

**NORTH AMERICA MEITHEAL FUND**  
**GRANT PROCESS FOR**  
**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE**  
**(DFAT) OF IRELAND GRANTS**

In the last few years the North American Meitheal Fund has received funding from the Irish Department of Foreign Affairs and Trade (DFAT). We are most grateful for this funding as it assists our NA Comhaltas branches in financing worthwhile projects that promote our Irish culture.

When the NA Meitheal Fund is notified of the current year's funding, a budget is developed to allocate this grant. Some of this money is budgeted for annual events such as the convention and fleadh. Included in the budget is "unassigned money" for one-time projects which the branches can apply for.

**Please note:** there are strict guidelines for the use of DFAT funding – what it can and cannot be spent on:

CANNOT fund entire project; cannot be used for travel or accommodations or artists' fees; cannot be used for the purchase of instruments or equipment; cannot be used for core activities of a branch.

MUST be spent before June 30; all reporting must be complete and timely; funded projects must use the DFAT, Comhaltas and Meitheal logos on all promotional material, including social media; all DFAT grants must be reflected in financial reports under income as DFAT: Emigrant Support Program Grant.

If you have a project that can meet the DFAT criteria and terms and conditions, the following are the procedures you should follow to apply for a DFAT grant.

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**Step One**            **Obtain the Meitheal Fund Grant Application**

The Meitheal Fund grant application form is available on the Comhaltas website at [www.ccenorthamerica.com](http://www.ccenorthamerica.com)

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**Step Two            Read the Application Thoroughly and  
Determine if your Project is eligible**

Read the terms and conditions on the right-hand side of the first page to understand the guidelines for DFAT grants. There are many expenses and types of expenses that are not eligible for DFAT funds.

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**Step Three            If your Project is eligible, complete the  
application form**

You can complete the application form online, or print a copy to complete by hand. Please note that all sections must be filled out, and the application must be signed by your Branch President, Treasurer and Project Manager.

The completed application should be emailed to Barbara Bouchey, NA Meitheal Fund Grant Manager, at [bbbouch@swbell.net](mailto:bbbouch@swbell.net) or posted to her at 400 South 14<sup>th</sup> Street, Suite 1111, St. Louis, Missouri 63103

**NOTE: most applications will be subject to a due date which must be meet.**

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**Step Four            Notification of Application Acceptance or Denial**

Once your application is received, or the due date arrives, you will be notified by email within one to two weeks of the its acceptance or denial. You will also be notified of the amount of the grant.

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**Step Five                    Terms and Conditions Letter**

If your grant application has been approved: within two to three weeks of the receipt of your application, or of the due date, you will receive the Terms and Conditions letter for the grant.

This Terms and Conditions letter will formally notify you of the amount of your grant. It also contains the terms and conditions which must be followed, with signatures of the Project Manager and the Branch Treasurer required to signify your agreement to comply with all terms and conditions.

**NOTE: the signed terms and conditions letter should be returned to Barbara Bouchey within 10 days (see address in Step Three)**

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**Step Six                    Logos for DFAT, Comhaltas and Meitheal must be used on all promotional material**

Logos for DFAT, Comhaltas and Meitheal must be used on all promotional material for your project: brochures, flyers, tickets, posters, banners, websites (other social media), etc.

These logos can be found at the Comhaltas website [www.ccenorthamerica.com](http://www.ccenorthamerica.com)

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**Step Seven                Your Project's Income and Expense Statement**

You will also be provided a "sample" Income and Expense (I&E) statement which is to be used as your financial report for your project.

ALL income and expenses are to be reported for your project. The sample I&E reflects that your grant is to be included under Income as DFAT: Emigrant Support Program Grant. Expenses are to be separated between "admissible under DFAT" and "inadmissible under DFAT".

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**Step Eight                      Receipts to Support your I&E Statement**

ALL receipts for your project expenses must be included with your I&E statement. Copies should be printed on white paper. Receipts **MUST** support what's included on the I&E as expenses. Receipts should be filed in the same order that the related expenses are reported on the I&E.

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**Step Nine                      Actual Receipt of Grant Funds**

After your completed Income and Expense statement, with all receipts, have been received, they will be reviewed for completeness and accuracy. You will be notified immediately of any problems, and the need to resolve them quickly.

After all is approved, the NA Meitheal Fund Treasurer will send a check for the grant to the Branch President.

**NOTE: You are asked to notify Barbara Bouchey by email (address in Step Three) upon receipt of the grant check.**

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**Step Ten                      Timeframes**

The completed Income and Expense Statement, along with ALL the receipts must be sent to Barbara Bouchey (see address in Step Three) **within 30 days of the completion of the project.**

**Interim Reports:** NA Meitheal Fund must provide an interim report to Dublin Head Office in February each year. If you have been approved for a DFAT grant, you may be required to provide a status of your project for this interim report.

**Final Report:** NA Meitheal Fund is required to provide Income and Expense Statements with ALL receipts for each funded project within the year by **mid-June**. It is expected that all funded projects will have reported by that time.