

Application Form



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Funding Application Form

Application Summary

Name of Agency:	Men's Health Forum in Ireland
Initiative:	Engaging Young Men
Amount Sought:	€120,000
Year of Application:	2013

Stage 1

This form should be submitted by voluntary/non-statutory agencies when applying for funding from the HSE

(This form is the complete application process where funding is under €50,000. Where funding requirements exceed this amount, this is Stage 1 of a two staged process. Where applicants are successful at stage 1, further information requirements will be necessary and additional Forms will be provided)

An electronic version of this form is available for completion

Application to Health Service Executive For Funding

Organisational Details					
Name of Organisation		The Men's Health Forum in Ireland Limited			
Address of Organisation <i>Registered Company Address ...</i> Room 15 Carmichael Centre for Voluntary Groups Carmichael House North Brunswick Street Dublin 7					
Telephone Number		086 8346697 (Mark Fitzpatrick)			
Fax Number		Not Applicable			
Contact e-mail		treasurer@mhfi.org			
Website		www.mhfi.org			
Name & Address of Chairperson Michael Lynch Men's Health Forum in Ireland Ltd c/o Room 15, Carmichael Centre for Voluntary Groups Carmichael House North Brunswick Street Dublin 7					
Name & Address of Secretary of Board Finian Murray Gibbstown Navan Co. Meath					
Name & Address of Treasurer Mark Fitzpatrick 11 Loughshinny Bay Loughshinny Skerries Co. Dublin					
Name & Address of Main Contact / Liaison Person Mark Fitzpatrick (Treasurer) 11 Loughshinny Bay Loughshinny Skerries Co. Dublin Tel: 086 8346697 Email: treasurer@mhfi.org					
Status of Organisation					
Registered Charity	Tick ✓	Limited Company	Tick ✓	Other	Tick N/A
Charity (CHY) No:		CHY19591	Company Ref:		491368
Tax Clearance Cert. No:		09765907 - 00005T	Expiry Date:		6 th November 2013

History & Background of Organisation	
When was the organisation established?	Year: 2002
Does the organisation have formal constitutional documents e.g. Articles of Association?	Tick ✓
Please outline your organisational structure by diagram	
<pre> graph TD A[Board of Trustees] --> B[Director of Operations (temporary)] A --> C[Management Committee] B --> D[Work of MHFI] C --> D </pre>	
<p>The Men's Health Forum in Ireland (MHFI) is a charitable organisation, and a Company Limited by Guarantee, which promotes all aspects of the health and well-being of men and boys on the island of Ireland through research, training, health initiatives, networking and awareness-raising. MHFI provides a focal point for a diverse range of individuals and organisations, men and women, to identify the key concerns relating to male health and to increase understanding of these issues.</p> <p>MHFI recognises the right of all men to good health regardless of age, gender, sexual orientation, disability, race, culture, religious or political affiliations, and believes that men have the right to:</p> <ul style="list-style-type: none"> ▪ the best possible health; ▪ gender-specific information and education on how to keep themselves healthy; ▪ equity of access to available, affordable and gender-sensitive services; ▪ have their issues recognised and properly addressed - in a way that is not at the expense of women's or children's health, but seen as beneficial to society as a whole; ▪ call for greater emphasis on a partnership approach in developing future strategies / initiatives on men's health. This includes consultation between policy-makers, healthcare providers, statutory bodies, voluntary groups working on behalf of men, employers, and men themselves. <p>MHFI is, currently, governed by a Board of Trustees / Directors (with seven members). This Board has established a Management Committee - comprised of both Trustees and other relevant agencies in this field - which advises on the focus, nature and practicalities of the work which is undertaken. The Management Committee works alongside a temporary, self-employed Director of Operations to meet MHFI's strategic targets.</p> <p>Anyone who can agree with the aims and value base of MHFI can register to be part of the Forum's mailing database, and to receive free regular updates on work in this area. They can also circulate information about their own work and activities via the monthly electronic newsletter ('E-Male Matters') and the MHFI website.</p>	

Identify specific target groups of your organisation (*Please tick not more than three*)

