



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Community Sponsorship Ireland

Application Form

1.1 Your Community Sponsorship Group (CSG)

Name of your Community Sponsorship Group:	
Town:	
County:	

1.2 Regional Support Organisation (RSO)

Name of the RSO that is assisting your group with your application:	
RSO Address:	
RSO Contact person:	
RSO Email:	
RSO Telephone number:	
RSO Website:	
RSO Charity number:	
RSO Company Registration Number	
RSO Designated Liaison Person for the purposes of Child Safeguarding	

1.3 About your Community Sponsorship Group

Please tell us a little about your Community Sponsorship Group and how you came together

1.4 Who is the Primary Sponsor?

This is the person who takes primary responsibility for the accuracy of the information in this application and for leading the co-ordination and the delivery of the sponsorship commitments. He/she will be the primary point of contact for the CSG.

Title and full name:	
Date of birth:	
Profession (if any):	
Address:	
Home Telephone number:	
Mobile Telephone number:	
E-mail address:	

1.5 Who is the Secondary Sponsor?

The Secondary Sponsor will support the Primary Sponsor in the co-ordination and the delivery of the sponsorship commitments. He/she will be the primary point of contact for the CSG when the Primary Sponsor is unavailable.

Title and full name:	
Date of birth:	
Profession (if any):	
Address:	
Home Telephone number:	
Mobile Telephone number:	
E-mail address:	

1.6 CSG Support personnel (minimum of three)

List all of the other people in your group who will play a regular or significant role in the delivery of settlement supports to the family.

Title and full name/role/profession/position held/ type of support to be provided:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

1.7 Vetting and Safeguarding

1.7.1 Garda Vetting Application:

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 make it mandatory for people working with children or vulnerable adults to be vetted by An Garda Síochána National Vetting Bureau.

You must ensure that all personnel as part of your Group are fully vetted to support working with children and vulnerable adults and that they are suitable and of good character.

You and every member of your group will be required to complete a Garda vetting form which will be facilitated through your RSO.

Successful completion of the vetting process must be submitted along with your settlement plan.

1.7.2 Safeguarding Policy

Children:

It is vitally important that Children First guidance and legislation is strictly adhered to by CSGs, with the support and assistance of their RSO, in the implementation of community sponsorship.

As the group will be working with children you will be required to:

- *Keep children safe from harm while they are being supported by the CSG*

- Carry out a risk assessment to identify whether a child or young person could be harmed while being supported by the CSG
- Develop, in consultation with the RSO, a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified
- Appoint a relevant person to be the first point of contact in respect of the organisation’s Child Safeguarding Statement

As CSGs are supported by RSOs, they will assist the CSG to meet your obligations under Children First. Each RSO will have an appointed Designated Liaison Person (DLP) within their organisation. This person will be the resource person for any group member or volunteer who has child protection concerns and they will liaise with outside agencies. The DLP will also assist you in the development of your Child Safeguarding Statement, which can be based on the existing policies of the RSO and which may rely on its reporting procedures.

The Child Safeguarding Statement and proof of completion of the E-Learning Programme must be submitted along with your settlement plan.

Main Point of Contact for The Safeguarding Statement :

Title and full name:	
Date of birth:	
Profession (if any):	
Address:	
Home Telephone number:	
Mobile Telephone number:	
E-mail address:	

1.8 Fundraising

Please provide details on any fundraising efforts to date and how you plan to raise funds to support the implementation of your resettlement plan and to cater for unexpected eventualities.

2.1 Declaration

To be completed by Primary Sponsor

I declare that:

- all individuals named on this application are aware and have consented to being included as part of this application;
- the information I have given in this application is true, complete and accurate to the best of my knowledge;
- if there is a material change in our sponsor group or any new information relevant to this application, I will inform our RSO immediately

Primary Sponsor (PRINT full name):	Signature:	Date:
Witness (PRINT full name):	Signature:	Date:

2.2 Sponsorship Undertaking

To be completed by all members of your Group

This Sponsorship Undertaking specifies the obligations of the sponsoring group, if approved, with respect to the refugees matched to it for sponsorship:

- Reception - Meet the refugee(s) upon arrival and escort them to their new homes;
- Accommodation - Ensure appropriate housing is in place for a 24 month period as well as basic furniture and other household essentials;
- Care – Ensure food, clothing, local transportation and other basic necessities of life are in place; and
- Settlement Assistance and Support - Assist the refugee(s) to learn English, seek employment, encourage and assist them to adjust to life in Ireland, as outlined in the Settlement Plan;

We understand that, as signatories to this Sponsorship Undertaking, we are jointly and severally bound with the other signatories to:

- perform the obligations of the Sponsorship Undertaking as set out above; and
- support the refugees for 18 months from the date of arrival.

To this end we declare that:

- we have made or will make adequate arrangements in the expected community of settlement for the reception and settlement of the refugee(s) as evidenced in the Settlement Plan;
- we have or will put in place sufficient financial resources and expertise to fulfill this Sponsorship Undertaking;
- we will not require the refugee(s) to repay any cost of sponsorship;
- to the best of our ability, we will not knowingly or deliberately allow any individual to participate in the group's settlement activities who may be considered a threat to the safety and security of the refugee(s);

- any personal information disclosed to us in the course of the group’s settlement activities will be treated as confidential and will only be disclosed to a third party in accordance with the provisions of the Data Protection Acts 1988 to 2018;
- we will comply in a timely manner with any request for information by the Department of Justice and Equality for the purposes of monitoring and evaluation of the group’s sponsorship activities and settlement outcomes;
- in the case of a dispute or disagreement with the refugees we are sponsoring, we shall at all times make every effort in good faith to prevent a breakdown in the relationship. Where this cannot be prevented, we will work with our RSO to seek a resolution, and enter into mediation where necessary or if requested to do so by either the RSO or the Department of Justice and Equality.

We also acknowledge and undertake to fully comply with our statutory obligations under:

- Children First Act 2015
- Data Protection Acts 1988 to 2018

Group Member 1 (PRINT full name):	Signature:	Date:
Group Member 2 (PRINT full name):	Signature:	Date:
Group Member 3 (PRINT full name):	Signature:	Date:
Group Member 4 (PRINT full name):	Signature:	Date:
Group Member 5 (PRINT full name):	Signature:	Date:
Group Member 6 (PRINT full name):	Signature:	Date:
Group Member 7 (PRINT full name):	Signature:	Date:
Group Member 8 (PRINT full name):	Signature:	Date:
Group Member 9 (PRINT full name):	Signature:	Date:
Group Member 10 (PRINT full name):	Signature:	Date:
Group Member 10 (PRINT full name):	Signature:	Date:

Application Checklist

Please ensure you have read and completed the necessary forms outlined below before submission.

Incomplete application forms will be returned.

Community Sponsorship Ireland Application Form	Application Form with all sections completed, the declaration signed, witnessed and dated by primary sponsor, and the sponsorship undertaking signed and dated by each individual group member.	Y/N
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For Office Use Only

Date Received	
Application Number	
Comments	
Decision	
Status Confirmation Letter Issued	

NOTES

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