

European Social Fund

**Programme for Employability, Inclusion
and Learning (PEIL) 2014-2020**

Integration and Employment of Migrants

Call for Proposals 2016

Information and Guidance for Applicants

This Call for Proposals is part supported by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



AN ROINN DLÍ AGUS CIRT AGUS COMHIONANNAS
DEPARTMENT OF JUSTICE AND EQUALITY



EUROPEAN UNION

Investing in your future
European Social Fund

Table of Contents

Section 1. Overview of Call for Proposals	3
1.1 Introduction	3
1.2 Background	3
1.3 Call Details	5
1.4 Applications	6
1.5 Objectives of this Call	7
1.6 Eligible Expenditure	9
1.7 Initial Check	9
1.8 Project Assessment Criteria	9
1.9 Grant Agreement	11
1.10 Submission of applications	11
1.11 Query handling	12
1.12 Timetable for Call	12
1.13 Data Protection	12
1.14 Freedom of Information	12
Section 2. Guidance on how to make an Application	13
2.1 Guidance for Completing Part I of the Application Form	13
2.2 Guidance for Completing Part II of the Application Form	19
Section 3. Eligibility	21
3.1 Eligible expenditure	21
3.2 Eligibility of costs	21
Section 4. Systems and Records	23
4.1 Governance	23
4.2 Internal Financial Procedures	23
4.3 Financial Information and Accounts	23
4.4 Recording Monitoring Data	23
4.5 Reporting	23
4.6 Apportionment Policy	23
4.7 Travel & Subsistence	23
Section 5. Project Monitoring, Verification and Reporting Requirements	25
5.1 Project Monitoring	25
5.2 Common Monitoring and Evaluation Reports	25
5.3 Management Verifications	25
Appendix 1 – Common Output Indicators	27
Appendix 2 – Common Output Indicator Sample Data Reporting Forms	29

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 **Integration and Employment of Migrants** Activity of the European Social Fund (ESF) Programme for Employability, Inclusion and Learning 2014-2020 ('PEIL'). The Integration and Employment of Migrants Activity is Activity 2.7 within PEIL Priority 2: Promoting Social Inclusion and Combating Discrimination in the Labour Market.

This Information and Guidance document, referenced ESF/2.7/01, 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	ESF/2.7/02
Application Form Part II – Financial	ESF/2.7/03

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, **(ESF/2.7/02)** to ensure that the application is completed in full with all required documents signed and attached.

1.2 Background

Policy Context

The European Union's Common Basic Principles (CBPs) (COM(2005)0389 FINAL) on integration of migrants state inter alia:

'Employment is a key part of the integration process and is central to the participation of immigrants, to the contributions immigrants make to the host society, and to making such contributions visible.

Basic knowledge of the host society's language, history, and institutions is indispensable to integration; enabling immigrants to acquire this basic knowledge is essential to successful integration.'

Under the Europe 2020 Strategy and the Partnership Agreement for Ireland 2014-2020, Ireland's employment target is:

'Employment – to raise to 69-71% the employment rate for women and men aged 20-64, including through the greater participation of young people, older workers and low-skilled workers and the better integration of legal migrants, and to review the target level of ambition in 2014, in the context of a proposed mid-term review of the Europe 2020 Strategy.'

The employment rate for women and men aged 20-64 was 68.8% in 2015, up by more than 5 percentage points since 2012, showing a continuing improvement in the labour market after a fall from 74% in 2007 to 71% in 2008 and less than 64% in 2012.¹

The 2011 Census indicated that 12% of the population of Ireland are non-Irish; of these, 71% are EU nationals, while 29% are third country nationals (TCNs). The success of migrants in accessing employment is a key indicator of successful integration. Immigrants arriving in Ireland can encounter barriers to integration. Cultural differences, lack of recognition of qualifications and prior learning, and the need for general orientation to the labour market are some of their key challenges.

European Social Fund

The European Social Fund (ESF) was established in 1957 and is the European Union's primary financial instrument for investing in people. The broad objectives of the ESF are to help prevent/combat unemployment; to make Europe's workforce and companies better equipped to face new challenges and to prevent people losing touch with the labour market through investment in education, skills and employment support. (More information can be found at www.esf.ie.)

Programme for Employability, Inclusion and Learning 'PEIL' 2014 – 2020

The Programme for Employability, Inclusion and Learning (PEIL) is the Operational Programme through which the ESF is being applied in Ireland during the 2014-2020 programming period. It is the successor to the Human Capital Investment Operational Programme (HCI OP) 2007-2013. The PEIL takes into consideration and complements actions in the human capital area at EU and National level that aim to make Europe a more attractive place in which to invest and work, enhancing knowledge and innovation for growth and creating more and better jobs.