Older Persons		Disability Intellectual		Disability Physical and Sensory	
Young People	✓	Families		Women	
Men	✓	Carers		Travellers	
Social exclusion		Homeless		Lone Parents	
Mental Health	✓	Children at Risk		Children 0-6 years	
Substance misuse		Other (please specify)			

Other relevant information

MHFI promotes all aspects of the health and well-being of men and boys on the island of Ireland. This, therefore, not only impacts upon males themselves, but also upon policy / decision-makers, service providers, and public awareness and preconceptions. In January 2013, MHFI launched the report on their all-Ireland 'Young Men and Suicide Project'. This document made a number of key recommendations for improving the mental health and well-being of young men in Ireland. MHFI is now seeking resources to focus upon and progress one of these recommendations.

Describe the activities of your organisation (*Please tick not more than three*)

Advocacy		Community activities	✓	Social activities	
Research	✓	Counselling / Support		Information / Advice	
Housing		Self Help		Training	✓
Health care services		Other (Please specify)			

Other relevant information

MHFI continues to support the implementation of the National Men's Health Policy in the Republic of Ireland via participation in the National Implementation Planning Group (R5.1.1), and delivery on a number of other recommendations in the Policy including:

- Maintaining an explicit focus within the men's health policy on men who are disadvantaged (A5.1.1.3).
- Conducting specific research in the area of suicide prevention (R5.2.2).
- Promoting a holistic and positive focus on men's health (R6.1).
- Developing gender competent health information, and disseminating it through appropriate media (R6.2).
- Delivering training protocols and courses on men's health (R7.2).
- Developing gender-specific approaches to workplace health promotion (R9.3.1).

Historically, one of MHFI's principal activities has been the coordination of International Men's Health Week in Ireland (for a copy of MHFI's Men's Health Week 2012 Evaluation Report, please visit: www.mhfi.org/mhw2012report.pdf). However, MHFI has also been at the forefront of:

- Developing the evidence base on men's health in Ireland, including the NOSP-funded 'Young Men and Suicide' study, the benchmark report titled 'Men's Health in Ireland', policy briefing papers such as 'Men's Health in Northern Ireland: Tackling the Root Causes of Men's ill-Health', and support for European-wide research projects such as 'The State of Men's Health in Europe'.
- Organising conferences and seminars which highlight men's health issues and needs, including 'From Policy to Practice: Profiling the Impact of Ireland's National Men's Health Policy', 'Mind Your Self', 'Nowhere Man', 'Accessing Data on Men's Health: How and Why', and 'The Impact of Recession on Men's Health'.
- Supporting the development and delivery of training on men's health to statutory, voluntary and private sector organisations, including 'A Framework for Men's Health', 'Men's Health: The Engagement Jigsaw', Eircom's 'HealthNet' project, and 'Engage - National Men's Health Training Programme'.
- Establishing local men's health groups, networks and Men's Sheds ...

For a copy of last year's Annual Report, which sets out the key activities of MHFI during 2012, please visit: www.mhfi.org/agmreport2012.pdf

Indicate the geographical catchment area covered

MHFI works on an all-island basis.

List the Aims and Objectives of the organisation referring to Articles of Association where applicable

The Men's Health Forum in Ireland's Objects are:

- the advancement of the education of the population in Ireland in all aspects of the health and well-being of men and boys and, in particular, but not exclusively, by providing information, commissioning and disseminating research, offering training programmes, piloting practical health initiatives, facilitating networks, and promoting debate on key issues with policy makers, service providers and the general public;
- the preservation and protection of men's health.

Staffing of Organisation

Please give details of current numbers of paid, voluntary, community employment, and other workers involved in your organisation

Paid Full Time	Paid Part Time	Volunteers	CE / Supported Employment Schemes	Other	Total
		13		1 - Temporary Consultant	

Service / Project Description

Outline the service / project for which the funding is being sought

	Yes	No
Is this application to support a new Service?	✓	
If this application is to support a new service, is it once off?		✓
If this is an existing service, has it been previously funded by the HSE?	Not Applicable	

If the Project is once off, please provide commencement and end dates.

