

Asylum Migration and Integration Fund

Call for Proposals 2016

Information and Guidance for Applicants



EUROPEAN UNION

Asylum, Migration
and Integration Fund



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DEPARTMENT OF JUSTICE AND EQUALITY

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Section 1

Overview of Call for Proposals

1.1 Introduction

The EU Funds Unit of the Department of Justice and Equality is issuing a Call for Proposals for projects suitable for funding under the Asylum, Migration and Integration Fund 2014-2020 (hereinafter referred to as AMIF).

Funding is available for Reception, Integration and Capacity Building actions that address one or more of the National Objectives set out in Ireland's [National Programme AMIF \(2014-2020\)](#), which was approved by the European Commission on 21 March 2016. The National Programme includes examples of the types of actions that may be funded under AMIF. Actions not specified in the National Programme may still be eligible for funding provided they address relevant Objective(s).

This Information and Guidance document, referenced AMIF/01, is in five Sections. Section One provides general information on the Call for Proposals. Section Two provides detailed guidance on how to apply for funding. Section Three outlines the eligibility of expenditure. Section Four outlines the systems and records that must be in place and maintained, and Section Five sets out the Project monitoring, verification and reporting requirements. It is accompanied by the following documents, which together make up the Call for Proposals:

Document Title	Document Reference
Application Form Part I – Narrative	AMIF/02
Application Form Part II – Financial	AMIF/03

Potential applicants should read this document carefully before making an application for funding.

Every effort has been made to ensure that all documentation associated with this Call is clear and unambiguous. Applicants are advised however, that any misleading statements or false information submitted during the application process may render the application invalid, irrespective of the cause.

Applicants should review the checklist located under Section 12 of the Application Form, **(AMIF/02)**, to ensure that the application is completed in full with all required documents signed and attached.

1.2 Background

Policy Context

The Asylum, Migration and Integration Fund

The overall objective of the EU Asylum, Migration and Integration Fund 2014-2020¹ is to promote the efficient management of migration flows and the implementation, strengthening and development of a common EU approach to asylum and immigration. The Fund has four specific objectives:

- a. to strengthen and develop all aspects of the Common European Asylum System, including its external dimension;
- b. to support legal migration to the Member States in accordance with their economic and social needs, such as labour market needs, while safeguarding the integrity of the immigration systems of Member States, and to promote the effective integration of third country nationals;
- c. to enhance fair and effective return strategies in the Member States which contribute to combating illegal immigration, with an emphasis on sustainability of return and effective re-admission in the countries of origin and transit; and
- d. to enhance solidarity and responsibility sharing between the Member States, in particular towards those most affected by migration and asylum flows, including through practical cooperation.

This Call concerns Specific Objectives (a) and (b) only.

AMIF in Ireland

Ireland's National Programme AMIF was approved by the European Commission on 21 March 2016. The Office for the Promotion of Migrant Integration (OPMI) in the Department of Justice and Equality has been designated as Ireland's Responsible Authority for the AMIF. The funding available to Ireland under the AMIF will be used over the lifetime of the Programme – the eligibility period extends to 2022 – to support actions that will help to achieve the National Objectives set out in the Programme. A portion of this funding will be allocated to projects selected following Calls for Proposals.

Up to €4.5 million may be committed under this Call. Projects selected for funding will receive 75% of the eligible project costs. The applicant organisation will be required to provide the 25% matching funding necessary for the project. Matching funding arrangements must be confirmed at application stage. Matching funding may not be sourced from any EU Fund.

1 The Asylum Migration and Integration Fund 2014-2020 is a follow on from the general programme "Solidarity and Management of Migration Flows" (SOLID Funds 2007 - 2013). This General Programme consisted of four instruments: External Borders Fund (EBF), European Return Fund (RF), European Refugee Fund(ERF) and European Fund for the Integration of third-country nationals (EIF)

