**Co-Funding Partner Application Form for use with HRCI-HRB Joint Funding Scheme**

June 2025

|  |  |
| --- | --- |
| Name of Organisation |  |
| Website |  |
| Address |  |

1. Legal Form
   1. What is the legal form of the Organisation (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 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
  4. Evidence of registration with The Charities Regulator OR equivalent body if based outside the Republic of Ireland

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

1. Financial Soundness of Applicant Organisation
   1. Evidence of financial soundness

Please provide evidence of financial soundness in line with the requirements of the Charities/Charities Amendment Act:

* Charities that are not companies and have a gross income of less than the prescribed threshold as per the most up to date [Charites](https://www.irishstatutebook.ie/eli/2009/act/6/enacted/en/html)/[Charities Amendment Act](https://data.oireachtas.ie/ie/oireachtas/act/2024/21/eng/enacted/a2124.pdf) will need to provide up-to-date Income and Expenditure accounts or Financial Statements and a statement of the assets and liabilities of the charity for the previous three years. Charities above the prescribed threshold will need to provide audited accounts for the previous three years.
* 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. Further financial information may be requested.
* Submitted accounts must be signed and dated by two trustees/directors.
* 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-grant contact) | |
| Name |  |
| Job Title |  |
| E-mail address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| 3.2 Person responsible for liaising with the HRB regarding the administration\* of grants (Post-grant contact)  \* The Post-grant 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 with the appropriate person(s) within their organisation and coordinating responses. | |
| 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. | 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 | Section 1.2 |  |
| 2. | Copy of Certificate of Incorporation of the Company (where applicable) | Section 1.2 |  |
| 3. | Copy of the charities register page covering the application organisation or equivalent if outside Republic of Ireland | Section 1.3 |  |
| 4. | Up-to-date income and expenditure accounts for the previous 3 years  Or  Financial statements and a statement of the assets and liabilities of the charity for the previous 3 years  Or  Audited accounts for the previous 3 years  Or  Proposed guarantor or parent company guarantor where audited accounts cannot be furnished. | Section 2.1 |  |
| 5. | Tax Clearance Cert or Revenue Commissioner Letter or equivalent if based outside of Republic of Ireland | Section 2.1 |  |

Please return the completed form and accompanying documents to [hostinstitutions@hrb.ie](mailto:hostinstitutions@hrb.ie).