

EU Funds Unit

2019 Calls for Proposals for ESF Gender Equality and AMIF Projects

Frequently Asked Questions

Ref.	Fund	
Q.1	ESF	<b>Is the ESF PEIL Gender Equality funding only for migrant women, or can it cover Irish women too?</b>
A.		The ESF programme is not restricted to migrant women. There are two Strands a) Women returning to the workforce, which is aimed at women who are detached from the labour market (this means that they are not employed, nor are they unemployed, i.e. they are not in receipt of jobseekers benefit/allowance and not required to look for work), and Strand b) Women's Entrepreneurship, which is targeted at any women who wish to set up in business (participants on these projects can be employed, unemployed or inactive).
Q.2	All	<b>What costs are covered in the category 'Direct Accommodation'?</b>
A		Direct Accommodation cost is the cost of accommodation used in directly delivering your project. So, for example, if the project is required to hire a room to deliver a training module to participants, this would be considered a direct accommodation cost. In some circumstances it is possible for an organisation to use its own training room cost as a direct accommodation cost, however the organisation would need to hire out the room as part of its normal activities. Any direct accommodation costs would need to be able to demonstrate value for money and compliance with procurement rules.
Q.3	AMIF	<b>We are thinking about submitting an application with a particular partner. As part of the AMIF project, we would want that partner to recruit a staff member to work on a specific AMIF action. As in we would be the lead partner and directly employ most of the staff, with the exception of one staff member who would be recruited by a partner organisation. Is this permitted?</b>
A		Yes, that is permitted. Note that, as the Lead Organisation, you would still be responsible for the element of the project to be delivered by the Partner Organisation. Note also that you would be responsible for ensuring that suitable documentary support for the partner costs, including in the case of employee costs, copy of employment contract, salary slips, P35s, timesheets (if part-time on the project), proof of employer pension payments and bank statements showing the transactions.  Note also that your partner organisation's recruitment process will need to comply with the requirements as set out in Section 10 of the "Guidance Document for Projects" document which is on the <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> website.

Q.4	ESF	<b>I just want to clarify that according to the Indicative Actions – Women who are on either Job Seekers Allowance or Job Seekers benefit would not be eligible to participate on these ESF programmes?</b>
A		Yes, you are correct that women on jobseekers benefit or jobseekers allowance (or where otherwise required to be actively seeking work) are not eligible to participate in the Strand A (Women returning to the workforce) stream of the ESF Call for Proposals. For completeness, such women would be eligible for Strand B (Women's Entrepreneurship) stream.
Q.5	All	<b>Are Irish-language versions of the Application Documents available?</b>
A		Yes, Irish-language versions of the AMIF and ESF Application Forms are available on our web-site – <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> .
Q.6	ESF	<b>Can I ask under the Gender Equality Fund – would applicants be expected to select 1 strand only?</b>
		Applicants can apply for funding under more than one Strand, however would be required to submit a separate application for each Strand. Each application would need to satisfy the conditions for that Strand.
Q.7	ESF	<b>Under the Gender Equality Guidance - Appendix 1 (Pg 26), Common Output Indicators for Participants. Are women between 25 &amp; 54 not eligible for expenditure under this activity?</b>
		Women between 25 and 54 are eligible to participate in the activity. The Common Output Indicator headings are set by EU for their information gathering requirements. Therefore a participant who is aged between 25 and 54 would be returned as a 'No' in both categories, but that would not affect her eligibility.
Q.8	All	<b>I downloaded an early version of the Application Form Part I from the website. In section 1.5.1 there is an instruction that says “If no, move directly to Section 6.” Is this correct?</b>
A		No, that is a mistake, please accept our apologies. The instruction should say “If no, move directly to Section 2.” The current versions of the AMIF and ESF Application Form Part I available on the <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> website have the correct instruction.
Q.9	ESF	<b>In relation to the answer previously provided above [Q.1]: Is it also possible to submit a programme to support women who are in current self-employment but ‘significantly underemployed’? by this we mean that they may have already formally established self-employment but it is not providing a sustainable or growing income for them (and they are not currently achieving a sustainable personal income from the venture and are at risk of business failure)</b>

