

Donegal CDB Peace & Reconciliation Partnership

One Donegal Cultural Diversity Month
November 2011



Request for Submission of Proposals
Guidance Notes and Proposal Form



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Comhairle Chontae Dhún na nGall
Donegal County Council



Donegal County Development Board
Bord Forbartha Chontae Dhún na nGall

Guidance notes for the completion of proposal form for One Donegal Cultural Diversity Month Event – November 2011

Please use the following information to assist with the completion of the application form and annexes.

Introduction and Background

Donegal CDB Peace and Reconciliation Partnership is hosting its second “One Donegal Cultural Diversity Month” in November 2011. This project is managed by Donegal County Council on behalf of the Partnership.

This month is an opportunity to showcase good practice in relation to addressing issues of sectarianism and racism in Donegal and on a cross-border basis. It is also an opportunity for community and voluntary groups and other organisations to run events and campaigns related to these issues and celebrating diversity in communities and venues across the county. Events may be run entirely by community groups, statutory agencies, businesses or partnerships.

Anyone wishing to submit a proposal for consideration should read these guidance notes and complete the proposal form. A selection panel will then select proposals for inclusion in the One Donegal Cultural Diversity Month 2011 based on a number of criteria. (See enclosed selection criteria, Annex 2)

The deadline for receipt of proposals for this year’s month of events is **Friday 9th September 2011**.

Proposal forms are available online at www.donegalcdb.ie and also via e-mail request to sthompson@donegalcoco.ie. If you wish to discuss a proposal idea please contact Sarah Thompson, Good Relations Officer on (074) 9172586 or 087 9232654. Or at the e-mail address above.

Any events should have a strong peace and reconciliation focus e.g. anti-sectarianism, anti-racism, diversity, shared space and dealing with the past and should aim to address one or more of the aims set down in the Donegal CDB Peace and Reconciliation Partnership’s Action Plan 2011 – 2013. Programmes that actively engage with and encourage participation from PEACE III target groups are also welcomed.

Examples of eligible events include good practice visits, launches, open days, conference, cultural exchanges, workshops or discussion forums, training, storytelling, faith trails, contemplation events, exhibitions and can use methodologies including drama, music, sport, art, photography and ICT. Please refer to the selection criteria when developing your proposal and ensure that the proposed activity/events meets the peace and reconciliation aims of the Donegal CDB Peace and Reconciliation Partnership. Additionally, work on a cross-community/cross-border basis and working with new participants is encouraged. Please see <http://www.donegalcoco.ie/NR/rdonlyres/98ACD7E5-E9E5-4CCF-881F-F63FC7CFC0D3/0/culdiv2010.pdf> for a copy of the November 2010 programme of events that will provide examples of successful projects supported last year.

Please use the following notes when completing your proposal form:

Section 1: Contact Information

In this section you are required to detail the name of the person who will liaise with this office, the name of the group submitting the proposal, the full address of this group, a landline and mobile telephone number for the group, a fax. number and a contact e-mail address. Please note should this proposal be accepted, the contact name, telephone number and e-mail outlined in this proposal form would be used in the event brochure.

Section 2: Information on Proposed Event/Activity

In this section you have the opportunity to provide more information on the proposed event or activity you are hoping to undertake. You are requested to give your event a title, state the venue where the event will take place and also the proposed dates and times of the proposed event/activities. This information will be used when compiling data for the event brochure, if successful; therefore it is important that all details given are accurate. If you are proposing a programme of activities (e.g. a 4 week course) please detail all of the dates and times. Please note all activities must take place in November 2011, One Donegal Cultural Diversity Month. Please also state the type of event you are proposing. (E.g. Workshop, launch, exhibition, etc.)

