

Asylum Migration and Integration Fund

Call for Proposals 2019

Information and Guidance for Applicants

(Document reference: 2AMIF/01)

Issued by the EU Funds Unit, Department of Justice and Equality



EUROPEAN UNION

Asylum, Migration
and Integration Fund



An Roinn Dlí agus Cirt
agus Comhionannais
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](#)¹ (hereinafter referred to as AMIF).

Funding is available for Reception/Asylum and Integration actions that address one or more of the National Objectives set out in Ireland's [National Programme AMIF](#), which was first approved by the European Commission on 21st 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 the relevant Objective(s) and specific actions set out in Chapter II and Chapter III of AMIF Regulation 516/2014. While proposals targeting a broad range of Reception/Asylum and Integration initiatives are welcomed, some specific priority areas are outlined below:

- a) **Specific Objective 1 (SO1) - Reception/Asylum** While this Call is seeking proposals under the wide range of Reception/Asylum initiatives, the AMIF National Programme has identified education, training, including language training, and other initiatives which are consistent with the status of the person concerned as a priority area under the Reception/Asylum objective. While the Education and Training Boards (ETBs) are the mainstream providers of English language training, any initiatives that assist refugees and asylum seekers to learn English or that can assist with more employment-focused business/technical language training would be welcome. Also of interest are projects that provide support to third country national children who need assistance with completing their homework, and that can work in tandem with parents or guardians to equip them with the relevant skills to assist their children with this work.
- b) **Specific Objective 2 (SO2) – Integration/Legal Migration** Projects proposed in the area of Integration can cover a broad range of activities. Initiatives such as advocacy and support for access to mainstream services; housing supports for migrants leaving direct provision; increasing awareness about Irish society; provision of information services; activities involving local community groups; promoting cultural awareness; etc. would all be welcome².

In addition, the ESRI identifies that while the percentage of people in Ireland now employed is continuing to rise, third country nationals still face considerable barriers to employment, with persistently high levels of unemployment.³ The Department welcomes initiatives, particularly from organisations, which can demonstrate a strong connection with businesses which will support TCNs and eligible Asylum Seekers in finding employment.

Integration – Capacity Building Chapter III, Article 10 of AMIF Regulation 516/2014 describes a number of suggested Capacity Building activities associated with the

¹ Regulation (EU) No 516/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Asylum, Migration and Integration Fund (OJ L 150 of 20 May 2014)

² This is not an exhaustive list.

³ The Economic and Social Research Unit, Integration Monitor 2018 (ESRI: Dublin)

Integration/Legal Migration specific objective. Projects are welcome which address these activities or broader Capacity Building.

Applicants will be required to indicate on their applications the category for which they are applying for funds.

This Information and Guidance document, referenced 2AMIF/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;
- Section Five sets out the Project monitoring, verification and reporting requirements.

It is accompanied by the following documents, which together make up the response to the Call for Proposals.

Document Title	Document Reference
Application Form Part I – Narrative	2AMIF/02
Application Form Part Ia - Project Plan	2AMIF/03
Application Form Part II – Financial Plan	2AMIF/04

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 should note 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 7 of the Application Form, Part I (2AMIF/02), to ensure that the form is completed in full with all required documents signed and attached.

Each successful organisation will be required to sign a Grant Agreement with the Department of Justice and Equality setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Justice and Equality has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons who avail of the services provided.

In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

1.2. Background

Policy Context

The Asylum Migration and Integration Fund

The overall objective of the EU [Asylum Migration and Integration Fund 2014-2020](#)⁴ 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 co-operation.

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

AMIF in Ireland

The European Commission first approved Ireland's National Programme AMIF on 21st March 2016. The EU Funds Unit in the Department of Justice and Equality is 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 to support actions that will help to achieve the National Objectives set out in the Programme. The eligibility period extends to 30th November 2022. A portion of this funding is set aside for projects selected following Open Calls for Proposals and €4.5m has already been allocated under the first open Call in late 2016. Similarly, 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% remaining funding necessary for the project. The arrangements for sourcing this co-funding must be confirmed at application stage. Co-funding cannot be sourced from any other EU Fund.

