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Description automatically generatedHRB Logo


**HRCI/HRB Joint Funding Scheme**

**Co-Funding Partner Application Form**

Version 2.0

30 September 2021

|  |  |
| --- | --- |
| Name of Co-Funding Partner: |  |
| Address: |  |

1. **Legal Form**
   1. What is the legal form of the Co-Funding Partner (tick appropriate box)?

|  |  |
| --- | --- |
| A company established under the Companies Acts |  |
| A charitable trust |  |
| An unincorporated body of persons e.g. an association |  |
| A body set up by statute or charter |  |
| Other |  |

If ‘other’ has been selected, please provide more details

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|  |

|  |  |
| --- | --- |
| Company Number (if applicable) |  |
| Charity Registration Number |  |

* 1. Evidence of registration with The Charities Regulator OR equivalent body if based outside the Republic of Ireland

Please include a printout of the charities register page covering the applicant organisation from <https://www.charitiesregulator.ie/en> or equivalent body if outside of Ireland

* 1. Evidence of Legal Form
  2. Please provide a copy of the charity constitution i.e., the deed of trust, memorandum and articles of association, the charter, statute, rules, or other governing documentation of the body
  3. Please provide a copy of Certificate of Incorporation of the Company where applicable

1. **Financial Soundness of Application Organisation**

Please provide up-to-date full set of recent financial statements (to include income, expenditure and balance sheet) signed and dated by the organisation’s Finance Officer. This should be accompanied by a certificate confirming there have been no amendments to the statement and attesting to the accuracy of the financial statements set out in the audit report or in the case of a Company limited by guarantee. In the case of a company limited by guarantee please provide a copy of the audited accounts for previous three years; or a proposed guarantor or parent company guarantor where audited accounts cannot be furnished

A valid tax clearance certificate issued by the Revenue Commissioners in Ireland or the revenue letter confirming tax exemption status OR equivalent tax clearance certificate if based outside the Republic of Ireland.

1. **Organisation Contacts and Signatories**

|  |  |
| --- | --- |
| 3.1 Person responsible for authorising the submission of research grant application (Pre-award contact) | |
| Name: |  |
| Job Title: |  |
| E-mail address: |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| 3.2 Person responsible for liaising with the HRB regarding the administration\* of successful awards (Post-award contact)  \* The Post-award contact will be the HRB contact point for all communication to and from the Co-Funding Partner in relation to the following activities:   * Contracts * progress reports (annual, end-of-grant etc.) * variations (requests for change to the grant contract) * ad hoc notifications regarding active grants   It is anticipated that the nominated contact in the Applicant Organisation will be responsible for triaging such communications/queries, liaising | |
| Name: |  |
| Job Title: |  |
| E-mail address: |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| 3.3 Person responsible for signing multi-party agreements on behalf of the Co-Funding Partner\*\* | |
| Name: |  |
| Job Title: |  |
| E-mail address: |  |
| Telephone number: |  |
| Sample signature: |  |

1. **Checklist of Accompanying Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Description of Document Required | Section of application form referring to document | Tick if included in application |
| 1. | Print out of the charities register page covering the application organisation | Section 1.2 |  |
| 2. | Evidence of the legal form | Section 1.3 |  |
| 3. | Recent financial statements OR audited accounts (3 years) | Section 2.1 |  |
| 4. | Tax Clearance Cert or Revenue Commissioner Letter | Section 2.2 |  |

Please return the completed form to [hostinstitutions@hrb.ie](mailto:hostinstitutions@hrb.ie). Following submission, staff at the HRB will assess if the organisation meets the criteria set out in the Policy. If an organisation is unsuccessful, HRB will provide feedback and an opportunity to re-apply will be available.