1.3 Call Details

Indicative Fund Allocation	<p>The Responsible Authority (OPMI) may commit up to €4.5 million in this Call.</p> <p>€150,000 is the minimum AMIF grant that can be applied for (project budget of €200,000). The OPMI reserves the right to make a grant offer that differs from the grant requested.</p>
Matching Funding	<p>Under this Call, selected projects will be co-funded on the basis of: 75% by the European Union under the AMIF (via the Department of Justice and Equality), and 25% by a matching funding arrangement to be put in place by the Applicant prior to the application being made. All applicants are required to provide evidence of matching funding as part of their application. Matching funding may not be sourced from any EU Fund.</p>
Method of Funding	<p>Subject to the availability of funds, AMIF funding will be in the form of a grant to be issued in various instalments over the duration of the project (subject to the terms of the Grant Agreement and ongoing conditions).</p>
Duration of Projects	<p>Projects funded under this Call should be for a minimum of 1 year and a maximum of 3 years and should end no later than 30 June 2020. The Responsible Authority (OPMI) reserves the right to vary the maximum duration in exceptional circumstances.</p>
Geographical Scope	<p>All interventions should be focussed on activity in the State. The selection of projects to be funded under this Call will have regard to the desirability of achieving a geographical spread of activities.</p>
Call Deadlines	<p>Applications received after the published call closure date will not be considered.</p>
Selection of Projects	<p>All valid applications will be scored in line with the scoring system outlined at Section 1.8 of this document.</p>
Eligibility – Activities	<p>Proposals must contain only actions that are eligible for funding under Ireland’s National Programme AMIF. All actions should address one or more of the National Objectives set out in the Programme. The National Programme includes examples of the types of actions that may be funded. Actions not specified in the National Programme may still be eligible for funding provided they address relevant Objective(s).</p> <p>Actions supported under this Call must have matching funding of 25% and must not be subject to funding from any other sources covered by the European Union budget. All actions must be non-profit in nature.</p> <p>Actions should be specific and, where relevant, should be complementary to actions financed under other European Union Funds. All activities must be non-profit in nature.</p>

Applicants	<p>Public, Private and Voluntary Bodies are eligible to apply.</p> <p>Applicants must be legally constituted at the point of signing a Grant Agreement and must be able to enter into a legally binding Grant Agreement.</p> <p>If more than one organisation is applying for the funds, one organisation must be selected to be the Lead Applicant. If successful, it is this Lead Applicant who will sign the Grant Agreement and will carry the liability for ensuring its terms are met by them and all delivery partners.</p> <p>It is acceptable for an organisation to make more than one application under this Call. However, in these circumstances, the projects proposed must be clearly separate and distinct.</p>
Procurement	<p>All procurement must be undertaken in line with National Procurement Rules and EU regulations.</p>
Audit / Compliance	<p>All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty. Where non-compliance is identified, the Department of Justice and Equality may take steps to recover funds already disbursed.</p>
Calls listing multiple activities	<p>Where a project consists of more than one activity, the applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outputs and results per activity should be provided.</p>

1.4 Applications

Applicants must complete an application form comprising the following two documents:

- Application Form Part I – Narrative – Referenced AMIF/02 (in Word)
- Application Form Part II – Financial – Referenced AMIF/03 (in Excel)

Incomplete application forms will not be considered.

Before completing the two documents comprising the application, applicants should read carefully all documentation associated with this Call.

1.5 Objectives of this Call

<p>Call Objectives</p>	<p>Ireland’s National Programme AMIF contains a number of National Objectives to be achieved with the support of the AMIF. This Call is to select projects for funding under the following National Objectives:</p> <p>National Objective 1 – Reception / Asylum (NO1)</p> <p>National Objective 2 – Integration (NO2)</p> <p>National Objective 3 – Capacity (NO3)</p>
<p>Indicative Actions</p>	<p>Ireland’s National Programme AMIF contains examples of the types of actions that may be funded under AMIF.</p> <p>For some examples relevant to this Call for Proposals, see the following:</p> <p>NO1, Reception / Asylum (National Programme pp. 13-14)</p> <p>NO2, Integration (National Programme pp. 16-17)</p> <p>NO3, Capacity (National Programme pp. 17-18)</p> <p>Actions not specified in the National Programme may still be eligible for funding provided they address relevant Objective(s).</p> <p>Some actions will be the subject of a direct award to the competent State bodies – please see pages 29-30 of the National Programme. These are not included in this Call.</p>
<p>Categories of Persons Targeted</p>	<ul style="list-style-type: none"> – Third Country Nationals (TCN means any person who is not a citizen of the European Union); – Refugees; – Asylum Seekers, where the activities relate to their reception. <p>Under the Capacity Objective, actions may also target;</p> <ul style="list-style-type: none"> – Public authorities, civil society bodies and recipients of AMIF funding and the staff and volunteers of those entities.
<p>Respect for Fundamental Rights</p>	<p>Any actions selected for funding following this Call for Proposals shall be implemented in full respect for the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.</p>
<p>Outputs and Results</p>	<p>Proposals must include detailed outputs and results that are intended to be achieved with the funding.</p> <p>Successful applicants will be required to provide ongoing monitoring and evaluation data.</p>

1.6 Eligible Expenditure

It is very important that applicants refer to Section 3, which provides information on eligible expenditure.