In the next question in this section space is provided to outline how your proposal will promote diversity, challenge attitudes towards racism and sectarianism and/or promote conflict resolution. This should include reference to the expected outputs, impacts and outcome of your proposed event. Projects that clearly demonstrate how they will work towards achieving one or more of the Partnership's four overall aims and strategic priorities for the plan will score highly on the selection criteria point 7. (See Annex 2, Selection Criteria and Weighting)

Space is available to provide a detailed description of how and why you plan to deliver the proposed event/activity. Please use this space to ensure that a full description of the proposed activity is provided for the selection panel. Details to include in this section would be a rationale for hosting this event, aim of the event, approach taken to delivering the event including planned activities, speakers, evidence of need in the area, etc. Please refer to the Selection Criteria when completing this section. (Annex 2) One additional A4 page can be inserted with this section if required.

Section 3: Project Cost Breakdown

In this section space is provided to outline the total amount of money requested, in Euros, for the delivery of this event/activity. Please ensure that the amount requested is inclusive of VAT. As the amount of funding available to host this month in 2011 is limited, it is anticipated that no more than €3000 will be allocated per proposal. However, proposals less than this amount are also welcome. Please note that one of the project selection criteria elements is value for money. (Annex 2)

Space is then provided for the applicant to provide a detailed budget breakdown, please ensure all amounts are inclusive of VAT to ensure the full project amount is evident. ALL costs in relation to the event need to be outlined and details of

relevant quotations included on the supplied pro-forma document (Annex 1), and evidence of quotations sought and copies of quotations are enclosed with this form.

Please refer to procurement detailed below for information on requirements and note evidence of all quotes need to be documented.

- If your project will be requesting Single Tender Action from SEUPB for any of the costs incurred this must be applied for with the proposal form.
- ALL of the outlined costs, if the proposal is successful, must be invoiced to Donegal County Council “One Donegal Cultural Diversity Month”.
- Invoices without the requisite number of quotations/or a Single Tender Action Agreement from SEUPB prior to holding the event will not be paid by Donegal County Council.
- Please note that the Council payment policy is 30 days from receipt of invoice and ALL requested accompanying documentation. Please ensure all proposed suppliers are aware of these conditions.

Examples of possible eligible expenditure and details required: *(Please note this list is not exhaustive, it is to provide some examples of expenditure)*

Transport : Minibus hire etc. Provide details of Company, type of transport and dates booked, all costs to include VAT. With any form of transport a list of those using this will be required.

Venue Hire: Groups cannot charge for the use of their own facilities. Provide details of venue, billing name and address, dates booked, all costs to include VAT.

Refreshments: Provide details of catering organisation, including numbers expected and all costs. If there is a need for refreshments groups should give cognisance to healthy eating. Please note, where refreshments are required a sign in sheet will need to accompany the invoice to prove that the numbers attending matched the refreshments provided.

Speakers Fees i.e. A guest speaker or local expert, Provide details of speakers. Fees to include all expenses.

Artists Fees i.e., performers, musicians etc. Provide details of Agency, Company providing service, costs to be all inclusive.

Sound and Light: Provide details of company, price listed to include all costs to including VAT

Other: Provide details of other expenses that do not fit above areas, all costs to include VAT.

Examples of ineligible expenditure:

Alcoholic beverages

Press and radio advertisements

Frivolous expenditure, i.e. excessive musical performance or refreshments bill.

Please ensure that all costs are required in order to achieve the aims of the event.

Public Procurement Requirements:

Each group must seek written quotes for all costs. All quotes must be made out to Donegal County Council “One Donegal Cultural Diversity Month”, as it is the Council who will be paying for the invoice. **Groups must submit all required quotes with the name of your group and the project clearly marked on the quotation with the Proposal Form.**

In addition to the necessary quotes, groups must provide a description of the activity, a breakdown of the written quotations received (appropriate to requirements below), a rationale as to why you have chosen the supplier you are using e.g. Value for Money and a recommendation that this supplier be paid on receipt of invoice. Please see Annex 1 for a Pro Forma form to be completed for each piece of expenditure.