Commencement Date:

End Date: **Not Applicable**

If this is an existing service not previously funded by the HSE, please provide details of previous funding source, and provide an explanation for cessation of funding

Not Applicable

List the services / activities to be provided

Service / Activity	Nos. Availing	Frequency	Charge
Conduct a 'mapping exercise' of the training needs of organisations who currently work, or could potentially work, with young men on mental health issues, and collate a directory of these services.	Invitation to all known organisations working in this field	Year 1	None

Create and deliver a Unit within the 'Engage - National Men's Health Training Programme' which focuses upon how to effectively work with young men	25 qualified 'Engage' Trainers plus 100 additional practitioners	Years 1-3	None
Develop an audit tool and system of self-classification to help organisations to assess how young male-friendly they are	Available to any group interested in this field	Years 1-2	None
Act as an Irish portal for information / training on young men and mental health	Available to any individual or group	Years 1-3	None

Total number of individuals benefiting

Please see the 'Services and Activities' table above.

Describe the identified need your organisation is seeking to satisfy. Please provide relevant information to support this application.

The Men's Health Forum in Ireland (MHFI) was established in response to the growing recognition of the need to address the poor health status of males in Ireland.

This need was clearly outlined in the Foreword to the *National Men's Health Policy 2008 - 2013*:

"The case for an increased focus on men's health is compelling. Men die, on average, almost five years younger than women do and have higher death rates at all ages, and for all leading causes of death. The burden of ill-health and premature mortality is borne, in particular, by men from the lower socio-economic groups. There has been a disturbing increase in suicide rates among men in recent years, with suicide among young men being particularly high. Despite traditionally being to the forefront of health service policy and provision, men have tended to be more reticent in terms of advocating or speaking out about their own health... Targeting men's health can impact not just on men's lives, but can have positive spin-offs for the lives of women and children".

In the Foreword to *'A Report on the all-Ireland Young Men and Suicide Project'* (January 2013), Ministers for Health, James Reilly and Edwin Poots, comment:

"Addressing suicide on the island of Ireland is a challenging task. The scale and breadth of factors that are associated with suicide and attempted suicide - and the complex interplay of these factors - underscores the magnitude of the challenge associated with suicide prevention.

Suicide is now a major cause of death among young males in both Northern Ireland and the Republic of Ireland, and trends are worrying and a cause for real concern. The economic downturn, and rising levels of unemployment, demand increased focus on prevention efforts. The loss of life for young people, so many of whom are male, is devastating to family and friends, and impinges on concepts and notions of community, solidarity and social cohesion".

This report also highlights a number of other key issues in this area:

- Although the rate of male suicide in Ireland is relatively low within the overall European Union (EU) context, the rate among young males is amongst the highest in the EU.
- While rates of attempted suicide and deliberate self harm (DSH) have, overall, been traditionally higher among females, rates of DSH are now higher among some age bands of younger males than younger females.

- The factors most consistently associated with the rise in young male suicide are income inequality, family relationship difficulties, peer relationship problems, school failure, low self esteem and violence. Gender roles and identity have also been implicated in increased suicide risk amongst young men. Despite this, many service providers admit to only having a limited understanding of the world of young men.
- Whilst the problems that sometimes burden young men might be regarded by others as trivial, they may be perceived and experienced as major problems for young men themselves.
- Young men need to be supported to see emotional expression as a skill that improves with practice, and need to build an emotional vocabulary.
- Early intervention has been shown to be particularly effective.
- There are ten key principles for effectively engaging with young men, and a number of tested models for doing so. Information on these approaches needs to be disseminated more widely.
- There are no quick-fix solutions to tackling the causes and risk factors that underpin the statistics on suicide in young men. There is no simple single solution.
- Young men are interested in their own mental well-being, but often feel that they are not offered the right things in the right ways.

Describe how you propose to address the identified need:

Background

Between March 2011 and October 2012, the Men's Health Forum in Ireland (MHFI) coordinated an all-island action learning project which involved a broad range of stakeholders including the Health Service Executive (HSE), the National Office for Suicide Prevention (NOSP), the Public Health Agency (PHA) and the Institute of Public Health in Ireland (IPH). This initiative sought to identify a range of possible means to promote positive mental health among young men on the island of Ireland and to assess the efficacy of these approaches. There were four key objectives to this project:

- Review existing mental health promotion and suicide prevention services and programmes (both national and international), in order to identify principles of effective practice when encouraging positive mental health among young men.
- Coordinate a stakeholder engagement process to share best practice - both online and face-to-face.
- Develop and pilot two practical initiatives which utilise the information generated.
- Report on the learning gleaned, and offer recommendations to inform future programmes / campaigns which focus on the mental health of young men in Ireland.