A		The aim of Strand B is to increase the numbers of women entrepreneurs. A project to increase the viability and sustainability of existing women entrepreneurs would be eligible to apply. It would be necessary for the project to clearly set out the value-add to be delivered, and the measures that would be used to demonstrate the success of the project.
Q.10	AMIF	<b>With regards to the AMIF fund: Would a project to support the entrepreneurial activity of young TCNs (male and female) a relevant project focus? Is it possible to have a mixed cohort of TCN and EU nationals on the funded programme? If so what ratio of TCN would be required to achieve funding?</b>
A		Under AMIF rules, a project to support the entrepreneurial activity of TCNs, male and/or female, would be an eligible project focus. A project to support the entrepreneurial activity of female TCNs would be an eligible ESF Gender Equality Strand B project (and would also be eligible under AMIF). A project to support the entrepreneurial activity of females only, including both TCNs and EU Nationals, would be eligible under ESF Gender Equality Strand B criteria.
Q.11	ESF	<b>Is it possible to achieve funding for a project that has both male and female participants on it (with a higher % female) under ESF Gender Equality fund or do all participants need to be female?</b>
A		To be eligible for funding for a Gender Equality project, all participants must be female, and must meet the eligibility criteria set out in the "Information and Guidance for Applicants" document.
Q.12	AMIF	<b>We're hoping to work with an organisation to deliver our project. Does this require a partnership agreement or is a letter of partnership – showing the details of the collaboration – sufficient.</b>
A		If you are the Lead Applicant on an application, it is recommended that you review the obligations you will be taking on both for your own activities, and any others that are to be delivered by your Project Partner (these are set out in the Sample Grant Agreement on our web-site <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> ). The Lead Applicant may wish to put in place an appropriate legal arrangement with the Project Partner to ensure that it has in place an appropriate level of protection in relation to its obligations under the Grant Agreement with the Department.  Note that Annex 1 and Annex 2 of the Application Form Part I should be completed for each Project Partner. The application form Part I, Section 1.5.3 should also indicate how governance arrangements will apply between the Lead Organisation and the Project Partner(s).
Q.13	All	<b>It says on the application that the latest start date is 30th November 2019, however, our current round of funding will not be completed until April 2020 – is this a conflict of interest or is it allowable?</b>
A		It is possible for a new project to be approved, while an existing project continues to run, without a conflict of interest arising. An application for funding under the current Calls for Proposals will need to be a distinct project, with its own start and end-dates. Approved projects will be subject to a Grant Agreement covering the full period of the project. Any

		overlap with an existing project is a matter for the organisation to address, and it will be important that the organisation provides in the Application Forms, a full description of the proposed new project, and also its proposed Governance and Financial Management arrangements, to apply during the period of overlap and thereafter.
Q.14	ESF	<b>For the purpose of further clarification - do you understand 'not registered as unemployed' as ineligible for a Jobseekers payment?</b>
A		Yes, if a potential participant is eligible for a jobseekers payment, she would not be eligible for the ESF Strand A Programme. There are others, who are required to be actively seeking work, but not getting a jobseekers payment (e.g. if they are registering for 'credits' for state pension). Such people would also not be eligible. The definition used for the participants is "Inactive", which is defined as "persons currently not part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided)."
Q.15	All	<b>Regarding the financial management section 1.3.2 it is stated to include any grant money received since 2013. Does this include items such as contracts from the [XX] for provision of [YY]? Also if there are multiples of these contracts from the same funder in a year do they all need to be specified separately?</b>
A		This section of the Application Form is intended to demonstrate the size and nature of grant funding which your organisation has managed in recent times. Therefore it should include grants received from EU sources, National or Local Funding sources, and any philanthropic grant awards. If your organisation has received multiple grant awards from the same source, these should be listed separately.
Q.16	AMIF	<b>I have a question in terms of the call. If a project is addressing both specific objective 1 (SO1) &amp; specific Objective 2(SO2), should 2 separate proposals be completed.</b>
A		If your proposal addresses both SO1 and SO2, then a separate application for each is not a requirement. It is however open to a project to submit two applications if it so wishes, provided each application satisfies the criteria of the Call.
Q.17	AMIF	<b>In relation to the AMIF which is the correct 'Ireland National Programme AMIF'? There is one in the publications part of the website and another hyperlinked to in other documents. Can you tell me which is the correct one.</b>
A		The correct document is AMIF National Programme_6_2.pdf. To avoid confusion, we are placing a copy of the document on our web-site <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> .
Q.18	AMIF	<b>We have a project under AMIF 2016. If the National Objectives are the same under AMIF 2016 as AMIF 2019 can we apply to repeat actions conducted in AMIF 2016 for AMIF 2019?</b>