Written quotes are required as follows:

- Up to €2,175 – 3 written quotations, a written record of the quotations sought, including the supplier details and the price, should be retained. This should comprise written (fax/email) confirmation of the quote and also written evidence that quotations were sought.
- €2,175.01 to €14,500 – In the unlikely event of one piece of expenditure being over €2,175.01, 4 written quotations from competent suppliers who ordinarily supply the relevant service including evidence that appropriate number of quotations were sought from prospective bidders/suppliers (this can be a sent e-mail/fax or letter), a copy of documentation sent to all potential suppliers, quotes received and evidence they were received within the specified timeframe (date stamped) and a rationale as to why the chosen quote was used.

Single Tender Action: Where the requisite 3/4 written quotations cannot be obtained, a request will have to be made to Donegal County Council along with this proposal for Single Tender Action. (Annex 3) This request will need to detail why the suggested supplier is the only one who can supply the required service. Please indicate on your proposal form that you are requesting Single Tender Action. A payment can only be made for such a service if prior approval is granted. If this is not sought on the proposal form, it cannot be paid. Single Tender Action should only be used as a last resort, if no other suppliers are available for the service needed.

Section 4: Participants

In this section you are required to outline who your target audience is, who you hope to attract to the event to participate and the expected number of participants you hope to engage. Please also outline how you intend to ensure participation/attendance at the proposed event.

Please note, in the selection criteria, point 3 refers to PEACE III target groups. Projects that can show how they intend to target one or more of these target groups are encouraged. The target groups are as follows:

- Victims of the Conflict
- Displaced persons
- Protestant community
- Catholic community particularly in areas where there is mixed Protestant/Catholic communities
- Ethnic minority communities
- Members of the Traveller Community
- Young people
- Older people
- Women

- Ex-Political prisoners and their families
- Former members of the security and ancillary services
- Public, private and voluntary sector organisations and their staff

Section 5: Event Publicity

In this section you are requested to outline how your plan to promote and publicise the proposed event. Please include details of both pre and post event proposed publicity, should funding be allocated you will be required to retain and submit copies of all publicity sought and received with your final report. E.g. Press releases, articles in newspapers, in newsletters and photographs taken by you. Please be aware no funding will be allocated for advertising of events as Donegal County Council have allocated funding for advertising the month of events in its entirety.

Publicity Requirements:

In all publicity items the following 4 logos must be used along with the wording provided. Electronic copies of these will be sent to the e-mail address given in your application for use in ALL publicity materials, if this proposal is successful. Please note that the EU logo (the European flag) must be given equal prominence to all of the other logos used.

Please ensure the following 4 logos are ALL used:



Please note, where these logos are not used, or used incorrectly on printed materials, payments cannot be made for these materials.

Each press release should contain the following statements:

This project has been supported by the PEACE III Programme, managed for the Special EU Programmes Body by Donegal County Council.

This project is being delivered as part of the One Donegal Cultural Diversity Month – Embracing and Celebrating Diversity. For further details on events being run throughout November 2011 as part of this initiative please contact Sarah Thompson, Good Relations Officer, Donegal County Council on (074) 9172586 or sthompson@donegalcoco.ie

Section 6: Information for Event Programme

In this section you are asked to provide a short summary of your proposed event/activity for inclusion, if the proposal is successful, in the One Donegal Cultural Diversity Month Programme of Events publicity brochure. This summary should be no more than 100 words and provide a synopsis of the event, in order to encourage participation and interest in the event.

Section 7: Service Provider certification and signature

Please sign and date the form and ensure that you have included all required documentation with the proposal form.

Please Note:

Where e-mailing a proposal, please also forward a signed hard copy.

All questions must be completed in full.

All documents requested must be enclosed with this proposal.

As you are aware Donegal County Council is funded to deliver these events through the PEACE III programme. As such no revenue can be generated from the events or activities.

Deadline for receipt of completed proposals: Friday 9th September 2011

Please note successful groups will be required to send a representative to an information and training session on Friday 16th September in Letterkenny to ensure compliance with SEUPB guidelines.