The final report (www.mhfi.org/ymspfullreport.pdf) on this project was launched in January 2013 by Minister Kathleen Lynch in the Republic of Ireland and Minister Edwin Poots in Northern Ireland. This document included a 'Conclusion and Recommendations' section which made twelve key proposals:

1. Develop and promote positive models of mental health that are specifically targeted at boys and young men.
2. Adopt a whole of government, joined-up approach, to young men's mental health.
3. Plan services and programmes for and with young men, and work on developing trust and safety through the creation of non-threatening and male-friendly environments.
4. Target early intervention and the provision of appropriate services at those most at risk.
5. Expand interventions that tackle alcohol and substance misuse in young men.
6. Challenge traditional masculine ideology that is associated with impaired help seeking behaviour in young men.

7. Incorporate role models and marketing into suicide prevention work with young men.
8. Have a more explicit focus on peer support and mentoring in suicide prevention work with young men.
9. Promote and encourage the use of safe and responsible online resources in mental health promotion and suicide prevention work with young men.
10. Develop a one day training programme for all frontline staff on how to effectively engage with young men.
11. Ensure that research underpins all on-going and future work in the area of suicide prevention with young men.
12. Identify and nominate a body to coordinate and oversee future developments in mental health promotion work with young men.

Focus of this Funding Proposal

MHFI is keen to develop further initiatives which can address these recommendations. The Forum has reviewed and discussed these proposals with key stakeholders, including NOSP, and believes that Recommendation 10 (i.e. develop a one day training programme for all frontline staff on how to effectively engage with young men) presents an immediate opportunity to make a significant contribution to this area of work. Subsequently, MHFI is now seeking funding to implement Recommendation 10.

MHFI also acknowledges that developing such a programme could help to partially address some of the other report recommendations. For example, the need to:

- Promote positive models of mental health that are specifically targeted at boys and young men (Recommendation 1).
- Have a joined-up approach to young men's mental health (Recommendation 2).
- Plan services and programmes for and with young men, and work on developing trust and safety through the creation of non-threatening and male-friendly environments (Recommendation 3).
- Target early intervention and the provision of appropriate services at those most at risk (Recommendation 4).
- Challenge traditional masculine ideology (Recommendation 6).
- Have a more explicit focus on peer support and mentoring (Recommendation 8).
- Ensure that research underpins all on-going and future work (Recommendation 11).

Aim of Proposal

The core aim of this proposal is to develop a training package which will increase the capacity of service providers and practitioners in this field to effectively engage with young men in relation to programmes which promote mental health and well-being.

Objectives

To meet this aim, four objectives will be pursued:

(i) Conduct a Mapping Exercise of Training Needs and Collate a Directory of Work

To avoid duplicating existing programmes / projects, MHFI will carry out a mapping exercise of current provision at the outset. This will:

- Create an inventory of present / planned programmes (to be made available online).
- Identify gaps across the country.
- Highlight the training needs of a wide variety of organisations.
- Seek feedback on how this training might be delivered most appropriately.
- Shape the focus, content and structure of the training package.

(ii) Create and Deliver a Dedicated Course Unit within the 'Engage' Training Programme

It is proposed that, to be most effective, this working with young men training should not rely solely on delivery by MHFI personnel. Therefore, the training package will be designed so that it can become an additional Course Unit within 'Engage - the National Men's Health Training Programme', which was commissioned and supported by the Health Service Executive's Health Promotion Department. 'Engage' was officially launched at a conference in Dr Steeven's Hospital, Dublin, during Men's Health Week 2013 by Dr Stephanie O'Keefe, Director of Health and Well-being, Department of Health.

MHFI has, to date, played a key role in the development of the 'Engage' programme by supporting the production of resources, recruiting trainers, and hosting the online discussion forum / information portal for trainers.