The Application must set out a detailed budget showing both direct project costs and indirect project costs (e.g. shared administration and overhead costs). For all projects selected for funding, the EU Funds Unit will, as part of its verification of expenditure, review backup documentation for all project expenditure. Proof of direct expenditure incurred and paid will be required and project staff costs must be supported by employment contracts and payroll documents which have an explicit link to the project.

Where staff work part-time on the project and part-time on other activities, it is essential that detailed time-sheets are kept to enable the eligibility of staff costs to be determined. Copies of invoices and receipts must be retained for all other direct and indirect costs incurred. Evidence of compliance with National Procurement Rules must be retained.

The application form requires applicants to justify the salary levels proposed for project staff by reference to existing salary levels for similar positions in the labour market, and with due regard to the requirement for all activities funded to represent value-for-money.

1.7 Initial Check

Applications received by the closing date and time will be subject to an initial check by the EU Funds Unit to ensure that they are eligible for consideration. In order to be eligible applications must:

- Be submitted on time;
- Be submitted by an eligible applicant organisation;
- Be signed by a person authorised to submit the application on behalf of the applicant organisation;
- Provide evidence of matching funding commitment.

Applications that fail to meet this initial test will not be considered. Applications that pass this initial check will then go forward for full assessment.

1.8 Project Assessment Criteria

Eligible applications will be assessed against the criteria set out below.

Assessment Criteria	Marks Available
<p>Strength of proposal</p> <ul style="list-style-type: none"> – Quality of the strategic approach – showing <ul style="list-style-type: none"> • evidence of need; • which of the AMIF National Programme Objectives will the planned activities address and how; • how the planned activities will improve services to TCNs • clear attainable and measurable targets • anticipated outcomes for TCNs – Project Objectives set out – Effectiveness of the proposal and of the services to be made available 	30 marks
<p>Capacity of applicant</p> <ul style="list-style-type: none"> – Evidence of working with migrants (if any – this is desirable but not essential) – Previous delivery of reception, integration, or capacity building supports or similar and/or comparable activities – Evidence of appropriate governance and financial viability of the organisation – Evidence of ability to manage the project appropriately – Capacity to collect, maintain and report monitoring information 	30 marks
<p>Strategic fit (co-ordination & collaboration with other organisations)</p> <ul style="list-style-type: none"> – The extent to which the proposed activity with existing national policies; – The extent to which the project avoids duplication of efforts with other projects in the geographical area; – The level of linkage and partnership of the organisation’s work programme with other organisations’ programmes or actions (if any – this is desirable but not essential); 	10 marks
<p>Value for Money</p> <ul style="list-style-type: none"> – Achievement of maximum output for the proposed budget – Clear and well structured budget – Costs are in line with market norms. – Overhead costs reasonable – Costs realistic and relevant 	30 marks
Total	100 marks

All projects will be scored out of 100. Your application must achieve a minimum score of 65 to be recommended for funding. As well as achieving an overall score of 65, applications that are recommended for funding must score at least 20 marks under Capacity of the Applicant.

Notice of Outcome

All applicants will be informed of the outcome of their application. Unsuccessful applicants will be given feedback on the reasons for the decision. The decision of OPMI will be final.

Please note that canvassing is not permitted and may result in disqualification.

1.9 Grant Agreement

Successful applicants will be required to enter into a Grant Agreement with the Department and to comply with all financial and other reporting requirements, including ongoing monitoring and evaluation in line with Annex IV of Regulation (EU) No 516/2014. The Grant Agreement is a standard, legally binding document. Successful applicants will be subject to the terms and conditions contained in the Agreement. Failure to meet any of the conditions of the Agreement may result in the withdrawal of funding and, if necessary, the recovery of funds issued.

The minimum requirements for AMIF Grant Agreements are set out in the Commission Delegated Regulation (EU) No.1042/2014, according to which the Grant Agreement must include (but is not limited to):

- Start date and completion date for the project;
- Detailed description and timetable of project;
- Agreed forward budget and financing plan;
- Project review, reporting and financial requirements;
- Book keeping requirements and conditions relating to payment of the grant;
- Specific requirements of applicants in relation to publicity, use of logos etc.

