



European Union



An Roinn Coimirce Sóisialaí
Department of Social Protection



FUND FOR EUROPEAN AID TO THE MOST DEPRIVED

SUPPLEMENTARY APPLICATION FOR ORGANISATIONS TO JOIN THE **NATIONWIDE
AVAILABILITY OF FOOD**

FEAD 2014-2020

Regulation (EU) No 223/2014

January 2017

QUERIES CAN BE EMAILED TO FEAD@WELFARE.IE

www.welfare.ie

AN ORGANISATION CAN ACCESS THIS OPERATION UNDER THE FEAD PROGRAMME BY BEING APPROVED TO ACCESS FOOD STUFFS THAT WILL BE PURCHASED, STORED AND MADE AVAILABLE TO ORGANISATIONS THROUGH THREE NATIONALLY BASED DEPOTS (CORK, DUBLIN AND GALWAY).

THE FOLLOWING FOOD STUFFS ARE AVAILABLE IN THE FEAD PROGRAMME UNDER THIS NATIONWIDE AVAILABILITY OF FOOD:

Products (by case)
Uncooked long grain rice - case of 12 x 500g bags
Pre-cooked long grain rice - case of 6 x 250g sachets
Penne pasta - case of 12 x 500g bags
Pot Noodle (Chicken and Mushroom) – case of 12 x 90g pots
Pasta sauce (Dolmio) - case of 6 x 500g jar
Cup-A-Soup 4 Pack (Vegetable) - case of 12 x 4-pack boxes
Instant Soup (Family Packet - Vegetable) – 14 x 65g sachets
Canned soup (Vegetable) - case of 24 x 400g cans
Tea bags - case of 12 x box of 80 tea bags
Coffee - case of 12 x 200g jars
Sugar – 15 x 1kg bags
Canned beans - case of 24 x 420g cans
Canned peas – 24 x 420g cans
Canned sweetcorn – 12 x 326g cans
Canned tomatoes – 12 x 400g cans
Canned tuna – 12 x 185g cans
Canned fruit cocktail – 12 x 425g cans
Weetabix - case of 12 x 430g boxes (24 wheat biscuits)
Cornflakes - case of 16 x 450g boxes
Rice Krispies - case of 14 x 510g boxes
All Bran – 12 x 375g boxes
Porridge Oats - case of 12 x 500g bags
Instant porridge pots – 12 x 44g pots

SECTION 1 DESCRIPTION OF THE APPLICANT

1.1 LEGAL NAME OF COMPANY/APPLICANT
(as registered with the CRO or otherwise)

1.2 TRADING NAME
(if different from above)

1.3 FINANCIAL OVERVIEW OF YOUR ORGANISATION
(please provide actual figures for 2015 and estimates for 2016)

INCOME	Value	
	2015	2016
Public funds – revenue	€	€
Public funds – capital	€	€
Donations + Fundraising + Bequests (cash and in-kind)	€	€
Income from service provision	€	€
Other – not defined above	€	€
Total		

Expenditure	Value	
	2015	2016
	€	€
	€	€
	€	€
	€	€

Actual for 2015 and estimates for 2016

1.4 IF YOUR ORGANISATION IS PUBLICLY FUNDED OR SUPPORTED BY PUBLIC GRANTS – PLEASE SPECIFY THE PROGRAMME(S) AND THE ANNUAL VALUE OF THE FUND

Programme/Department or agency	GRANT VALUE	
	2015	2016
	€	€
	€	€
	€	€
	€	€
Total	€	€

1.5 DESCRIBE YOUR ORGANISATION'S MAIN PURPOSE AND FUNCTIONS & ANY LIKELY CHANGES PROPOSED TO YOUR SERVICES THROUGH ACCESSING FEAD PROVISIONS