⁴ 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 (EU Funds Unit) may commit up to €4.5 million in this Call.</p> <p>€150,000 is the minimum AMIF grant that may be applied for (that is, a project with a minimum total budget of €200,000). EU Funds Unit reserves the right to make a grant offer that differs from the grant requested.</p>
Co-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 funding arrangement (“co-funding”) to be put in place by the applicant prior to the application being made. All applicants are required to provide evidence of co-funding as part of their application. Co-funding cannot be sourced from any other EU Fund.</p>
Method of Funding	<p>Subject to the availability of funds, AMIF funding will be in the form of a grant issued in 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 30th September 2022. The Responsible Authority (EU Funds Unit) 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 receive funding 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 deadline of 12:00 noon on Friday 31st May 2019 will not be considered.</p>
Selection of Projects	<p>All valid applications will be scored in line with the selection and assessment criteria outlined at Sections 1.8 and 1.9 of this document.</p>
Eligibility – Activities	<p>Proposals must only contain 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 at Section 1.5 of this document. 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 one or more National Objective(s).</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, should their application be approved.</p> <p>If more than one organisation is applying for funds, one organisation must be nominated as the Lead Applicant. If successful, the Lead Applicant will sign the Grant Agreement and will carry the liability for ensuring its terms and conditions are met both by them and by 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	All procurement must be undertaken in line with National Procurement Rules and EU regulations.
Publicity	It is a core requirement for successful projects to ensure that all participants and staff are aware of the use of AMIF funding on their programme. Accordingly, there is a requirement for extensive publicity of AMIF support on all documentation, publicity and project materials/web-site. Failure to comply could result in grants being reduced or withdrawn.
Audit / Compliance	All expenditure and activities will be subject to rigorous audit. 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.
Indicator Data	All projects will be required to maintain records in respect of their participants, including activities undertaken. This information will need to be reported regularly to EU Funds Unit, and will be subject to verification checks.
Calls listing multiple activities	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 for each activity should be provided.

1.4. Applications

Applicants must complete the following application forms (the documents are available for download at www.eufunding.justice.ie):

- Application Form Part I – Narrative - Referenced **2AMIF/02** (in Word)
- Application Form Part Ia – Project Plan – Referenced **2AMIF/03** (in Excel)
- Application Form Part II – Financial - Referenced **2AMIF/04** (in Excel)

Incomplete application forms will be deemed ineligible.

Before completing these three documents, applicants should read carefully all documentation associated with this Call.

1.5. Objectives of this Call

Call Objectives	<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 (SO1:NO1)</p> <p>National Objective 2 – Integration (SO2:NO2)</p> <p>National Objective 2 – Capacity (SO2:NO3)</p>
Indicative Actions	<p>Ireland's National Programme AMIF 2014-2020 contains examples of the types of actions that may be funded under AMIF. For some examples relevant to this Call for Proposals, please refer to the following:</p> <p>SO1:NO1, Reception / Asylum (National Programme pp.14-15)</p> <p>SO2:NO2, Integration (National Programme pp. 17-19)</p> <p>SO2:NO3, Capacity (National Programme pp. 17-19)</p> <p>Some actions will be the subject of direct awards to State bodies – please see pages 29-30 of the National Programme. These are not included in this Call.</p>
Categories of Persons Targeted	<ul style="list-style-type: none"> - Third Country Nationals (TCN means any person who is not a citizen of the European Union); - Refugees; - Eligible Asylum Seekers.
Respect for Fundamental Rights	<p>Any actions selected for funding under this Call for Proposals shall be implemented with regard for the rights and principles enshrined in the <u>Charter of Fundamental Rights of the European Union</u>.</p>
Outputs and Results	<p>Proposals must include detailed outputs and results that applicants intend to achieve. Applicants are required to set out clear, measurable outcomes and targets for their project activities.</p> <p>Successful applicants will be required to provide ongoing monitoring and evaluation data.</p>

1.6. Eligible Expenditure:

Please refer to Section 3, which provides basic information on eligible expenditure (more detailed information is in the “AMIF Guidance Document for Projects”, at www.eufunding.justice.ie).

Applicants must set out a detailed budget showing Direct Salary Costs, 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. Project staff costs must be supported by employment contracts and payroll documents, which have an explicit link to the project. 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.

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 (a timesheet template is available if required).