Funding is at all times conditional on the availability of resources in the relevant subheads of the Department's Vote and this will be stipulated in the Grant Agreement.

Grant funding will be paid by electronic fund transfer (EFT) in accordance with the terms set out in the Grant Agreement, and subject to confirmation that a Tax Clearance Certificate is in place.

1.10 Submission of applications

All documentation associated with this Call including the two parts of the application form can be downloaded from www.eufunding.justice.ie. Applications must be completed using the Word Application form (AMIF/02) and Excel Worksheet (AMIF/03). No other form of application will be accepted.

When completed, both documents, along with any additional documentation requested must then be submitted via email to eufunds@justice.ie. Applications will only be accepted by email.

Applications must have the following stated in the subject bar **"AMIF 2016 Call for Proposals"** and should be emailed to eufunds@justice.ie no later than 12 noon on Thursday 10 November, 2016. It is the responsibility of the applicant to ensure that emails are clearly addressed and submitted in accordance with these directions.

Please note that any acknowledgement or receipt issued by the EU Funds Unit at the lodgement stage is simply confirming that your application has been received by a certain time and date, and is not confirmation of a valid or successful application.

1.11 Query handling

Should you have any queries please send your questions to eufunds@justice.ie with the subject “AMIF queries”. All queries will be responded to. A Frequently Asked Questions (FAQ) page will be added to the website www.eufunding.justice.ie, You should check this page before forwarding any query. The FAQ section of the website will be updated as matters arise for clarification.\

1.12 Timetable for Call

No.	Stages	Date and time or indicative period
a	Call Opens	22 September 2016
b	Deadline for submitting applications	12 noon on 10 November 2016
c	Notification of results to the Applicants	December 2016
d	Sign-off of grant agreement	January 2017
e	Start date of projects	February – June 2017

Please note the above are indicative dates and provided for guidance purposes only.

1.13 Data Protection

The Department of Justice and Equality will treat all information and personal data you give us as confidential. The Department of Justice and Equality is registered as a Data Controller under the Data Protection Acts 1998 & 2003.

1.14 Freedom of Information

The Department of Justice and Equality is subject to the provisions of the Freedom of Information (FOI) Act 2014. The FOI Act imposes various duties on the Department and gives certain rights to individuals to access the records of the Department, including those relating to reasons for decisions of the Department. The Department will hold records about all applicant organisations and these may be subject to FOI requests. If, at the time of providing information to the Department, your organisation considers certain information to be commercially sensitive, confidential or of a personal nature and that there may therefore be reasons to consider it exempt from disclosure under FOI, you must identify the relevant information and specify the reasons for its sensitivity at section 10 of the Application Form Part I. However, the Department can give no guarantee on the final outcome of any FOI request in any instance. The Department may release all other information supplied by your organisation (without prior consultation), in response to an FOI request.

Section 2

Guidance on how to make an Application

You Should Read This Guidance In Full Before Completing The Application Form.

2.1 Guidance for Completing Part I of the Application Form

This section provides guidance on how to complete the application form – Part I (narrative - referenced AMIF/02) and Part II (financial – referenced AMIF/03). Each section below relates to the corresponding question on the application form.

Page Two

Enter the Name of Applicant Organisation and the Name of the Project only.

1. Details of Applicant Organisation

1.1

- a. Enter the legal name of your organisation as it is stated on the organisation's Tax Clearance Certificate (TCC), or a document containing the organisation's Registered Charity Number or Registered Company Number, as applicable.
- b. Enter any other name by which your organisation is known (e.g. trading name, other language name, etc.).
- c. Enter the Head Office address for your organisation.
- d. Enter the phone contact details for your organisation.
- e. Enter the email contact details for your organisation.

Q1.2

- a. Enter the year in which your organisation was established.
- b. Enter the Whole Time Equivalent number of staff in paid employment on either permanent or fixed-term contracts in your organisation. Do not include volunteers.
- c. Enter the category that best describes your organisation from the list provided.
- d. Enter the legal form of your organisation. If your organisation is a company please specify the type and company number.
- e. Indicate whether your accounts are audited on an annual basis.

Q1.3 Enter contact details for the person in your organisation who will be responsible for answering any queries we might have on your application. Include name, title, address, telephone, mobile, email.

