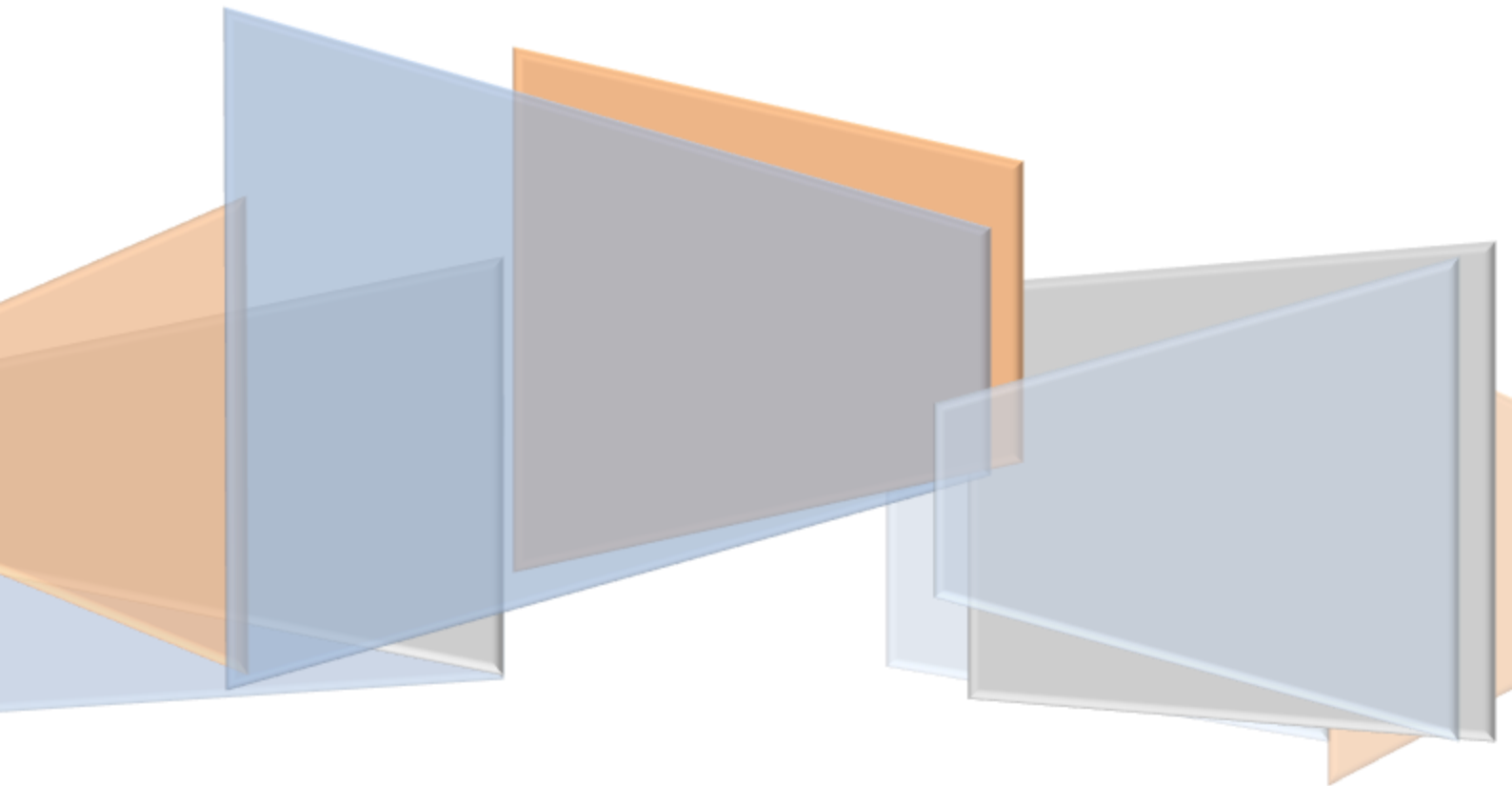


# Dormant Accounts Fund

## Key Requirements for Grantees



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## 1. Introduction

This document provides guidance for Grantees on key requirements relating to the administration of funding under the Dormant Accounts Fund (DAF). The guidance should be used by boards, managers, project managers/coordinators, project workers and financial administrators for the effective management and administration of DAF funding.