In line with the investment priorities set out in Article 3 of the [European Social Fund Regulation \(EU\) No 1304/2013](#), the key areas chosen for investment in Ireland relate to activation of the unemployed, social and labour market inclusion (of which the Integration and Employment of Migrants Activity [PR 2.7] is a part), education and youth employment.

Integration and Employment of Migrants

This Activity is aimed at legally resident migrants who are experiencing barriers to participation and employment because of language difficulties, lack of training or social exclusion. The Activity proposes to increase the levels of employability of the participants.

The specific categories of persons targeted by this Activity are as follows:

- EEA Nationals who are resident in Ireland
- Third-Country Nationals (TCN) with permission to enter employment in Ireland.

'Third-country national' means any person who is not a citizen of the Union. Reference to TCN shall be understood to include stateless persons and persons with undetermined nationality.

1 Ireland - National Reform Program 2016

The Department of Justice and Equality

The Department of Justice and Equality is providing 50% of the funding of the ESF PEIL Projects that will be funded under this call.

The Department's Office for the Promotion of Migrant Integration (OPMI) is responsible for granting the funding to the projects. The Department's EU Funds Unit is tasked with the administration and implementation of the Call process, the ongoing management and monitoring of funding provided, and the collection of reporting information on behalf of the OPMI (the Beneficiary Body).

1.3 Call Details

Indicative Fund Allocation	OPMI wishes to allocate approximately €3.3m in this Call. €250,000 is the minimum grant amount that can be applied for. The OPMI reserves the right to make a grant offer that differs from the grant requested.
Matching Funding	Selected project(s) will be funded through the Department of Justice and Equality (50% ESF funding, 50% Exchequer funding).
Method of Funding	Subject to the availability of funds, ESF 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).
Duration of Project	Projects under this call should be for a minimum of 1 year and a maximum of 4 years and end no later than 30 June 2021 ² . The OPMI reserves the right to vary the maximum duration in exceptional circumstances.
Geographical Scope	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.
Call Deadlines	Applications received after the published call closure date will not be considered.
Selection of Projects	All valid applications will be assessed in line with the scoring system outlined at Section 1.8 of this document.
Eligibility – Activities	Proposals must contain only activities that are eligible for funding under the Activity Implementation Plan (AIP) 2.7. In particular, applicants are asked to note that all activities must be non-profit in nature.

² Projects will be obliged to contact participants for mandatory data collection for 6 months after the last participant completion date.

Applicants	<p>Applications are invited from organisations with the capacity and experience to deliver migrant employability projects in accordance with the objectives of this Call (see Section 1.5 below).</p> <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 penalties. 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 consisting of the following two documents in order to be considered for funding:

- Application Form Part I – Narrative - Referenced **ESF/2.7/02** (in Word)
- Application Form Part II – Financial - Referenced **ESF/2.7/03** (in Excel)

Incomplete application forms will not be considered.

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

1.5 Objectives of this Call

Investment Priority	ESF PEIL Priority 2: Promoting social inclusion and combating discrimination in the labour market
Thematic and Overall Objective	Combating all forms of discrimination and promoting equal opportunities. The purpose of this activity is to promote active inclusion, equal opportunities, active participation and to improve employability through social inclusion employability programmes and the socio-economic integration of marginalised communities who are experiencing barriers to participation and employment.
Specific Objective	To engage with the most disadvantaged groups, including those distant from the labour market, with a view to raising their skills, ultimately increasing their future employment prospects.
Activity Title	Integration and Employment of Migrants (ESF 2.7)
Indicative actions	The activity is to be delivered in the State and is aimed at the most vulnerable legally resident migrants who are experiencing barriers to participation and employment because of language difficulties, lack of training or social exclusion. The object of the activity is to increase the employment potential for such persons. Indicative actions, all of which must be specifically targeted at migrant employability, could include employment training, workplace language training, training in CV preparation, interview skills, work placements, referral to other services (where appropriate), and mentoring, all with the objective of placement of the participants in either employment or further training.
Categories of Persons Targeted	The specific categories of persons targeted by this Activity are as follows: <ul style="list-style-type: none"> – EEA Nationals who are resident in Ireland – Third-Country Nationals (TCN) with permission to enter employment in Ireland. <p>‘Third-country national’ means any person who is not a citizen of the European Union. Reference to TCN shall be understood to include stateless persons and persons with undetermined nationality.</p> <p>The Department may require a focus on persons from a number of target Countries that have been identified in the most recent census as having higher unemployment rates.</p> <p>Applications should show how the selection of participants will contribute to the achievement of the overall objective of this Call as outlined above.</p>