Q1.4 A Tax Clearance Certificate (TCC) is confirmation from Revenue that a person's/entity's tax affairs are in order at the date of issue of the certificate. Payment of grants, subsidies and similar type payments, by Government Departments and public authorities, of a value of €10,000 or more, within any 12 month period is subject to the payee holding a current TCC.

2. Corporate Management and Governance

- Q2.1** Outline the management and governance structure of your organisation e.g. is it governed by a Board of Directors (if so, are they Executive or Non-Executive Directors), or by a Board of Management, or is there some other type of structure in place? Attach an organisation chart to your application.
- Q2.2** Describe the project management, governance and operational control arrangements that you plan to put in place for your project. Please indicate how operational information will be recorded and stored by your organisation. Please refer to Sections 4 & 5 of this document.

3. Financial Management

- Q3.1** Outline in brief the form of financial controls your organisation operates to ensure good financial management e.g. accounts system, segregation of duties, finance committee in place, accounts audited annually etc.
- Q3.2** Has your organisation received any grant funding (EU or non-EU) since 1 January, 2013? If yes, please enter details. If no, leave the table blank and move to the next question. If you require additional rows in the table, please insert.
- Q3.3** Has your organisation received a qualified set of accounts in recent years? If yes, you should set out the details of what occurred, the reasons behind the qualification, and the steps taken to remedy the issue.

4. Relevant Experience

- Q4.1** Give a general overview of the activities carried out and/or services provided by your organisation. You should focus primarily on the past 3 years.
- Q4.2** Does your organisation have any previous experience in the delivery of migrant integration projects. If yes, include brief example(s) in the space provided.

5. Project Partners

- Q5.1** You should indicate whether you intend to work with any Project Partners in the implementation and delivery of this project. If yes, Annex 1 & 2 must also be completed for each partner organisation.
- Q5.2** You should indicate here whether you have previously collaborated with your proposed project partner(s).
- Q5.3** Outline the collaboration arrangements between the project partners and how this collaboration will contribute to your project meeting its objectives.

6. Project Details

- Q6.1** Enter the name of your proposed project. This should not exceed 10 words.
- Q6.2** What is your project timeframe? Note: The earliest start date for a project funded under this Call is 01/02/2017 and the latest start date is 30/06/2017. The earliest end date for a project funded under this call is 31/1/2018 and the latest end date is 30/06/2020. The minimum length a project funded under this Call is one year (12 months). The maximum length of a project funded under this Call is three years (36 months). In the table provided enter your project start date (dd/mm/yyyy) and project end date (dd/mm/yyyy) and the total duration in months.
- Q6.3** Where will your project be delivered? Set out the geographical region(s), cities and / or towns in which the project will offer services. You should also indicate the location where the service will be provided from (project headquarters).
- Q6.4** Which of the National Programme AMIF 2014-2020 Objective(s) does your project address? Please select both the relevant Specific and National Objectives.
- Q6.5** Give a short summary of your project. This should cover what your project will do and how your project will do it. You should explain who will benefit from your project and how participants will be selected. Please state the target number of participants for your projects.
- Q6.6** The Objectives of the Call are set out at section 1.5 of this document (AMIF/01). In answering this question, you should explain clearly and concisely what contribution your project activities will make to the achievement of these objectives.
- Q6.7** You should set out what the need is for your project and how you identified this need.

7. Project Financials

- Q7.1** This question refers to the total cost of your project and the amount of AMIF funds sought (75% of total). Before answering this question, you should first complete the Part II of this Application Form which is an Excel sheet (referenced AMIF/03) into which you should enter your Project Budget. To ensure consistency throughout your application, the total figure entered here under Q7.1, must be the same as the total cost of the project that automatically calculates in the Excel sheet.
- Q7.2** You should set out the salary scales for the direct staff associated with the project and the point on the scale on which project staff will commence. You should include any temporary staff you may employ e.g. trainers. It is necessary to justify the salary scale(s) proposed for each project staff member by reference to current salary levels in the labour market for a similar role. Please note the EU Funds Unit may opt to limit the salary of a project worker to a maximum amount in the Grant Agreement. If you are proposing more than 3 project staff, please copy and paste tables as required.

8. Project Plan

In this part of the Application Form, you should set out your Project Plan. A template is provided in which you should summarise the key objective, outcomes, actions and outputs of your project.