Applicants must 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 complete (i.e., all relevant sections completed);
- Be signed by a person authorised to submit the application on behalf of the applicant organisation; and
- Provide evidence of co-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 further assessment.

1.8. Project Selection Criterion

In addition to the Initial Check, applicant organisations must meet minimum governance standards to satisfy the Department that they will be in a position to manage a grant award of this size and complexity, including demonstrating management structures, financial discipline and capacity to manage the monitoring and reporting requirements, as set out below:

Project Selection Criterion	
<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 or integration supports 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 	Selected/Not Selected

To be eligible to progress for assessment, applicant organisations must achieve a ‘Selected’ mark (i.e., have demonstrated that they have the expertise and management structures to manage a project of this nature) under Capacity of Applicant.

Projects which are ‘Not Selected’ under this criterion will not proceed for assessment

1.9. Project Assessment Criteria

Eligible applications which have passed the Initial Check and Selection Criterion will be assessed against the criteria set out below.

Project 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"> o evidence of need in the target geographical area, o which of the AMIF National Programme Objectives, and specifically, the Call objectives set out in Section 1.1 will the planned activities address, o how the planned activities will improve services to Target Participants, o clear attainable and measurable targets, o anticipated positive outcomes for TCNs; - Project Objectives and target outcomes clearly set out; - Effectiveness of the proposal and of the services to be made available. 		40 marks
<p>Value for Money</p> <ul style="list-style-type: none"> - Achievement of maximum output for the proposed budget; 		40 marks

<ul style="list-style-type: none"> - Clear and well-structured budget; - Costs in line with market norms; - Overhead costs reasonable; - Overall costs realistic and relevant. 		
<p>Strategic fit (co-ordination & collaboration with other organisations)</p> <ul style="list-style-type: none"> - The extent to which the proposed activity fits 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). 		20 marks
Total		100 marks

All projects will be scored out of 100. Applications must achieve a minimum score of 65 for considered for funding. Due to the competitive nature of the process, not all applicants scoring 65+ may be awarded funding. Note: an independent person will form part of the evaluation panel.

Notice of Outcome

All applicants will be informed of the outcome of their application and will receive feedback on their application. The decision of EU Funds Unit will be final.

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

1.10. Grant Agreement

Successful applicants will be required to enter into a Grant Agreement with the Department of Justice and Equality (a sample Grant Agreement is available at www.eufunding.justice.ie) 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 legally binding document. Successful applicants will be subject to the terms and conditions contained in the Grant Agreement. Failure to meet any of the conditions of the Grant Agreement may result in the withdrawal of funding and, if necessary, recovery of some or all 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 and completion dates for the project;
- Detailed description and timetable of the 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 current Tax Clearance Certificate is in place.

1.11. Submission of applications:

All documentation associated with this Call including the Application Form Parts I, Ia and II can be downloaded from www.eufunding.justice.ie. Applications must be completed using the Word Application form (2AMIF/02) and Excel Worksheets (2AMIF/03 and 2AMIF/04). No other form of application will be accepted.

When completed, all documents, together 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 2019 Call for Proposals” and should be emailed to eufunds@justice.ie no later than **12 noon on Friday 31st May 2019**. It is the responsibility of the applicant to ensure that emails are clearly addressed and submitted in accordance with these directions.

Please ensure that the e-mail containing your application does not exceed the capacity constraints on your e-mail system. If necessary, please submit your application in two or more e-mails to ensure it is not blocked by your system. If you do not receive an acknowledgement within 24 hours of submitting your application please contact eufunds@justice.ie, to ensure your application has been successfully received. If you experience particular difficulties in submitting your application by e-mail, please contact eufunds@justice.ie to seek a resolution.

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

1.12. Query handling:

Should you have any queries please e-mail eufunds@justice.ie with the subject “AMIF queries”. All queries will be responded to. A Frequently Asked Questions (FAQ) page will be added to our 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.

Please note that once an application has been submitted, EU Funds Unit will not enter into correspondence and will not review any eligibility issues with applicants.