## 2. DAF Grant Agreement

Each organisation funded under DAF is issued with a formal grant agreement from Pobal. The grant agreement specifies the purpose of the grant, delivery period, key project action, outputs and outcomes and the agreed project budget. It also specifies all special and general conditions applicable to the grant.

On receipt of your grant agreement, please print two copies of the document in full. Both copies must be considered by your Board and signed, with one copy kept for your own records and the other returned to Pobal.

## 3. Key Timelines

The following Table provides a summary of key dates that Grantees need to take note of. Reporting will take place for the periods up to the dates outlined below. The DAF Portal is a specially designed online site through which Grantees will interact with Pobal in the context of submitting financial returns and progress reports. The Portal will be developed further in early 2016 to enable the submission of financial returns and progress reports.

<b>Measure</b>	<b>Financial Reporting</b>	<b>Progress Report</b>	<b>Final Report</b>
<b>Measure 1: Social Enterprise</b>	30 <sup>th</sup> April 2016 31 <sup>st</sup> December 2016	30 <sup>th</sup> September 2016	31 <sup>st</sup> December 2016
<b>Measure 2: Youth Employment</b>	30 <sup>th</sup> April 2016 30 <sup>th</sup> September 2016 30 <sup>th</sup> June 2017	30 <sup>th</sup> September 2016 31 <sup>st</sup> March 2017	30 <sup>th</sup> June 2017
<b>Measure 3: Support for Home Carers</b>	30 <sup>th</sup> April 2016 31 <sup>st</sup> December 2016	30 <sup>th</sup> September 2016	31 <sup>st</sup> December 2016
<b>Measure 4: Substance Misuse and Prevention</b>	30 <sup>th</sup> April 2016 31 <sup>st</sup> December 2016	30 <sup>th</sup> September 2016	31 <sup>st</sup> December 2016
<b>Measure 5: Local Area Co-ordination (Disability Services)</b>	30 <sup>th</sup> April 2016 30 <sup>th</sup> September 2016 30 <sup>th</sup> June 2017	30 <sup>th</sup> September 2016 31 <sup>st</sup> March 2017	30 <sup>th</sup> June 2017
<b>Measure 6: Achieving HIQA Standards for Residential Centres for People with Disabilities</b>	30 <sup>th</sup> April 2016 31 <sup>st</sup> December 2016	30 <sup>th</sup> September 2016	31 <sup>st</sup> December 2016

<b>Measure 7: Support for Young People with Disabilities, including Autism</b>	30 <sup>th</sup> April 2016 30 <sup>th</sup> September 2016 30 <sup>th</sup> June 2017	30 <sup>th</sup> September 2016 31 <sup>st</sup> March 2017	30 <sup>th</sup> June 2017
<b>Measure 8: Non-Centre Based Respite Services</b>	30 <sup>th</sup> April 2016 30 <sup>th</sup> September 2016 30 <sup>th</sup> June 2017	30 <sup>th</sup> September 2016 31 <sup>st</sup> March 2017	30 <sup>th</sup> June 2017

#### 4. Pobal Support

From January 2016, a Pobal staff member will be assigned to each Grantee to provide on-going support, address any specific project queries and provide clarifications where needed. Contact details for the staff member will be communicated separately to each Grantee.

Induction meetings for Grantees will be organised in early 2016.

All other programme queries should be referred to [daf@pobal.ie](mailto:daf@pobal.ie)

#### 5. End of Project Reporting

Grantees will be required to report at the end of their projects on progress made against the output and outcome indicators outlined in each of the Measure Fact Sheets. These can be found in the 'Measure Level Indicative Outputs and Outcomes' section of each Measure Fact Sheet [here](#)

For most of the Measures, the indicators are limited to a few key outputs and one or two outcomes.

For the purposes of data capture and end of project reporting, the output and outcome indicators have been converted into a set of standardised questions. The majority of these questions require simple counts or tick boxes and where descriptions are required they should be kept concise. The details of the questions for each Measure are set out [here](#). All end of project reports will be based solely on these questions and Grantees will only be expected to report on those that are relevant to their projects. Measure-specific templates and full reporting instructions will be provided towards the end of the funding period. However, Grantees are advised to take note of the relevant questions and to make arrangements to collect data on an ongoing basis, in preparation for end of project reporting.

The data from individual project reports will be collated by Pobal into an overall report for the respective Departments.