<p>Contribution to horizontal themes</p>	<p>All applications should demonstrate how the following four horizontal themes will be addressed by the activities proposed in the application.</p> <p>a) Promotion of equality between women and men</p> <p>Applications should set out how equality between men and women will be taken into account and promoted during the preparation and implementation of the project.</p> <p>b) Promotion of equal opportunities and non-discrimination</p> <p>Applications should set out how the project will provide equal opportunities and non-discrimination.</p> <p>c) Social Inclusion</p> <p>Applications should set out how the project will address the needs of disadvantaged groups in order to allow them to better integrate into the labour market, and thereby facilitate their full participation in society.</p> <p>d) Sustainable development</p> <p>Applications should set out how the project will adhere to the principle of sustainable development and with the aim of preserving, protecting and improving the quality of the environment.</p>
<p>Outputs and Results</p>	<p>Anticipated outputs and results:</p> <p>Proposals must include detailed outputs and results that will be achieved with the funding.</p> <p>Successful applicants will be required to provide ongoing monitoring and evaluation data including requirements in line with Annex 1 of Regulation (EU) No 1304/2013 (Appendix 1 refers and see also Appendix 2 Project Participant and Common Indicator Data: Sample Data Collection and Reporting Form).</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.

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

1.8 Project Assessment Criteria

Eligible applications will be assessed against the criteria set out in the table below. This details the assessment criteria and a reference to the relevant sections of the Application Form that will be considered in the award of marks.

Assessment Criteria	Marks Available
<p>Strength of Proposal</p> <ul style="list-style-type: none">– Quality of the content and approach – showing<ul style="list-style-type: none">• evidence of need• how the planned activities will improve services and meet current unmet needs of vulnerable migrants• clear, attainable and measurable targets• anticipated outcomes for participants– Proposal’s target participants are in line with the Specific Objective and Categories of Persons Targeted set out at section 1.5– Evidence of capacity to deliver the activity on a national/multi centre basis– Project Objectives set out– Proposal clearly addresses the ESF horizontal themes	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 an essential requirement) – Previous delivery of similar and/or comparable activities – Evidence of appropriate governance and financial viability of the applicant organisation – Evidence of capacity to manage the funding properly – Capacity to collect, maintain and report monitoring information 	30 marks
<p>Strategic fit</p> <ul style="list-style-type: none"> – The extent to which the project is aligned 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 organisations work programme with other organisations programmes or actions (if any, this is desirable but not an essential requirement) 	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 of Justice and Equality and to comply with all financial and other reporting requirements, including ongoing monitoring and evaluation in line with Annex 1 of Regulation (EU) No 1304/2013². The Grant Agreement is a standard and legally binding document. Successful applicants will be subject to the terms and conditions contained in this 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 Grant Agreement must include but is not limited to:

- Start date and completion date for the project;
- A statement of activities and actions to be delivered;
- Funding amount and funding draw down arrangements;
- Project review, reporting and financial requirements;
- Vouched expenditure requirements, including the use of timesheets, invoices and proof of payment;
- Specific requirements for projects 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 Application form in Word (ESF/2.7/02) and Excel Worksheet (ESF/2.7/03) published with this call. 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 **"ESF 2.7 Call for Proposals"** and should be emailed to eufunds@justice.ie no later than 12 noon on Thursday 3 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.

2 Regulation (EU) No 1304/2013 of the European Parliament and the Council of 17 December 2013 regarding the European Social Fund and repealing Council Regulation (EC) No 1081/2006 notified under OJ L 347/470 20.12.2013

1.11 Query handling

Should you have any queries please send your questions to eufunds@justice.ie with the subject “ESF 2.7 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.

1.12 Timetable for Call

No.	Stages	Date and time or indicative period
a	Publication of the Call	22 September 2016
b	Deadline for submitting applications	12 noon on Thursday 3 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 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 Act 2014 (FOI). 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 ESF/2.7/02) and Part II (financial – referenced ESF/2.7/03). Each part 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

Q1.1

- 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. Including 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 Section 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 working with migrants or other experience that is of relevance to the objectives of the Call (as outlined above). 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 31/01/2018 and the latest end date is 30/06/2021. 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 four years (48 months). In this 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** 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. You must include the target number of participants for your project.
- Q6.5** 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 with reference to your target project participants.
- Q6.6** You should set out what the need is for your project and how you identified this need.
- Q6.7** Outline how your project will address the four horizontal themes of the ESF: promotion of equality between men and women; promotion of equal opportunities and non-discrimination; social inclusion; and sustainable development.