A.		<p>The 2019 AMIF Call for Proposals is targeting a wide range of potential projects as set out in Section 1.5 'Objectives of the Call' of the 'Information and Guidance for Applicants' document. This is similar to 2016. In addition, in the same document, Section 1.1 'Introduction' identifies some specific 'priority areas' for consideration by potential applicants for the 2019 Call.</p> <p>If, having reviewed the objectives of the Call, your organisation believes that a similar application to 2016 is appropriate, then it is of course free to submit such an application.</p>
Q.19	AMIF	<p><b>Can evidence of match funding come from different sources. I.e. different sources which support different types of work which match with the AMIF priorities?</b></p>
A.		<p>Yes, an organisation can source its match funding from a number of different sources.</p>
Q.20	AMIF	<p><b>We have been in discussion about the AMIF grant opportunity and I'm just looking for a bit more clarification on the co-funding piece. The co-funding that we would provide from our own funds would cover the salary of the manager who would be running the proposed project. Can you confirm that if already having this manager in place, and if having budgeted income to fund the manager's salary would cover the co-funding piece.</b></p>
A.		<p>Having the project manager in place is not an issue, although the manager would need to be formally seconded to work on the project, and the organisation would need to comply with the expenditure eligibility requirements as set out in Section 3 of the 'Information and Guidance for Applicants' document.</p> <p>Our expectation is that projects will submit project budgets covering the entirety of expenditure on the project (it would not be acceptable to submit a budget on the basis that AMIF funding would pay some specific costs, and the co-funding some other costs) and that the co-funding is either in place at the outset or will be in place as required throughout the project. Approved projects will then receive grant payments at various intervals from EU Funds Unit. However, before EU Funds Unit approves a grant payment the project will need to demonstrate to EU Funds Unit that the co-funding relevant to that grant tranche is already in place in the organisation's bank account.</p> <p>One further point to make is that some organisations source their co-funding from a third party - it could be a formal partner for the project, or an organisation that is supportive of the aims of the project. In such circumstances, we would need to see, as part of the application documents, a formal commitment from this third party that they will supply the required level of co-funding over the term of the project.</p>

Q.21	AMIF	<b>Can we include a line in the budget as a contingency for unforeseen items, including redundancy, should that arise?</b>
A		It is important that projects be as specific as possible in terms of their completion of Application Form Part II (the Project Budget template), including in the nature of the project costs. That will allow the Appraisal Committee to assess the reasonableness of the budget, and give EU Funds Unit specific cost headings against which to measure actual performance. A 'Contingency' heading in the budget would therefore not be acceptable. For approved projects there is a process for budget changes between direct cost headings during the course of the project (see Section 6.5 of the 'Guidance Document for Projects' under the AMIF 2019 section of the <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> web-site), and this is intended to allow the project to adapt its budget as the project progresses if circumstances warrant.
Q.22	ESF	<p><b>1. In terms of Q2.2.1 – How many women will return to work as a result of your project- That's the figure into employment that we're reporting at the end of 3 years if we were to be successful, am I right? But we can also report year on year in terms of women engaged in further education and training, job readiness, distance towards labour market etc.?</b></p> <p><b>2. In terms of Target Participants for the Activity – does this include women who may be in receipt of 1 parent family support, credits or disability support?</b></p> <p><b>3. Finally – Is there any scope for including of women who are underemployed (in low-pay, low-skilled work and looking to progress) in the Target Activity?</b></p>
A		<p>1. You are correct. As Strand A is aimed at getting women who are distanced from the workforce back into employment, the measure requested is your projects projection of how many will actually get placed into the workforce. As you suggest, It will be important that your project plan includes interim targets for the various activities which support delivery of its overall targets. This will allow EU Funds Unit to regularly assess that the project is on track to meet its overall objectives.</p> <p>2. Women recipients of 1 Parent Family Supports are eligible. Women recipients of Disability Support are also eligible. Women who sign on for 'credits' towards state pension would not be eligible, as they are required to be actively seeking work.</p> <p>3. There is no scope for women who are underemployed being included in the target Strand A activity (although note that such participants would be eligible under the Women's Entrepreneurship, Strand B, stream)</p>
Q.23	All	<p><b>1. We are here working on the plan and just want to check that the numbers for the project outcomes should be per year and not overall 3 year figures e.g. Q2, 40 participants and costs per quarter</b></p> <p><b>2. Should we write in 'ongoing' for something that happens every quarter such as monthly check ins?</b></p>

