



**Merchants Quay Ireland**  
Homeless & Drugs Services

**MQI Policy for the Administration of the MSIF Community Fund**

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## **1. Aim and Purpose of this Policy**

- 1.1 To outline governance procedures for the administration of the MSIF Community Fund.
- 1.2 To identify procedures for Community Groups on how to apply for the funding available to benefit the local community.
- 1.3 To define eligible expenditures under the MSIF Community Fund.
- 1.4 To describe assessment and payment procedures for the MSIF Community Fund.

## **2. Definitions**

- 2.1 For the purposes of this policy, 'proposals to benefit the local community' will mean small-scale investment in equipment that will enhance and protect the amenity and safety of the community or one-off developmental events. The 'local community' is defined by a geographical boundary appended to this policy.
- 2.2 Initiatives funded by the MSIF Community Fund should include evidence of demonstrable value for the collective benefit of the community or the group concerned.

## **3. Scope of Policy**

- 3.1 This policy will apply to the administration of the MSIF Community Fund.
- 3.2 Initiatives funded under the MSIF Community Fund must demonstrate evidence of benefits to a group or community and not just an individual.
- 3.3 **Applications for funding must be made by submitting the application form (See Appendix 1 'MSIF Community Fund Application Form') to [communications@mqi.ie](mailto:communications@mqi.ie) by 12 noon on Friday, 9<sup>th</sup> May 2025.**
- 3.4 Applications not submitted on the standard "MSIF Community Fund Application Form" (See Appendix 1) or after the closing time/date will not be considered/accepted.
- 3.5 Initiatives funded under the MSIF Community Fund may not involve funding of additional salaries or require continuous increases in funding or ongoing expenditures.
- 3.6 Funding allocations will be based on the overall funding available and the prioritisation criteria identified based on the application submitted.
- 3.7 All local Community Groups (within the set geographical boundary) are eligible to apply for funding and can submit one proposal. Community Groups who previously received a grant from the MSIF Community Fund may apply again; however, priority will be given to first time applicants.
- 3.8 Account to be taken of any funding provided from other sources for any proposal submitted.

## **4. Procedures**

- 4.1 The MSIF Community Fund will be advertised by MQI on in April 2025 with a closing date of 12 noon on Friday, 9<sup>th</sup> May 2025.
- 4.2 All applications for funding must be made by submitting the application form to [communications@mqi.ie](mailto:communications@mqi.ie) by 12 noon on Friday, 9<sup>th</sup> May 2025.
- 4.3 Applications not submitted in the required format or after the closing date/time will not be considered/accepted.
- 4.4 All applications will be required to confirm that there is no staffing implications related to the submission.
- 4.5 It is not permitted to divert funding awarded for a proposal under the MSIF Community Fund to any other item of expenditure or service.
- 4.6 All Community Groups making a submission for funding must have a specific bank account for the group.
- 4.7 Following receipt of submissions on 9<sup>th</sup> May 2025, MQI will arrange for an assessment team to meet and consider all applications.
- 4.8 The assessment team will consist of an independent chairperson, one management grade member of staff from MQI's Finance team and one management grade member of staff from MQI's Fundraising and Communications team.
- 4.9 The decision of the assessment team will be final. There is no appeals procedure.
- 4.10 The successful Community Groups will be notified of the award of funding by MQI by 5pm on Wednesday, 21<sup>st</sup> May 2025.
- 4.11 Community Groups will be required to retain all receipts and invoices associated with the funding grant for a period of three years.
- 4.12 Each Community Group awarded funding will comply with all applicable laws in its use of the grant.

## **5. Data Privacy Policy**

MQI have a Data Privacy Policy ("Privacy Policy"). This Privacy Policy explains how MQI processes personal data in accordance with the Data Protection legislation and the General Data Protection Regulations (GDPR).