7. Project Financials

- Q7.1** This question refers to the total cost of your project. Before answering this question, you should first complete the Part II of this Application Form which is an Excel sheet into which you should enter your Project Budget referenced ESF/2.7/03. To ensure consistency throughout your application, the total figure entered here, must be the same as the total cost of the project that automatically calculate 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. Please note that the total cost of your project should not exceed your total direct staff costs plus 40%. 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 document (ESF/2.7/01). 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 activities, that is, the difference you hope to make / the improvements the project expects for participants by project conclusion. Be realistic about your project outcomes. 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

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

The Disclosure 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 Organisations(s)

If your organisation proposes to work 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)

The declaration confirms that the information in this proposal about the partner organisation 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 ESF/2.7/03).

General

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

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

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 65 of the European Parliament and Council Regulation (EU) 1303/2013 (Common Provisions Regulation) sets out the conditions for determining the eligibility of expenditure. The Department of Education and Skills Circular 1/2015, details the Eligibility Rules for PEIL 2014-2020 in Ireland and the Department of Public Expenditure and Reform Circular 13/2015 details the Financial Management and Control Procedures for ESIF 2014-2020. 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:

- All expenditure must be necessary for implementation of the project covered by the Grant Agreement;
- The expenditure must have been incurred by a beneficiary and paid in the period covered by the project funding.
- 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. All supporting documents must be retained until the 31st December 2026.
- The cost must have been provided for in the Grant Agreement and / or annual budget and approved by the EU Funds Unit.
- 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.
- 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 in the project.
- The European Social Fund's contribution must be acknowledged and publicised. The PEIL Communications strategy document "European Social Fund: Programme for Employability, Inclusion and Learning 2014-2020- Communications Strategy 2014-2020" and The Department of Public Expenditure and Reform's document "Information and Communication Guidelines for European Structural and Investment Funds 2014-2020" set out the requirements in this regard.

Section 4

Systems and Records

All Beneficiaries must ensure that robust internal systems, processes and procedures are in place 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.

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, as well as who has responsibility for them. The document should be ratified by the Board of Directors.

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 the 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 the ESF funding being provided by the Department 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, bi-annually using the template worksheets provided;
- Audited Financial Statements (where available) or in cases of audit exemption, an Income and Expenditure Account and Statement of Assets and Liabilities.

5.2 Management Verifications

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

5.2.1 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, etc.) Each project will be expected to submit scanned copies of all documentation supporting the audit trail (ie. invoices, receipts, payslips and defaults of procurement compliance etc.) Transactions Lists must be maintained.

5.2.2 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 are conducted to 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.

Appendix 1

Common Output Indicators

Extract from Annex 1 of ESF Regulation (EU) No 1304/2013

The European Social Fund requires that information on all participants on activities funded by the ESF is maintained and reported to the Commission. All projects selected for funding will be required to gather and report data on the following output indicators.

1. Common output indicators for participants

“Participants” refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. All data shall be broken down by gender.

The common output indicators for participants are:

unemployed, including long-term unemployed

long-term unemployed

inactive

Inactive, not in education or training

employed, including self-employed

below 25 years of age

above 54 years of age

above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training,

with primary (ISCED 1) or lower secondary education (ISCED 2)

with upper secondary (ISCED 3) or post-secondary education (ISCED 4)

with tertiary education (ISCED 5 to 8)

participants who live in jobless households

participants who live in jobless households with dependent children

participants who live in a single adult household with dependent children

Migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)

Participants with disabilities

other disadvantaged

homeless or affected by housing exclusion

from rural areas

Common immediate result indicators for participants are:

inactive participants engaged in job searching upon leaving

participants in education/training upon leaving

participants gaining a qualification upon leaving

participants in employment, including self-employment, upon leaving

disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

Common longer-term result indicators for participants are:

participants in employment, including self-employment, six months after leaving

participants with an improved labour market situation six months after leaving

participants above 54 years of age in employment, including self-employment, six months after leaving

disadvantaged participants in employment, including self-employment, six months after leaving

Appendix 2

Participant and Common Indicator Data Sample Data Collection and Reporting Forms

European Social Fund (ESF) 2014-2020
Programme for Employability, Inclusion and Learning (PEIL),