Q8.1 Objective

In completing this section you should outline the overall objective of your project and show how this relates to the objectives of this Call as set out at section 1.5 of this Guidance Document (AMIF/01). This should be a concise statement of intent that is compatible with these overall objectives.

Q8.2 Outcomes

Describe the expected results of your project, that is, the difference you hope to make / the improvements the project expects for participants by project conclusion. You should focus on what your project hopes to achieve rather than information about activities or services you will provide. Please refer to the need you identified in Section 6.

Q8.3 Project Actions and Outputs

Please complete this table for each project outcome you have identified. If you need additional tables, please copy and paste.

Project Outcome

In this section of the table, you should re-state the project outcome.

Actions

List the individual actions the project expects to undertake.

Timeframe

Identify the timeframe in which you plan to carry out this action.

Outputs

List the direct results of each action, e.g. the new resources or services your project will create, and/ or the numbers of target participants you expect to benefit from your project. Outputs must be quantifiable and clearly measurable. More than one project action may contribute to the same output.

Cost

For each action identified, please provide the total cost over the duration of the project.

Outcome Addressed

In this section of the table, you should explain how the actions you have listed will address the project outcome you entered at the top of the table.

9. Applicant Declaration

The Applicant Declaration must be signed by an Authorised Agent of the Applicant Organisation. The Declaration sets out the Applicant Organisation's agreement to the terms and conditions of the funding application. If you do not have access to a digital signature, this Declaration may be printed, signed, scanned and included as a separate attachment to your application when you email it to eufunds@justice.ie.

10. Disclosure under Freedom of Information Act

This section must be signed by an Authorised Agent of the Applicant Organisation. It constitutes an acknowledgement by the Applicant that any part of their application may be released, on request, to Third Parties under the Freedom of Information Act, 2014. If there is any information in your application or supporting documentation that you believe should be exempt from disclosure under FOI, you should identify it in this section and specify the reasons you believe it should be exempt. If you do not have access to a digital signature, this section of the form may be printed, signed, scanned and included as a separate attachment to your application when you email it to eufunds@justice.ie.

11. Disclaimer of Liability for the Application

The Disclaimer must be signed by an Authorised Agent of the Applicant Organisation. If you do not have access to a digital signature, this Disclaimer may be printed, signed, scanned and included as a separate attachment to your application when you email it to eufunds@justice.ie.

12. Checklist

Use the Checklist to confirm that all documents required by the application are completed and returned to the EU Funds Unit within the time frame of the Call.

Annex 1 – Information on Partner Organisation(s)

If your organisation proposes to collaborate with one or more partner organisations in delivering this project, please provide the details requested with respect to each proposed partner organisation.

Annex 2 – Declaration by Partner Organisation(s)

This Declaration confirms that the information in this proposal about the partner organisation(s) is accurate and complete. The Declaration must be completed on the partner organisation Letterhead and signed by an Authorised Agent of the partner organisation. If you do not have access to a digital signature, this Declaration may be printed, signed, scanned and included as a separate attachment to your application when you email it to eufunds@justice.ie.

2.2 Guidance for Completing Part II of the Application Form

This section provides guidance on how to complete the application form – Part II (financial – referenced AMIF/03).

Your Project budget must be set out in the prescribed Excel worksheet. Should you have any difficulties in completing the worksheet please contact eufunds@justice.ie

Note: This workbook is locked for editing in all areas other than those required to be completed by the applicant organisation.

Please enter the name of the project and lead applicant organisation at the top of the worksheet. The Summary Expenditure Table will automatically populate from the information you enter in the Project Financials Table below. In the Project Financials Table, please list your project costs and categorise them according to one of the following categories which will appear in a drop down list:

1	Direct Staff costs
2	Indirect Staff costs
3	Direct Project costs
4	Overheads
5	Administration
6	Travel and Subsistence
7	Equipment
8	Consumables
9	Accommodation

Section 3

Eligibility

3.1 Eligible expenditure

Article 17 of the European Parliament and Council Regulation (EU) 514/2014 (Horizontal Regulation) sets out the conditions for determining the eligibility of expenditure. A brief outline of eligibility rules is provided below. A more comprehensive eligibility rules document will be available for successful applicants in advance of commencing the contract.