		<b>3. Is there any guidance about salary rates for the coordinator and admin positions?</b>
A		<ol style="list-style-type: none"> <li>1. The numbers you insert in the Application Form Part Ia should be for each quarter. And then, in Sections 2.2.2 and 2.2.3 of the Application Form Part I you should insert the overall totals, for the full project, for each outcome.</li> <li>2. If there is a quarterly number target then you should insert that number for the relevant quarter. If there is no numerical target, then 'ongoing' or whatever is relevant would be fine.</li> <li>3. No, we don't have any guidance for the salary levels for different roles.</li> </ol>
Q.24	All	<b>When filling in Form part 1a the outputs (participant numbers) are automatically calculated as a cumulative total. However, if the X participants in quarter 1 are the same X participants as in Quarter 2 this is effectively ' double counting'. How should this be recorded on Excel spreadsheet? The activity will continue throughout quarter 1 and 2, hence the budget will reflect this. However the total participant number is X (not 2X) over 2 quarters.</b>
A.		<p>Our preference is (as you are suggesting) to see the planned activities in Application Form Part Ia broken down into individual activities/modules (within reason), rather than summarised in high level outcomes.</p> <p>For planning purposes, you should record the target number of participants in the quarter when they are expected to commence an activity or module. If the same participants take part in more than one module, they should be recorded in the plan for the quarter in which they are expected to start each module. If the module extends beyond the start quarter, there is no need to include them in subsequent quarters for that module/activity. In other words, your plan should set out the number of participants you expect to participate in each module, in the quarter when you expect them to start that module.</p> <p>In effect then, we will be able to see how many participants on your project will benefit from the various activities/modules you will be delivering. It would be helpful if you could record in Section 2.2.1 of Application Form Part I the total number of participants who will benefit from your project.</p>
Q.25	AMIF	<ol style="list-style-type: none"> <li>1. <b>Is it possible for an AMIF funded project to have a mixed cohort of both TCN and EU nationals learning and networking together? If so what ratio of TCN participants would be required to achieve project funding?</b></li> <li>2. <b>Will an existing project be eligible for funding if the pilot is already running under corporate sponsorship with the plan for AMIF funding to expand the programme using the sponsorship as matched funding? (assuming all other eligibility criteria are met)</b></li> </ol>

		<p>3. <b>If our collaborative training partner organisation is a private 'for profit' ltd company will the training costs be deemed as 'eligible activities' under AMIF funding? We have an established relationship with this provider and already collaborate.</b></p>
A.		<p>1. No, it is not possible to have TCNs and EU Nationals on an AMIF-funded training project.  2. Yes, that would be possible, although the match funding would have to be 'new' funding.  3. In Section 1.3 'Call Details' of the Information and Guidance for Applicants document, it is stated that "All activities must be non-profit in nature." The training services which would be funded under your project would need to have been procured under National and EU procurement rules, and be demonstrably value for money. So, in practice, it would be possible to include the training costs of the 'for profit' partner organisation provided it can be shown that the services were properly procured. The eligible costs would be limited to the actual costs incurred (e.g. depending on the contractual arrangements it could be tutor hours x hourly rate, or actual salary, etc. costs).</p>
Q.26	All	<p><b>Is there an upper limit to the amount of posts we can allocate to the project?</b></p>
A.		<p>There is no upper limit to the number of posts which you can allocate to your project. You may need to add extra sections in the Application Form Part II, in the Direct Salary Costs tab (and/or in Direct Staff Costs, depending on the nature of additional posts), and also in 3.1.2 of the Application Form Part I. The Application Form Part II allows for up to 10 employees and up to 10 Tutors. If you think you will need more than that, please add extra sections as required. It will be important that the costs of any additional employees/tutors are captured in the totals section at the bottom of the page. Please let us know at <a href="mailto:eufunds@justice.ie">eufunds@justice.ie</a> if you encounter any issues.</p>
Q.27	All	<p><b>The checklist at Section 7 of the Application Form Part I asks if the partners have signed Annex 1 and Annex 2. However Annex 1 does not seem to need a signature. Can you confirm that this is an error on the checklist please?</b></p>
A.		<p>Yes, you are correct. The checklist item should read: "Where you have project partners, has each one a completed Annex 1 and signed Annex 2?"</p>
Q.28	ESF	<p><b>Can you please confirm that female international protection applicants who have the right to work are considered an eligible cohort for the purposes of this funding.</b></p> <p><b>Would we also be able to include in this cohort female international applicants in the eight months prior to their being eligible for the work permit?</b></p>

