld in a proportion of such applications for grants between €650 and €10,000, until the information quoted at (i) has been checked with the relevant local Revenue District of the Revenue Commissioners.

(c) For grants of €10,000 or more the information at (i) above will be checked in every case before the grant is approved using, where appropriate, either the on-line verification facility or contacting the Revenue Commissioners directly.

(d) It should be noted that these requirements are also fully applicable
to a payment to a registered charity where that payment is used in full or in part to finance construction operations. Charity status does not exempt an applicant from meeting these requirements.

9. Ministerial approval

When a project is approved for payment of a grant by the Minister, a letter will issue to the organisation by the Minister confirming this.

10. Payment of a grant

Payment of the grant will be made as soon as possible after the Minister’s approval has issued. However the payment can only be made when the following documentation is in order:

- The completed Standard Application Form;
- The documentation which is requested on page 1(Document Checklist) of the application form;
- The assessment and evaluation from the Department’s relevant Service Division;
- Tax Clearance requirements;
- The organisations bank account details; and
- The Minister’s approval.

Applicants should also provide a copy of their organisations recent audited accounts, annual report and/or bank statement with the completed application form.

11. Certification, Publicity and Auditing

Applicants should note that it is a condition of the grant that it may only be used on the authorised project and may not be used for any other purpose.

Organisations must be aware of the terms of approval regarding certification and must furnish a certified invoice or an audited statement of accounts which clearly shows where the grant was spent. In the event that the grant has not been spent, in whole or in part, a statement of the amount expended and a schedule of the proposed spending of the unused balance must be supplied. It is also a condition of the grant that certification of expenditure should be submitted to the Finance Unit of this Department as soon as possible after the end of the financial year or when the project is completed (whichever is earlier).

The office of the Comptroller and Auditor General may wish to audit an organisation’s accounts at any time.
The National Lottery Company may be in contact with an organisation that has received a grant with regard to publicity.

12. Recovery

If it appears that a recipient of a grant may have difficulty disposing of the grant in whole or in part on the authorised project consideration will be given to seeking recovery of the balance unexpended.

13. Queries

If you have any queries relating to National Lottery funding, please contact the Finance Unit on 01-6354281 or 01-6354019 or by email to Lotterygrants@health.gov.ie

Useful website links
Health http://www.doh.ie
Revenue http://www.revenue.ie
Finance http://www.finance.gov.ie
The National Lottery http://www.lotto.ie

14. Closing Date

Grants from the Department of Health’s National Lottery fund will be awarded in two tranches in 2015 – mid year and end of year

The closing dates for completed applications are 12 noon on the 1 May 2015

Please read the Frequently Asked Questions on the following pages for additional information.
Frequently Asked Questions

Q. Who decides when an application will be approved for funding?

A. All applications are made available to the Minister who is the only person who can approve a grant.

Q. I do not have enough room to put everything I want on the application form. What will I do?

A. You may add your own pages as appendices in addition to the application form.

Q. My organisation is new and we don’t have annual accounts yet?

A. You should submit a recent copy of your organisation’s bank statement.

Q. How much can my organisation apply for?

A. There is no lower or upper limit.

Q. What kind of projects can be approved?

A. Grants are generally awarded for once-off projects, which are related to health services. These can (but not exclusively) include providing funding for minor capital projects, purchase of equipment, once off research projects.

Q. Our organisation is not a registered charity, what tax procedures should I follow?

A. You must provide your organisation’s Tax Reference Number and tax district. If your application is for €10,000 or more you must also provide a valid tax clearance cert.

Q. What are the special requirements for construction operations?

A. If your grant exceeds €650 and is to be used for a construction project you must submit a C2 / tax clearance cert for each contractor who will be employed. This applies to all applicants irrespective of charitable status.

Q. What is meant by ‘construction operations’?

A. This includes construction, alteration, repair, extension to buildings, part of the land, the installation in any building of heating, lighting, air conditioning, site clearance, laying of foundations. A detailed explanation is available in Appendix 2 of the Department of Finance Guidelines, which are available at
Q. What do I do if my organisation does not have audited accounts or an annual report

A. In situations like this, please forward a copy of your organisation’s recent bank statement.

Q. Can I submit my application by email?

A. The Department will not accept applications by email.

Q. What is the closing date for receipt of applications?

A. The Minister will be providing for two tranches of Lottery funding in 2015. It is in an applicant’s best interest to submit an application as early as possible in order that their application can be processed and considered. Successful applicants are notified as soon as the Minister makes a decision. Unsuccessful applicants are notified as soon as possible.

**The closing date for completed applications is 12 noon on the 1 May 2015**

Applications received after the closing date, will not be considered.