Please return completed form and supporting documentation to:

“One Donegal Cultural Diversity Month 2011”

Ms Sarah Thompson

Peace III Good Relations Officer

Community, Culture and Planning

Donegal County Council

Station Island

Lifford

County Donegal

For further information please contact Sarah Thompson, Good Relations Officer on:

Tel.: (074) 9172586

Fax.: (074) 9142130

Mobile: 087 9232654

e-mail: sthompson@donegalcoco.ie



**Proposal form – Programme Development and Delivery Costs
One Donegal Cultural Diversity Month
November 2011**

Please remember that the assessment panel have to make their decisions regarding your application based on the information you provide on this form so make sure you complete all sections and in the level of detail required to allow us to make that decision. If you do not tell us an important piece of information then we will not know to consider that and it may affect the success of your application. It is your responsibility to provide the required information clearly and accurately, and to ensure that all information requested is provided.

Section 1: Contact Information

Contact name:

Name of Group:

Contact Address:

Landline Telephone no.:

Fax no:

Mobile Telephone no.:

Email address:

Section 2: Information on Proposed Event/Activity

Title of Proposed Activity:

Proposed venue(s):

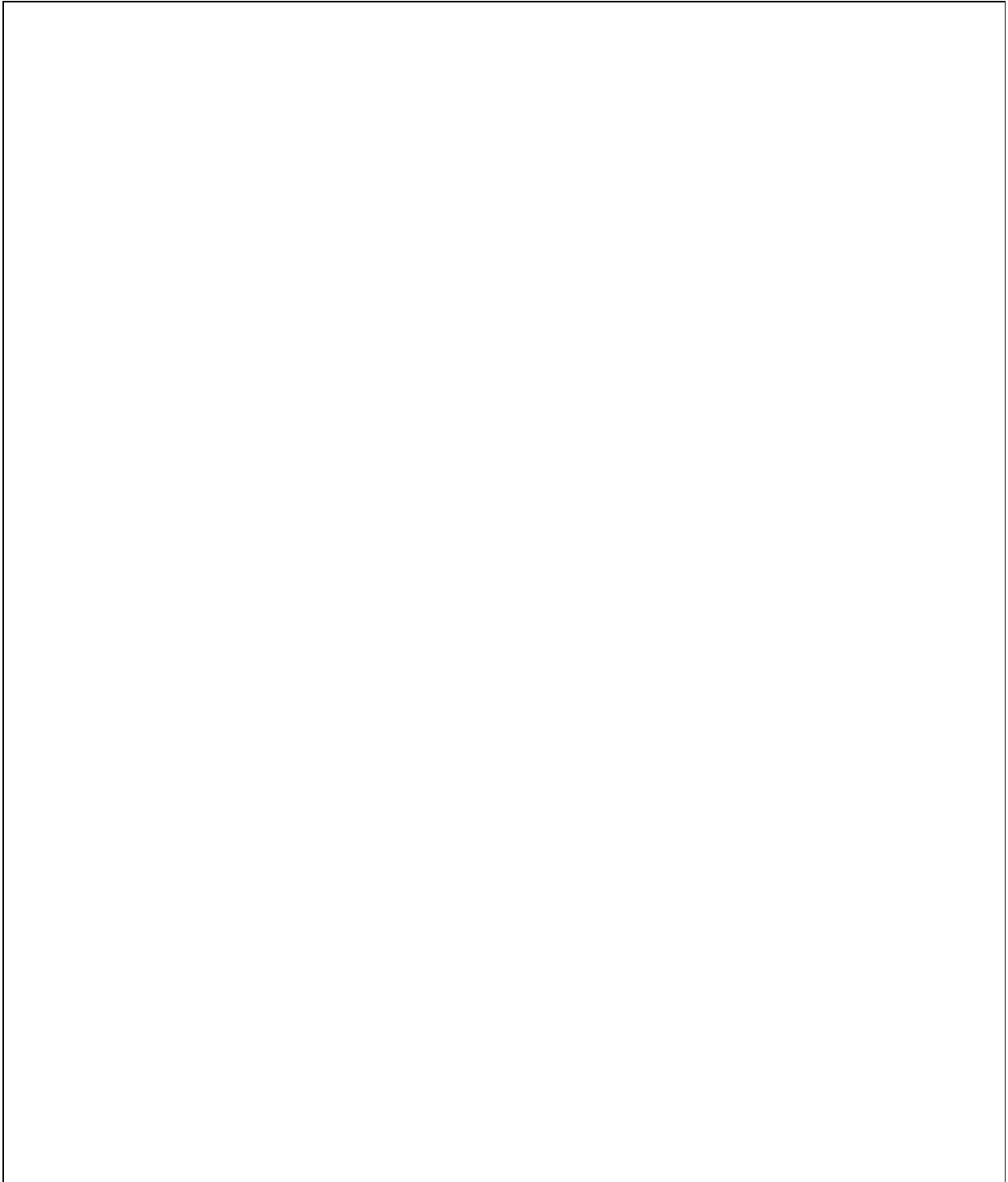
Proposed date(s):