A.		<p>Female International Protection applicants who have the right to work are eligible to be participants in an ESF-funded project.</p> <p>Female International Protection applicants who have not received permission to work are not eligible participants in an ESF-funded project.</p>
Q.29	ESF	<b>In relation to increasing women’s overall economic participation, in Gender Equality Strand A, is there a caveat as to whether that employment is full-time or part-time or for example hourly-paid?</b>
A		There is no stipulation that the participants must move into full-time employment at the end. Approved projects will use a Participant Tracking system to record the outcome of the project for each participant when they have completed. One of the outcome categories is “In employment, including self-employment upon leaving”. There is no further qualification as to whether the employment is full-time or part-time, etc. (so the project would record ‘Yes’ if the participant moved into any kind of employment upon completion).
Q.30	AMIF	<b>The project has secured a small amount of funding from the Department of Education and Skills which will enable us to continue our work beyond August of this year, and we will need to use this funding as our matched funding for the purposes of the AMIF application. I just wanted to confirm that this will be permitted under the rules of the scheme.</b>
A		<p>At Section 1.3 of the 'Information and Guidance for Applicants' document ("Call Details") it specifies that "Co-funding cannot be sourced from any other EU Fund." It will be important to ensure that any funding from the Department of Education and Skills is not provided under an EU-sponsored fund if it intended to be used as co-funding.</p> <p>It will be important to ensure that your organisation does not breach the terms of either the Department of Education &amp; Skills Grant Agreement or the AMIF Grant Agreement (if approved) in the design of your project. In effect you could be running two Grant Agreements under the one project with resultant complexity in reporting.</p>
Q.31	AMIF	<b>Can we include redundancy provision in our budget?</b>
A		Redundancy costs are not eligible costs under AMIF, and so therefore should not be included in a project budget.
Q.32	All	<b>Just completing our Documentation for this new Call. Do we post all documentation and where is best to send it to?</b>
		We are only accepting applications in softcopy. Please send the completed application forms, and supporting documentation, to eufunds@justice.ie by the closing dates, which are: 12:00 noon on Tuesday 28th May 2019 for ESF Gender Equality projects, or 12:00 noon on Friday 31st May 2019 for AMIF projects. Please insert “ESF 2.9 Call for Proposals” or “AMIF 2019 Call for Proposal, as appropriate, in the subject line.

		You should get an acknowledgement of your application within 24 hours of submitting your application. If you do not receive an acknowledgement please contact <a href="mailto:eufunds@justice.ie">eufunds@justice.ie</a> to ensure your application has been safely received.
Q.33	All	<b>When completing the 2019 Call Application Part 2, I have noticed that the ‘total tutor costs’ in the ‘Direct Staff Costs’ tab is not calculating and transferring into the ‘Application Form Part 2’ and the ‘Detailed Budget’</b>
		Yes, you are correct, apologies. Please insert a formula in cell D17, as follows: <code>=SUM(D6:D15)</code> , press ENTER, and copy this across the row, into as many cells as are relevant for your project. A corrected Application Form Part II for AMIF and ESF will be loaded onto the <a href="http://www.eufunding.justice.ie">www.eufunding.justice.ie</a> web-site as soon as possible.
Q.34	AMIF	<b>I have a question in relation to the suggested limits for each section of the Application Form. How closely is one required to stick to the recommended limits. I ask because I am finding it very difficult to insert all the information requested in the Guidance Document for each section within the limits suggested. However, I worry that overruns in every section might result in a loss of marks during assessment for not completing the form correctly.</b>
A		We have 'suggested' word limits in our Application Form Part I. Accordingly, we do not police that, and if a count exceeds the suggested word limit, there is no penalty. We would however request that you be as concise as possible.

These are the questions received up to close of business on 28nd May 2019. This list will be updated as further queries are received. Please ensure your query is submitted by Friday May 24<sup>th</sup> (ESF) or Tuesday 28<sup>th</sup> (AMIF) to ensure a response in advance of the submission deadlines.