1.6 CRO & CHY REGISTRATION NUMBERS

CRO No

CHY No

1.7 WEB ADDRESS

SECTION 2

DESCRIPTION OF THE TYPE OF SUPPORTS CURRENTLY PROVIDED

2.1	<p>INDICATE THE CATEGORIES OF PEOPLE SUPPORTED BY YOUR ORGANISATION AND THE NUMBERS SUPPORTED?</p> <p>Please provide best estimates for 2016</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>Description (main activity)</th> <th>Number of service users</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Accommodation provider to homeless people</td> <td></td> </tr> <tr> <td>B</td> <td>Food banking/distribution to other organisations (not directly to people)</td> <td></td> </tr> <tr> <td>C</td> <td>Community restaurant/food centre</td> <td></td> </tr> <tr> <td>D</td> <td>Direct provision of food and related support services on the streets</td> <td></td> </tr> <tr> <td>E</td> <td>Emergency accommodation/refuge for families in distress</td> <td></td> </tr> <tr> <td>F</td> <td>Preparing and distributing meals to the elderly/others (meals on wheels)</td> <td></td> </tr> <tr> <td>G</td> <td>General charitable services (not providing direct food services)</td> <td></td> </tr> <tr> <td>H</td> <td>Provision of ad-hoc support services to people (i.e. community centre)</td> <td></td> </tr> <tr> <td>I</td> <td>Family resource centre/similar</td> <td></td> </tr> <tr> <td>K</td> <td>Local/community development</td> <td></td> </tr> <tr> <td>L</td> <td>Lions Club</td> <td></td> </tr> <tr> <td>M</td> <td>Religious community providing food services to poor</td> <td></td> </tr> <tr> <td>N</td> <td>Advocacy</td> <td></td> </tr> <tr> <td>O</td> <td>Older Age/Active Age group</td> <td></td> </tr> </tbody> </table>	Type	Description (main activity)	Number of service users	A	Accommodation provider to homeless people		B	Food banking/distribution to other organisations (not directly to people)		C	Community restaurant/food centre		D	Direct provision of food and related support services on the streets		E	Emergency accommodation/refuge for families in distress		F	Preparing and distributing meals to the elderly/others (meals on wheels)		G	General charitable services (not providing direct food services)		H	Provision of ad-hoc support services to people (i.e. community centre)		I	Family resource centre/similar		K	Local/community development		L	Lions Club		M	Religious community providing food services to poor		N	Advocacy		O	Older Age/Active Age group	
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2.2	<p>WHAT IS THE CURRENT LEVEL OF FOOD PROVISION BY YOUR ORGANISATION?</p> <p>You should include purchases made with other public funds or grants and goods purchases with the proceeds of fundraising and any charges made</p>	<table border="1"> <thead> <tr> <th rowspan="3"></th> <th colspan="6">VALUE IN €</th> </tr> <tr> <th colspan="2">Purchased*</th> <th colspan="2">Donated</th> <th colspan="2">TOTAL</th> </tr> <tr> <th>2015</th> <th>2016</th> <th>2015</th> <th>2016</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Food packs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add explanatory comment if the table above does not capture the full extent of the services provided</p>		VALUE IN €						Purchased*		Donated		TOTAL		2015	2016	2015	2016	2015	2016	Meals							Food packs																		
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2.4

REGARDING FOOD SERVICES, WHAT DOES YOUR ORGANISATION CHARGE FOR THE PROVISION OF MEALS (INCLUDING TOKEN CHARGES)?

(DETAILS OF ALL CHARGES FOR THE DISTRIBUTION OF FOOD TO BE DISCLOSED HERE)

Charge €	2015	2016
Breakfast		
Lunch/Dinner		
Evening Meals		
Food Packages		
Snacks		
Food on street		

If nothing charged to service users – enter NIL

2.5

PLEASE STATE THE PHYSICAL LOCATIONS AT WHICH SERVICES ARE DELIVERED?

2.6

WHAT IS THE GEOGRAPHICAL COVERAGE OF THE SERVICES PROVIDED BY YOUR ORGANISATION?

2.7

WHAT OTHER STATE AGENCY(IES) DOES YOUR ORGANISATION WORK WITH IN THE PROVISION OF FOOD?

SECTION 3**OUTLINE OF HOW FEAD IS TO BE DELIVERED BY YOUR ORGANISATION**

3.1 HOW DO YOU PROPOSE TO USE FOOD FROM THE FEAD PROGRAMME?

3.2 HOW WILL THIS FOOD CONTRIBUTE TO ADDRESSING THE NEEDS OF YOUR SERVICE USERS

3.3 WHAT RECORDS/REGISTERS, IF ANY, DOES YOUR ORGANISATIONS MAINTAIN ON SERVICE USERS AND THEIR NEEDS?

3.4 OUTLINE THE PROCEDURES IN PLACE TO MEET THE REQUIREMENTS OF THE DATA PROTECTION (AMENDMENT) ACT 2003 GIVING EFFECT TO EU DATA PROTECTION DIRECTIVE 95/46/EC)?

DSP will not seek personal data in respect of an end beneficiary. Each organisation that holds personal data has an obligation to keep this data secure and protect the privacy of individuals. You should outline the procedures your organisation has in place to fulfil this requirement

