



Date

Name

The North American Meitheal Fund, through our affiliation with Comhaltas Ceoltoiri Eireann, has been successful in receiving funding from the Department of Foreign Affairs and Trade of Ireland (DFAT). Our grant application which we submitted in **Date** was successful, and we are very privileged to have received funding for the period July 1, 20xx to June 30, 20xx .

Your project has been awarded the following:

[insert amount of grant]

[Insert any special conditions related to funding this project]

The DFAT grant comes with strict terms and conditions for the use of the funding, and all the funding must only be used in accordance with their terms and your original grant application.

These terms and conditions are attached for your review and signature. This document must be signed by your project manager and branch treasurer, and returned via mail to The North American Meitheal Fund, c/o Barbara Bouchey, 400 South 14th Street, Suite 1111, St. Louis, Missouri 63103.

We appreciate that the amount of funding awarded may be less than requested in your application. If this will have an impact on your ability to successfully complete the project, please contact us. We also remind you that the funding must be spent before the end of June, 20xx, and a full report, with an income and expense statement and relevant receipts must be submitted as soon as your project is completed. After all the proper reports and receipts have been received and reviewed, you will be reimbursed for all appropriate expenses up to **[grant amount]**.

Good luck with your project.

Mise, le meas

North American Meitheal Fund

Terms and Conditions for Grant Funding

This agreement sets out the requirements for the proper use of grant funding from the Department of Foreign Affairs and Trade of Ireland. All Comhaltas units operating projects in receipt of funding must agree to abide by these conditions by signing a copy of this document and returning it to the North American Meitheal Fund. These terms and conditions constitute a legally binding agreement. Monies will be disbursed after financial statements and proper receipts are received.

- Funding can only be used for the purpose outlined in your grant application.
- All funding must be spent and accounted for before June 30, ****<year>
- Funding cannot be used to fund your entire project, and other sources of income should be listed in all reports.
- Funding is not to be used towards travel or accommodations, or artists' fees (tutors' fees are acceptable for funding where at least a nominal charge is levied on students).
- Funding cannot be spent in Ireland, it is exclusively for the development of Comhaltas in North America.
- Funding cannot be given or transferred to another individual or organization. Checks will be issued to an official Comhaltas account and project costs must be paid from this account.
- Funding cannot be used for the purchase of instruments or equipment.
- Upon completion of your project, you must provide a written report with a full financial income and expenditures statement, along with proper receipts. The NA Meitheal Fund is subject to DFAT, and must comply with all requests for reporting and updates regarding the use of their grant funding.
- At any time you may be expected to provide an update on how your project is progressing and how the funding is being spent.
- Failure to provide reports and receipts may result in the funding being recovered from your unit.
- Failure to spend the funding in accordance with these terms and conditions, in accordance with your grant application or within the timeframe allowed may result in the funding being recovered from your unit.
- You must fully acknowledge the DFAT grant in all your promotional materials. The DFAT logo must be used prominently on all brochures, flyers, tickets, websites etc. Where the logo cannot be used, suitable text acknowledging the DFAT funding must be included. If you require a copy of the logo, go to the Downloads section of cccnorthamerica.com.
- Funding from the DFAT must be reflected clearly in your project financial report and in your next annual report as having been received from the Department of Foreign Affairs and Trade of Ireland: Emigrant Support Program.
- If it becomes necessary to change or amend your project for any reason, you must contact the Meitheal Committee as soon as possible to discuss the changes and impact on the funding.

Project Name and location: _____

I hereby acknowledge the terms and conditions for accepting this grant funding, and understand that failure to comply will result in the loss of this funding and could jeopardize any and all future funding.

Print name: (Project Manager) _____ Sign: _____

Print name: (Branch Treasurer) _____ Sign: _____

For and on behalf of _____ Branch of Comhaltas Ceoltoiri Éireann

Date: _____