Proposed Time(s):

Type of Event:

Please use the space below to outline how your proposal promotes diversity, challenges attitudes to racism and sectarianism and/or promotes conflict resolution.

Please use the space provided to demonstrate how you plan to deliver the proposed event/project and provide a brief description of the event including a description of expected outcomes and impact and any outputs: (See Guidance notes for additional suggestions on how to complete this section.) One additional A4 Sheet can be provided to complete this information, if required.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of their proposed event or project, including expected outcomes, impact, and outputs. The box occupies most of the page below the introductory text.

Section 3: Project Cost Breakdown:

Amount requested: *(Total Cost of Project):* € _____
(Please ensure this is inclusive of VAT)

Detailed Budget Breakdown: *(Please ensure all amounts are inclusive of VAT)*

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Is Single Tender Action being requested for any of the above costs: *(Please tick relevant box)*

Yes:

No:

If yes, please ensure that Annex 3 is completed and submitted along with your proposal for each Single Tender Action request.

Section 4: Participants

Target audience:

(Whom you hope to attract to the event, please indicate if you will be specifically targeting any of the PEACE III target groups)

Expected no. of participants:

How do you intend to ensure participation/attendance?

Section 5: Event Publicity

Please outline how you plan to promote and publicise this event both Pre and post event:

Section 6: Information for Event Programme

Short description (no more than 100 words) to appear in publicity brochure.

Please note should this proposal received funding, we will use the date, time, venue, title of event, contact name, telephone number and e-mail outlined in this proposal form in the event brochure in addition to the information below.

Please confirm you have checked all of these details and are content that these be included in the One Donegal Cultural Diversity Month event brochure: (Please tick relevant box)

Yes:

No:

Please indicate if you have a photograph in electronic format which could be used, if required, to illustrate your event in the One Donegal Cultural Diversity Month event brochure: (Please tick relevant box)

Yes:

No:

If yes, please describe the image.

Section 7: Service Provider certification and signature:

I certify that the information contained in this application form is true and accurate to the best of our knowledge.

Signature of Authorised Applicant:

Print Name: _____ Position: _____

Date: _____

Deadline date for receipt of applications: Friday 9th September 2011

Please note successful groups will be required to send a representative to an information and training session on Friday 16th September in Letterkenny to ensure compliance with SEUPB guidelines.

Please return completed form and supporting documentation to:

“One Donegal Cultural Diversity Month 2011”

Ms Sarah Thompson
Peace III Good Relations Officer
Community, Culture and Planning
Donegal County Council
Station Island
Lifford
County Donegal

If you require any further information on the proposal please contact Sarah Thompson, Good Relations Officer on:

Tel.: (074) 9172586
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Mobile: 087 9232654
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Project supported by PEACE III Programme managed for the Special EU Programmes Body by Donegal County Council.