3.5 WHAT SYSTEMS DO YOU HAVE IN PLACE (OR CAN PUT IN PLACE) TO MONITOR THE EFFECTIVENESS OF SERVICES THAT YOU PROVIDE?

3.6 IS YOUR ORGANISATION IN RECEIPT OF ANY OTHER EU CO-FUNDED PROGRAMMES (FOR INSTANCE THE EUROPEAN SOCIAL FUND)?

SECTION 4 ORGANISATION DETAILS

Management Arrangements

IN ORDER TO MANAGE FEAD, ORGANISATIONS MUST BE ABLE TO DEMONSTRATE A CAPACITY TO UNDERTAKE THE RELATED TASKS

4.1	OUTLINE NATURE OF BOARD, MEMBERSHIP, FREQUENCY OF MEETINGS, AND KEY FUNCTIONS																			
4.2	NATURE OF BOARD/MANAGEMENT SUPPORT COMMITTEES IN OPERATION	<table border="1"> <thead> <tr> <th data-bbox="711 474 959 531">Management Committees</th> <th data-bbox="959 474 1227 531">Purpose/Role of the Sub-Committee</th> <th data-bbox="1227 474 1393 531">Frequency of meetings</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 531 959 558">Audit/Finance</td> <td data-bbox="959 531 1227 558"></td> <td data-bbox="1227 531 1393 558"></td> </tr> <tr> <td data-bbox="711 558 959 585">Human Resource</td> <td data-bbox="959 558 1227 585"></td> <td data-bbox="1227 558 1393 585"></td> </tr> <tr> <td data-bbox="711 585 959 613">Service Delivery</td> <td data-bbox="959 585 1227 613"></td> <td data-bbox="1227 585 1393 613"></td> </tr> <tr> <td data-bbox="711 613 959 640">Facilities/</td> <td data-bbox="959 613 1227 640"></td> <td data-bbox="1227 613 1393 640"></td> </tr> <tr> <td data-bbox="711 640 959 674">Other; specify</td> <td data-bbox="959 640 1227 674"></td> <td data-bbox="1227 640 1393 674"></td> </tr> </tbody> </table>	Management Committees	Purpose/Role of the Sub-Committee	Frequency of meetings	Audit/Finance			Human Resource			Service Delivery			Facilities/			Other; specify		
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STAFFING ARRANGEMENTS

4.3	PLEASE PROVIDE AN OUTLINE OF THE CURRENT STAFFING ARRANGEMENTS/ EMPLOYMENT IN YOUR ORGANISATION?	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="574 793 1408 850">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 850 974 907">Full Time Staff</td> <td data-bbox="974 850 1408 907"></td> </tr> <tr> <td data-bbox="574 907 974 963">Part Time Staff</td> <td data-bbox="974 907 1408 963"></td> </tr> <tr> <td data-bbox="574 963 974 1020">Work placements (CE, Tús)</td> <td data-bbox="974 963 1408 1020"></td> </tr> <tr> <td data-bbox="574 1020 974 1077">Volunteers</td> <td data-bbox="974 1020 1408 1077"></td> </tr> </tbody> </table>	Total		Full Time Staff		Part Time Staff		Work placements (CE, Tús)		Volunteers	
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SECTION 5

Disclaimers

Please read carefully

By submitting the application, the Board of Directors/Management Board declare that the information provided in relation to the organisation described in this application is true and complete to the best of their knowledge and belief.

The Board understands that information supplied in, or accompanying, this application may be made available on request under the Freedom of Information Acts 2014

The Board are agreeable to having the project monitored by the Department of Social Protection/its agents, and by the European Commission/its agents. The organisation accepts that access to premises and records, as necessary, may be required for the purpose of ensuring compliance with national and EU law and the regulations governing the implementation of the Fund for European Aid to the Most Deprived.

The Board of Directors/Management Board also accepts that the Department may make enquiries with other agencies and Departments in respect of any information provided in this application.

Disclosure under the Freedom of Information Act

The Department of Social Protection reminds organisations applying under the Fund for European Aid for the Most Deprived that the information contained in the application form and any documentation supplied by the applicant organisation may be released, on request, to third parties, in accordance with the Department's obligations under the Freedom of Information Act 2014.

Information considered sensitive by your board should be excluded from this application. All information supplied will be considered to be non-sensitive and available for release by the Department of Social Protection.

Disclaimer

Please read carefully:

It will be a condition of any application for funding under this Programme that:

- i. The Department of Social Protection shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:
 - a) the application or the subject matter of the application;
 - b) The rejection for any reason of any application.
- ii. The Department of Social Protection and their servants or agents shall not, at any time, in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with this application.

**SECTION
SUBMISSION OF APPLICATION**

By submitting this application and completing this section the Board of Directors/Management Board acknowledges that they have read, understood and accepted the above points.

BOARD MEMBER/DIRECTOR	Signature
	Print name
CEO/MANAGER/AUTHORISED OFFICER	Signature
	Print name
Date submitted	

CONTACTS

PRIMARY CONTACT INFORMATION NOMINATE THE PERSON WHO CAN BE CONTACTED IN RELATION TO THIS APPLICATION.	Name of contract person	
	Job Title/Role within the Organisation	
	Main Phone Number	
	Mobile Phone Number	
	E-Mail Address	
ALTERNATIVE CONTACT PERSON NOMINATE THE PERSON WHO CAN BE CONTACTED IN RELATION TO THIS APPLICATION.	Name of contract person	
	Job Title/Role within the Organisation	
	Main Phone Number	
	Mobile Phone Number	
	E-Mail Address	
ADMINISTRATIVE ADDRESS OF ORGANISATION	Line 1	
	Line 2	
	Line 3	
	County	
	Eircode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
REGISTERED ADDRESS (IF DIFFERENT FROM ABOVE)	Line 1	
	Line 2	
	Line 3	
	County	



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Department of Social Protection



FUND FOR EUROPEAN AID TO THE MOST DEPRIVED

THE APPLICATION FORM COMPLETED IN ALL ASPECTS SHOULD BE RETURNED TO:

FEAD MANAGING AUTHORITY
DEPARTMENT OF SOCIAL PROTECTION
SHANNON LODGE
CARRICK-ON-SHANNON
COUNTY LEITRIM

OR EMAILED TO
FEAD@welfare.ie

www.feadireland.ie

Email to FEAD@welfare.ie