Sample Project Reporting Template: PEIL 2014-2020 Participant and Common Indicator Data
Document reference: ESF/2.9/06A

Participant Information data to be collected

Participant Information ID Number (ESFID)	Gender	Year of birth (YOB)	Date of commencement on project dd/mm/yyyy (Activity start)	Date of completion of project dd/mm/yyyy (Activity completion)	Current completion status	Additional comments
Project Name/17/01	Female	1981	01/01/2017	31/12/2022	Active	
Project Name/17/02	Male				Discontinued	
Project Name/17/03	ND				Completed	

Common Output Indicator (to be collected per participant at start of participation)

Participant Information Number (ESFID)	Gender	Labour Market Status	Education Status	Jobless household	Jobless household with dependent children	Single parent household	Migrant/people with a foreign background, other minority/ethnic status.	Disability	Homeless or affected by housing exclusion	From rural area specified as disadvantaged rural area:	Other	Describe 'other' disadvantage here.
Project Name/17/01	Female	Employed (C005)	Record also as 'Other Disadvantaged' Primary-Not Completed ISCED 0 = Other disadvantaged.	Yes	Yes							
Project Name/17/02	Male	Unemployed including LT (C001)	With ISCED 1 (Primary) (C009)	No	No							
Project Name/17/03	ND	Unemployed LT (C002)	With ISCED 2 (Lower Secondary) (C009)	ND	ND							
		Inactive IET (C003)	With ISCED 3 (Upper Secondary) (C010)									
		Inactive NET (C004)	With ISCED 4 Post secondary, non-tertiary)(C010)									
			With ISCED 5 - 8 (Tertiary levels) (C011)* to clarify QQI awards and how they fit in here.									

Common Immediate Result Indicator (to be collected per participant at completion of participation)

Participant Information ID Number (ESFID)	Gender	Labour Market status collected as participant leaves the project	Education status collected as participant leaves the project	Inactive participant engaged in job search upon leaving (CR01)	Participant in education / training upon leaving (CR02)	Participant gaining a qualification upon leaving (CR03)	Participant in employment, including self-employment upon leaving (CR04)	Disadvantaged participants (who were recorded in Common Output Indicators as being disadvantaged) engaged in job searching, education/training, gaining a qualification, in employment, including self-employment, upon leaving (CR05).	If Not Contactable (NC) or Not Disclosed (ND) selected for any participant under any Common Immediate Result Indicator category, give date(s) that contact was attempted or made. (dd/mm/YYYY)
Project Name/17/01	Female	Employed including self-employed	Primary-Not Completed (ISCED 0)	Yes					01/11/2017
Project Name/17/02	Male	Unemployed Short term	With ISCED 1 (Primary)	No					
Project Name/17/03	ND	Unemployed Long term	ISCED 2 (Lower Secondary) Junior Cert completed.	NC					
		Inactive IET	With ISCED 3 (Upper Secondary) or ISCED 4 Post secondary, non-tertiary)	ND					
		Inactive NET	With ISCED 5 - 8 (Tertiary levels)						
		NC	NC						
		ND	ND						

Common Longer-term Result Indicator (to be collected per participant 6 months after completion of participation)

Participant Information ID Number (ESFID)	Gender	Labour Market status 6 months after completion	Education Status 6 months after completion	Participants in employment, including self-employment, 6 months after leaving (CR06)	Participants with an improved labour market situation 6 months after leaving (CR07)	Participants above 54 years of age in employment, including self-employment, six months after leaving (CR08)	Disadvantaged participants (who were recorded in Common Output Indicators as being disadvantaged) engaged in employment, including self-employment, upon leaving (CR09).	If Not Contactable (NC) or Not Disclosed (ND) selected for any participant under any Common Longer Term Result Indicator category, give date(s) that contact was attempted or made. (dd/mm/yyyy)
								30/11/2017
Project Name/17/01	Female	Employed including self-employed	Primary-Not Completed (ISCED 0)	Yes				
Project Name/17/02	Male	Unemployed including LT (C001)	With ISCED 1 (Primary)	No				
Project Name/17/03	ND	Unemployed Long term	With ISCED 2 (Lower Secondary) Junior Cert completed.	NC				
		Inactive (in education or training)	With ISCED 3 (Upper Secondary) or ISCED 4 Post secondary, non-tertiary	ND				
		Inactive (not in education or training)	With ISCED 5 - 8 (Tertiary levels)					
		NC	NC					
		ND	ND					