1.13. Timetable for Call

No.	Stages	Date and time or indicative period
a)	Call Opens	16th April 2019
b)	Deadline for submitting applications	12:00 noon on 31st May 2019
c)	Notification of results to the Applicants	August 2019
d)	Sign-off of grant agreement	September 2019
e)	Start date of projects	October – November 2019

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

1.14. 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 General Data Protection Regulation.

1.15. 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 for all applications 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 5 of 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.

This section provides guidance on how to complete the application form –

Part I (Narrative - referenced 2AMIF/02),

Part Ia (Project Plan – referenced 2AMIF/03) and

Part II (Financial - referenced 2AMIF/04).

Each section below relates to the corresponding question on the application form.

2.1. Guidance for Completing Part I of the Application Form

Page Two

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

1.1: Details of Applicant Organisation

Q1.1.1	a	Enter the legal name of your organisation as it is stated on the organisation's Tax Clearance Access Number (TCAN), 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.

Q1.1.2	a	Enter the year in which your organisation was established.
	b	Enter the Whole Time Equivalent number of staff in <u>paid</u> 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.
f	Insert your accounting year-end (dd/mm).

Q1.1.3 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.

Q1.1.4 A Tax Clearance Access Number (TCAN) 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, to the value of €10,000 or more, within any 12 month period is subject to the payee holding a current TCAN.

1.2: Corporate Management and Governance

Q1.2.1 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? **Please attach an organisation chart to your application.**

Q1.2.2 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.

1.3: Financial Management

Q1.3.1 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.

Q1.3.2 Has your organisation received any grant funding (EU or non-EU) since 1 January, 2015? If **yes**, please enter details. If **no**, leave the table blank. If you require additional rows in the table, please insert.

Q1.3.3 Has your organisation received a qualified set of accounts in recent years?

If **yes**, you should set out the details of the reasons behind the qualification and the steps taken to remedy the issue.

1.4: Relevant Experience

- Q1.4.1 Give a general overview of the activities carried out and/or services provided by your organisation. You should focus primarily on the past 2 years.
- Q1.4.2 Does your organisation have any previous experience in the delivery of migrant Reception/Integration projects? If yes, include brief example(s) in the space provided.

Section 1.5: Project Partners

- Q1.5.1 You should indicate whether you intend to work with any Project Partners in the implementation and delivery of this project. If yes, then Annex 1 & 2 must also be completed for each partner organisation.
- Q1.5.2 You should indicate here whether you have previously collaborated with your proposed project partner(s).
- Q1.5.3 Outline the collaboration arrangements between the project partners and how this collaboration will contribute to your project meeting its objectives.

Section 2.1: Project Details

- Q2.1.1 Enter the name of your proposed project. This should not exceed 10 words.
- Q2.1.2 What is your project timeframe? Note: The earliest start date for a project funded under this Call is **01/10/2019** and the latest start date is **30/11/2019**. The earliest end date for a project funded under this call is **30/09/2020** and the latest end date is **30/09/2022**. 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.
- Q2.1.3 Where will your project be delivered? Set out the geographical region(s), county(ies), 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).

- Q2.1.4 Which of the National Programme AMIF 2014-2020 Objective(s) does your project address? Please select both the relevant Specific and National Objectives.
- Q2.1.5 Give a short summary of your project. This should summarise 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 recruited and selected. Please state the target number of participants for your project.
- Q2.1.6 The objectives of the Call are set out at section 1.5 of this document. In answering this question, you should explain clearly and concisely what contribution your project activities will make to the achievement of these objectives.
- Q2.1.7 You should set out what the need is for your project and how you identified this need.

2.2: Project Plan

In this part of the Application Form, you should set out your Project Plan. A detailed Project Plan template (Part Ia, reference 2AMIF/03) is provided in which you should describe the actions and target outcomes by quarter over the period of the project. The totals from this detailed project plan should then be included in the relevant sections in this part of the Application Form Part I.

Approaching your project design with a focus on specific measurable *outcomes* from the start can help your project to achieve good results, score better in assessment and facilitate easier verification.

Q2.2.1 *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 Information and Guidance Document. This should be a concise statement of intent that is compatible with these overall objectives.

Q2.2.2 *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 2.1.7.

Q2.2.3 *Project Actions and Outputs*

Please complete this table for each project outcome you have identified. If you need additional tables, please insert as required.

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.