ANNEX 1

Price comparison – One Donegal Cultural Diversity Month November 2011

This form must be completed with the details required for each separate piece of expenditure related to November Event:

Name of Organsiation: _____

Name of Event: _____

Date of event: _____

Detail of Activity quotations sought for/ Nature of service to be supplied:

Details of Quotes Sought:

Please detail how quotations were sought and include evidence of this with this form. (e.g. E-mail requesting quotation and replies from suppliers.) Please see procurement guidelines for further information, for this programme Donegal County Council are requesting evidence that at least **THREE** written quotations for each piece of expenditure were sought and received. Where you feel the service being supplied can only be procured by one company you will need to submit a Tender Action Request to this office with your proposal. (Annex 3) These need to be approved by SEUPB. Please ensure quotes are like-for-like and exclusive of VAT to enable fair comparison.

1. Name of Supplier: _____

Amount of Quotation: _____

2. Name of Supplier: _____

Amount of Quotation: _____

3. Name of Supplier: _____

Amount of Quotation: _____

4. Name of Supplier: _____ (If necessary)

Amount of Quotation: _____

Name of Supplier Chosen: _____

Amount to be paid to Supplier: _____

Rationale for choosing this supplier: (Where it is proposed not to use the cheapest quotation, prior approval must be sought and given by Donegal County Council before supplier is procured)

ANNEX 2

Scoring Criteria and weighting

A selection panel using the following criteria will assess each project proposal submitted to Donegal County Council. In order to progress to assessment stage the Project Proposal Form must be complete with all required elements included. Please ensure that the proposed activity addresses the following criteria:

		Weighting out of 10 for each criterion
1.	Projects that provide opportunities for cross-community and cross-border participation/engagement.	
2.	Projects which provide opportunities to bring people together and promote inter culturalism, integration and inter-cultural exchange and sharing.	
3.	Projects which intend to work with PEACE III target groups as set out in the Donegal PEACE III Action Plan 2011 -2013: <ul style="list-style-type: none"> • Victims of the Conflict • Displaced persons • Protestant community • Catholic community particularly in areas where there is mixed protestant/ catholic communities • Ethnic minority communities • Members of the Traveller Community • Young people • Older people • Women • Ex-Political prisoners and their families • Former members of the security and ancillary services • Public, private and voluntary sector organisations and their staff 	
4.	Projects that clearly demonstrate value for money provided by the proposed activity.	
5.	Projects that produce an output or outcome which clearly demonstrates support to peace-building activities.	
6.	Projects that can demonstrate how their proposed project contributes towards reaching the vision of the Donegal CDB Peace and Reconciliation Partnership ““Donegal, a county where racism and sectarianism no longer exists and where all feel equally valued and confident that they belong””.	
7.	Project clearly demonstrates how it will promote diversity, challenge attitudes towards racism and sectarianism and/or promote conflict resolution and work towards achieving one or more of the Partnership’s four overall aims and strategic priorities for the plan: <ol style="list-style-type: none"> 1. Challenge attitudes towards sectarianism and racism and the structures that support them. 2. Promote active participation of PEACE III target groups in civil life in Donegal. 3. Promote greater community integration within Donegal and on a cross border basis. 4. Support conflict resolution and mediation and address the legacy of the conflict 	
8.	Innovative approaches and methodologies proposed.	
9.	Attempt to build long term sustainable relationships and contacts that continue beyond the life of the period of this project activity.	
10.	Projects that are delivered to new groups/participants or are proposed to take place in new areas. Where groups who participated in the 2010 Cultural Diversity Month are participating, they must clearly show how their project is extending the work completed through the previous application.	

Annex 3
Single Tender Action Request Form

Reference No.	32351 - One Donegal Cultural Diversity Month
Lead Partner Name	Donegal County Council
Name of Group Requesting Single Tender Action	
Project Name and Description	
Project Objectives	
Details of the goods or services to be provided	
How does this work fit in with the overall project? Please outline why this good or service is essential to the proposed activity.	
Contract Amount	
Proposed Provider	
What evidence has been gathered indicating that this is the only possible provider? Please submit this evidence with this request.	
Please provide a detailed rationale for the need to grant a Single Tender Action. This will be the written record setting out the reasons why the procedure should be used and outlining why other quotations cannot be sought.	
Evidence that a negotiation procedure was completed to ensure value for money .	

Note: This form must be completed for each Single Tender Action request and returned with the proposal form.