Developing the working with young men's training as a Unit within 'Engage' has three benefits. It will:

- Ensure that there are a broad range of trainers throughout the whole island of Ireland who are willing and qualified to deliver it.
- Adhere to the rigorous standards of development that have characterised the production of the current 'Engage' materials.
- Involve the creation of a package of materials which can be used in their entirety or as part of shorter one-off sessions with a specific focus. This flexibility is critical when seeking to accommodate the needs of trainees.

This Unit will be offered to qualified 'Engage' Trainers as a top-up module. It is anticipated that approximately 25 Trainers will participate in it. They will then be able to deliver either the whole package or elements of it as part of their ongoing 'Engage' commitment.

In addition, five one day workshops will be held for a broader range of practitioners who are working with / seeking to work with young men throughout Ireland. These sessions will involve up to twenty trainees each, and will be held in:

- Dublin (x 2)
- Midlands area
- Southern area
- Western area

Subsequently, 100 practitioners who are not connected to the 'Engage' programme will also learn skills / models of effective practice on how to engage and work with young men on issues related to their health and well-being.

The training materials generated in this Unit will be made available in a range of formats e.g. PowerPoints, handouts and, if possible, as short online videos. MHFI will also explore the potential of 'webinars' to facilitate the wider dissemination of this information.

(iii) Apply a 'Gender Lens' to Organisations

One tangible product from the development of the training package will be an 'audit tool' to help organisations to assess how young male-friendly they currently are. This will help them to establish their baseline situation, and to identify areas which need further reflection and/or change. This is in line with *'Equal but Different: A framework for integrating gender equality in HSE policy, planning and service delivery'*.

It is also proposed that this initiative should develop a self-assessment 'quality mark' classification system. This will offer service providers a further tool for self-reflection, which will help them to monitor their progress towards becoming more young male-friendly in a practical and tangible way. It will identify a set of structures, systems, protocols and actions which range from 'just a little male-friendly' to 'extremely male-friendly', and will use a Gold, Silver and Bronze award system. While for internal use only, this will help to provide a concrete framework for organisations to measure their progress over time.

(iv) Act as an Irish Portal for Information on Young Men and Mental Health

While there are many organisations in Ireland that work with young people or young men or on mental health issues, there is no group which has specific responsibility for acting as the 'clearing house' for information, research, signposting and training in relation to young men and mental health.

It is proposed that MHFI should undertake this function during both the funded period and, as far as possible, after the funding has ended. This will ensure a national reference point for this field of work. This assistance will be offered via email, telephone and the MHFI website.

Management and Governance

The project will be overseen by an Advisory Group comprised of representatives from NOSP, IPH, MHFI, and a number of other organisations with specific experience in this field of work. This is the same model of governance which was used during the Young Men and Suicide Project (YMSP).

The project will be managed by the Director of Operations within MHFI. This person will be supervised by a Sub-Group nominated by the Forum's Board of Trustees. This Sub-Group will be drawn from the MHFI Management Board which is comprised of experienced men's health practitioners, senior academics, health service providers and health policy advisors. This body has substantial expertise in the development and evaluation of evidence based interventions in the field of men's health. It is also able, when appropriate, to seek advice from an international network which includes the European Men's Health Forum, the Australian Men's Health Forum, and the Men's Health Forum in England and Wales.

Timescale

It is envisaged that this will be a three year programme. As there is already a substantial amount of goodwill and interest in the subject matter (following the launch of the 'Young Men and Suicide Report' earlier this year) MHFI would like to commence this project in the Autumn of 2013 in order to build upon the contacts already established.

Outline the expected benefits / outcomes of the service / project

It is anticipated that this initiative will help to:

- Progress this area of work from ad hoc / sporadic activity with young men to a coherent, evidence-based approach which offers a strong rationale and clear practice guidelines.
- Increase participants' empathy with the world / life experience of young men.
- Challenge stereotypes about young men and, especially, the commonly-held perception that they are the problem.
- Promote understanding of why there is a need to engage / work with young men in a different way.
- Encourage organisations to reflect upon how young male-friendly they currently are.
- Challenge current practices, and support the development of new ones.
- Highlight the practicalities of how to implement a new approach.
- Expand the quantity and quality of engagement with young men.
- Create a sustainable network of trainers in this field, and generate a sense of teamwork and collective action.
- Support the development of mental health work with young men in the longer-term.
- Offer a new model of training for practitioners in this field of work.