3.2 Eligibility of costs

The main criteria for eligibility of costs are as follows:

- The expenditure must have been incurred by a beneficiary and paid between 1 December 2016 and 30 June 2020.
- The expenditure must have been for operations set out in the Grant Agreement. All expenditure must be actually incurred and paid, recorded in the beneficiary's accounts and supported by the appropriate documents to ensure an adequate audit trail. The supporting documents must be retained until the 31st December 2026 unless otherwise notified by the Responsible Authority.
- All expenditure must be provided for in the Grant Agreement and/or the project's annual budget(s).
- All expenditure must be necessary for implementation of the project covered by the Grant Agreement;
- All expenditure must be reasonable and justified and in line with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- Indirect costs may be restricted to a maximum of 15% of eligible direct staff costs;
- All EU publicity and information requirements must be adhered to
- All EU and National Procurement Rules must be stringently adhered to
- Special conditions exist for purchasing equipment in excess of €1,000
- Staff costs must be supported by contracts of employment, payroll records and detailed weekly timesheets (for employees working part time on the project and part time on other projects) completed according to a prescribed template. This will apply both for employees in the project organisation and any contract staff working on the project.

All Beneficiaries must ensure that robust internal systems, processes and procedures are in place that can evidence the accuracy and reliability of their monitoring information and financial returns submitted to the Department.

Section 4

Systems and Records

4.1 Governance

All procedures and systems required in managing public funds must be applied, monitored and reviewed by the board of each grant funded organisation. The quality of your corporate governance and decision making is fundamental to your contract compliance.

4.2 Internal Financial Procedures

Each organisation receiving funding must have in place an internal financial procedures document specifying the practices and procedures in place, as well as who has responsibility for them.

4.3 Financial Information and Accounts

The beneficiary must maintain proper books of account to record the day to day transactions of the organisation. The books and records should record all income received and all payments made; these form the basis of the financial accounts.

4.4 Recording Monitoring Data

The beneficiary must maintain records of the users of its services and be in a position to provide requested information on its users to the relevant National and EU Authorities.

4.5 Reporting

Where there is more than one organisation responsible for delivering the project, the lead Organisation has the responsibility of reporting to the EU Funds Unit all project financial expenditure, activities, outputs and indicator data for the project being funded.

4.6 Apportionment Policy

It is acknowledged that AMIF funding provided may represent only one element of the funding for the organisation's activities. Apportionment of shared costs of administration, management costs and overheads is allowed provided it can be supported by a fair apportionment policy that allocates costs pro rata.

4.7 Travel & Subsistence

You are recommended to have a T&S policy that limits the amounts payable for travel and subsistence.

Section 5

Project Monitoring, Verification and Reporting Requirements

5.1 Project Monitoring

Monitoring is the process which involves the regular recording and reporting of information about participants and activities in order to:

- Indicate how each Beneficiary is progressing in delivering the project or service described in the Grant Agreement;
- Ensure allocated funds are used for their intended purpose;
- Provide data that the EU Funds Unit can aggregate and analyse to generate information on the overall size, value and impact of the programme.

All projects are required to return to the EU Funds Unit

- Financial information, quarterly using the template worksheets that will be provided
- Operational information, twice-yearly using the template worksheets provided
- Annual Audited Accounts (if available), or in cases of audit exemption, an Income and Expenditure Account and Statement of Assets and Liabilities.

5.2 Common Monitoring and Evaluation Reports

You will be asked to provide information for two evaluation reports during this AMIF contract:

- The first will cover the period from the start of your contract to 31 December 2017.
- The second and final report will cover the entire period of your contract to 31 December 2023.

5.3 Management Verifications

Desk-based verifications and on-the spot (both announced and un-announced) verifications of operations will be carried out in respect of funded projects.

5.3.1 Desk-Based Administrative Verifications/controls

Administrative verifications will be carried out in respect of all quarterly financial reports submitted to the EU Funds Unit. Desk-based verifications comprise a complete review of the supporting documents (such as invoices, proofs of payment, timesheets, presence lists, proofs of delivery, others). Each project will be expected to submit scanned copies of all documentation supporting the audit trail (i.e. invoices, receipts, payslips and details of procurement compliance etc.).

5.3.2 On-the-spot verifications

The purpose of the on-the-spot verifications (sample based) is to check what is happening on the ground in the project. On-the-spot checks ensure that the delivery of the product or service is in compliance with the terms and conditions of the agreements, and that the beneficiary is providing accurate information regarding the physical and financial implementation of the operation. They are also used to ensure that the Beneficiary is complying with the AMIF publicity requirements.

The Commission requires that on-the-spot verifications include both announced and unannounced on-the-spot verifications.