Total Outputs

List the direct results of each action, e.g., the new resources or services your project will create, and/or the target number of 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.

Please ensure that the total outputs for each Action align with the relevant Total Outputs column of Section 2.2.3.

Estimated Cost

For each action identified, please provide the estimated 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.

3.1: Project Financials

- Q3.1.1 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 Part II of this Application Form (an Excel sheet referenced 2AMIF/04) into which you should enter your Project Budget. To ensure consistency throughout your application, the total figure entered here under Q3.1.1, must be the same as the total cost of the project that automatically calculates in cell I28 of the “Application Form Part II” tab in the Excel sheet 2AMIF/04.
- Q3.1.2 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 Irish 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.

4: Applicant Declaration

An authorised Agent of the applicant organisation must sign the Applicant Declaration. 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.

5: Disclosure under Freedom of Information Act

An authorised Agent of the Applicant Organisation must sign the Disclosure. 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 or supporting documentation in your application 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.

6: Disclaimer of Liability for the Application

An authorised Agent of the Applicant Organisation must sign the Disclaimer. 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.

7: Checklist

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

Annex 1 – Information on Partner Organisations

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 Organisations(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.

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 2AMIF/04).

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.

This document consists of the following Sheets/Tabs

Instructions	Please read, and insert Organisation Name and Project Name where Indicated
Direct Salary Costs	Insert salary, employer PRSI, Employer Pension information and % time on project for each member of staff directly involved in delivering the project.
Direct Staff Costs	Complete in respect of non-employees - e.g., contract staff - who may be involved in delivering the project, and may be paid by invoice.
Direct Project Costs	Complete for each of the Direct Project Cost categories as are relevant to your project.
Indirect Project Costs	Complete for each of the Indirect Project Cost categories as are relevant to your project. Indirect Project costs must be less than or equal to 15% of the sum of Direct Salary Costs and Direct Staff Costs.
Application Form Part II	This sheet will automatically populate. The total cost of your project will be shown in cell I28 and this amount should be inserted in section 3.1.1 of your Part I Application Form
Detailed Budget	This sheet will automatically populate and is a quarter-by-quarter financial plan for your project. If your project is approved, this sheet will be included in your Grant Agreement (subject to any required changes arising from the Appraisal Committee approval).

Section 3. Eligible Expenditure

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 of costs rules is provided below. See “AMIF Guidance Document for Projects” for full guidance on expenditure eligibility at www.eufunding.justice.ie.

3.2. Eligibility of costs

The main criteria for eligibility of costs are as follows:

- The expenditure must have been incurred by a beneficiary during the term of the contract.
- 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 2032 unless otherwise notified by the Responsible Authority.
- All expenditure must be provided for in the Grant Agreement and/or the agreed project budget.
- All expenditure must be necessary for implementation of the project activities 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 are restricted to a maximum of 15% of eligible direct staff costs (i.e., the sum of Direct Salary Costs and Direct Staff Costs).
- All EU publicity and information requirements must be adhered to.
- All EU and [National Procurement](#) Rules must be adhered to.
- Special conditions exist for purchasing equipment in excess of €1,000.
- Staff costs must be supported by contracts of employment, payroll records (including salary slips, Revenue payment verification) and detailed timesheets (for employees working part time on the project and part time on other activities) completed according to a prescribed template. This will apply both for employees in the project organisation and any contract staff working on the project. Contract staff will be invoiced and must be clearly identifiable.

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. 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.

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. 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 in a reasonable manner.

4.6. Travel & Subsistence

You are recommended to have a Travel & Subsistence policy that limits the amounts payable for travel and subsistence to the Civil Service travel and subsistence rates, or lower.

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; and
- 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:

- Quarterly financial information, using template worksheets that will be provided;
- Quarterly operational information, using template worksheets that will be provided;
- Quarterly information on Participants, using a template worksheet that will be provided; and
- 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 evaluation report(s) during this AMIF contract.

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 scanned supporting documents (such as invoices, proofs of payment, receipts, payslips, timesheets, and proofs of delivery and recruitment/procurement details).

5.3.2. On-the-spot verifications

The purpose of the on-the-spot verifications 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 Grant Agreement, 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 EU Commission requires that on-the-spot verifications include both announced and unannounced on-the-spot verifications.