Outline how the service / project will integrate with other agencies and organisations

It is proposed that this initiative should be overseen by an inter-agency Advisory Group comprised of the funding body, lead organisation, and other bodies with specific experience and expertise in this field of work. This partnership approach will help to ensure that a broad range of insights can be applied to this project, and that the key learning and outputs arising from it can be disseminated extensively.

To avoid duplicating existing programmes or projects, MHFI will map current provision in this field at the outset. This will increase awareness of the intervention with a much wider audience, and will act as a catalyst to building mutually beneficial relationships with these individuals and groups in the future.

By focusing upon creating a new Unit for the 'Engage - National Men's Health Training Programme', this will make the materials which are developed accessible to a country-wide network of men's health trainers who can, in turn, cascade this learning to their local settings. It is anticipated that this will ensure the continuation of the programme after the funding period has ended. It is also proposed that one-off training workshops will be offered to a further 100 practitioners working in this field.

To date, there is no designated body in Ireland with specific responsibility for acting as the central portal for information, research, signposting, advice and training in relation to young men and mental health. This project will, therefore, offer a reference point to agencies and organisations throughout the country that are seeking such support.

Throughout the YMSP and Men's Health Week each year, MHFI has built strong working partnerships with a range of organisations throughout Ireland. These will be utilised to further the objectives of this initiative.

Indicate how this proposal represents value for money

During the YMSP, MHFI proved that it could meet all of its objectives in full, on time, and within budget.

This proposal will develop a training package which will increase the capacity of service providers and practitioners in this field to effectively engage young men in programmes which promote their mental health and well-being. It will also widely disseminate an accessible set of materials which relate to effective practice in this field - saving the time, energy and resources of other agencies who wish to locate this information.

To ensure longevity and sustainability, it will become an integral part of the existing 'Engage - National Men's Health Training Programme'. This HSE-funded initiative already has a tested Resource Pack, a well-developed infrastructure, and a team of qualified and supervised trainers who have begun to deliver courses throughout Ireland. Association with this model will, therefore, offer a cascade model of delivery which will reduce recurrent costs for course facilitation in the future.

The initiative will draw heavily upon the voluntary input (time, resources, contacts, and skills) of a range of organisations throughout Ireland. This will be offered by: members of the Advisory Group; contributors to the mapping exercise; 'Engage' trainers; participants in the training programme; and by members of the MHFI Management Committee supporting the roll-out of this initiative.

Funding Requirements	Yes / No
<p>Has your organisation previously applied for funding for this or a similar project from the HSE or another public source? If yes, please set out details.</p> <p>NOSP and the PHA provided financial support to MHFI to undertake the 'Young Men and Suicide Project' (YMSP) which ran from March 2011 until October 2012.</p>	Yes
<p>Has your organisation previously applied for funding for this or a similar project from private sources? If yes, please set out details.</p>	No
<p>Total Amount of Funding Sought from the HSE Details to be set out in the attached Projected Financial Summary for this application</p>	€120,000

Bank Account Details

Name of Bank:	Ulster Bank
Address of Bank:	College Green, Dublin
Name on Bank Account:	Men's Health Forum in Ireland
Bank Account Number:	13121546
Bank Sort Code:	98 - 50 - 10
Bank Balance at: 31/07/13	Euro Account: €11,961.66 <i>[Amount held in a separate Sterling Account: £17,074.25]</i>
Any comments on account balance	The balance above is as per bank statements dated 31/07/13 and, therefore, may not include cheques currently outstanding. The balance represents funds ring-fenced for specific project work for which the funds were originally donated and, as such, has already been committed to MHFI coordinated initiatives.

Please Attach the following:

- **Latest Annual Accounts prepared in accordance with Irish statutory requirements. Audited Accounts must be submitted by Organisations with a yearly total income or total expenditure of over €150,000.**
- **Annual Report**
- **Completed Projected Financial Summary for this Application on page 5 below.**

Signed on Behalf of Organisation	
Chairperson	Treasurer
Name: Michael Lynch	Name: Mark Fitzpatrick
Signed: 	Signed: 
Date: Thursday 1 st August 2013	Date: Thursday 1 st August 2013

Appendix

Projected Financial Summary for this Application *			
To be completed by all organisations, whether seeking once-off or on-going funding and with a separate summary in respect of each application			
Category	Year 1 €	Year 2 €	Year 3 €
Income			
Income from HSE	€40,000	€40,000	€40,000
Income from Other State Agencies <i>Please list separately</i>			
Fundraising			
Client Income <i>Please provide description</i>			
Other Income <i>Please provide description</i>			
Total Income	€40,000	€40,000	€40,000
Expenditure			
Contribution to Salaries (incl. PRSI) ^	19,330	19,330	19,330
Telephone	600	600	600
Postage	150	150	150
Rent / Heat / Light	570	570	570
Insurance	550	550	550
Staff Training	500	500	500
Travel and Subsistence	1,700	1,700	1,700
Programme Costs for Six Training Sessions involving 125 Participants (e.g. venue hire, refreshments, handouts)	5,400	5,400	5,400
Printing (e.g. Unit for 'Engage' Resource Pack, Audit Tool, Quality Mark Checklist)	1,900	1,900	1,900
Related Programme Expenditure (e.g. photocopying, online surveys, web hosting, development of video resources, graphic design, IT support)	3,500	3,500	3,500
Advisory Group (e.g. venue hire, refreshments, travel expenses)	1,800	1,800	1,800
MHFI Management fees @ 10%	4,000	4,000	4,000
Total Expenditure	40,000	40,000	40,000
Surplus / (Deficit)	0	0	0
Comments			
* The total cost for this project has been split equally over the three year period.			
^ The MHFI Director of Operations (who will coordinate this initiative) will be paid as a temporary self-employed consultant.			
Note: Any head office or management support expenses should be listed separately.			

Checklist for Application			
This checklist must accompany all applications. Please ensure that all information required above has been furnished and that the documents below are enclosed to ensure that applications are processed as quickly as possible			
Checklist	Yes	No	N/A
<i>* N/A Blacked out indicates that the requirement is mandatory</i>	Tick	Tick	Tick*
Fully Completed Application Form	✓		
Charitable Status Number or Tax Clearance Certificate <i>(if grant is over €10,000)</i>	✓		
Insurance If the amount of funding sought from HSE is over €250,000, please confirm that the Organisation be in a position to comply with the HSE requirements for insurance contained in the Service Arrangement - Section 14 and Schedule 7 as follows: Public Liability Insurance with a limit of indemnity of €6.4m (any one occurrence) to the HSE Employer's Liability Insurance with a limit of indemnity of €12.7m (any one occurrence) to the HSE Motor Insurance (if service involves use of motor vehicles) with a third party property damage limit of €2.6m (any one occurrence) with an indemnity to the HSE Professional Indemnity (if professional services are provided) with a limit of indemnity for any one occurrence of: Low Risk - €2.6m Medium Risk - €4.0m High Risk - €6.4m If the amount of funding sought from HSE is below €250,000, please confirm that the Organisation will be in a position to comply with the HSE requirements for insurance contained in Section 3.5 of the Grant Aid Agreement as follows: <i>The Organisation undertakes to have sufficient insurance coverage in respect of all services or activities it delivers when using the Grant. The extent and adequacy of the insurance cover is a matter for the Organisation and its insurance advisors.</i>	✓		
External Auditors Management Letter of Previous Year <i>Mandatory in organisations with annual income or expenditure over €150,000</i>			✓
Annual Accounts of Previous Year <i>Audited Accounts must be submitted by Organisations with a yearly total income or total expenditure of over €150,000</i>	✓	See attached MHFI Audited Accounts for Nov 2011 - Nov 2012	
Service Activity Report for Previous Year	✓	See attached MHFI Annual Report for 2012	
Completed Projected Financial Summary for this Application	✓		
Access Admission Discharge policy			✓
Annual Report – Most Recent Year	✓	See attached MHFI Annual Report for 2012	