## 6. Financial Payments

The Pobal system of grant payments is intended to provide forward funding for grantees. The Dormant Accounts Fund instalment payments are set out [here](#). Instalment values are based on the specific Measure and the value of your grant.

### **Preparation for First Payment**

To ensure Pobal is in a position to approve the first payment of your grant, it is essential that your board members read the grant agreement thoroughly, understand its provisions and address any pre-payment conditions, before signing and returning to Pobal.

You will be asked to submit the following in order to secure your first payment:

#### **Current tax clearance certificate (TCC).**

- ▶ The **Company/Co-op name on the TCC** must match both that on your memorandum and articles of association (or rules) and the Pobal Grant Agreement.
- ▶ **Your Tax Clearance Certificate (TCC) must also be up to date.** Failure to submit an up to date TCC will affect your grant payments. This will affect subsequent payments as well as your first payment.

#### **Acceptance of the Agreement:**

- ▶ The **grant agreement must be accepted by two authorised signatories signing the** certificate of acceptance. Authorised signatories are as outlined by you in Annex II of the Grant Agreement.
- ▶ Complete the **Bank Details Form in Annex I** of the Grant Agreement, the first and subsequent payments will be made to this account
- ▶ Groups funded under Measure 1 Social Enterprise and Measure 6a Achieving HIQA Standards must submit a copy of bank statements to evidence lodgement of co-funding into your designated bank account Address and address any pre-payment conditions contained in the Grant Agreement.
- ▶ Insurance indemnification of Pobal and the relevant Government Department on the organisation's insurance policy.

**A Public Procurement Declaration must be completed** and signed as per **Annex III** of the Grant Agreement

- **Complete Annex II** of your grant agreement outlining at least **4 authorised signatories** i.e. members of your Board and staff who are authorised by the Board to sign and submit documents to Pobal in relation to the funding awarded
- Return a signed grant agreement within the specified timeframe on your cover letter; Grantees are reminded to retain a signed copy of the grant agreement for your records.

## **Subsequent Payments**

The balance of payments will be made in instalments over the delivery period. The final payment will be a retrospective payment of 10% of the total budget value. When the expenditure reported on the financial return reaches 50% threshold Pobal will automatically make a subsequent payment.

## **Final Payment**

The final 10% of the DAF grant will be paid retrospectively on receipt and approval of your final financial return and progress report. (i.e. after 100% of the grant has been spent and reported). Please ensure that you have the funds in place to cover your costs pending receipt of the final payment. In order to receive the final payment, all expenditure related to the project (DAF and any co-funded elements) must be incurred and paid out of your bank account and included on the final return to Pobal. Any outstanding project queries or issues must all be finalised.

All cheque payments must appear on bank statements as cashed. For expenditure to be deemed eligible, it must be cashed on a bank statement. Outstanding cheques cannot be included as part of an expenditure return.

## **7. Financial Returns**

It is always important to ensure that Pobal returns/reports are approved by the appropriate personnel or board members in your organisation, and that all supporting documentation is attached and in agreement with the reported expenditure.

The required documentation includes:

- Completed return that shows the approved budget, analysed across the agreed budget headings. Here is a sample template. [here](#)
- Copy of your payments journal for the relevant period detailing total project expenditure (Includes co-funding specific to Measure 1 and Measure 6a ) Here is a sample template [here](#)
- Receipts and lodgements journal detailing all lodgements into the designated bank account; this should give details on the amount and source of co-funding if applicable. Here is a sample template [here](#)
- Supporting bank statements for the full period for the bank account/s from which spend has been incurred.
- When using a cost Centre system relevant transactions must be highlighted on the bank statements.
- In exceptional circumstance where bank statements are not available and if agreed in advance an alternative method demonstrating that all Dormant Account Fund payments have been cashed will be accepted.
- Salaries: Gross-to-net report from payroll system
- Copy invoices are required for all non-pay costs greater than €3,000 (e.g. Training, Venue hire, Materials etc.)

- Copy invoices are required for all capital costs between €20,000 and €100,000.
- Builder invoices and architect certificates **where applicable** are required for construction are required for capital funding between €20,000 and €50,000.
- Architects certificates and builder invoices are required for construction projects between €50,001 and €100,000.

## 8. Requesting a Payment

There are two ways to request subsequent payments on your grant, either on foot of submission of your half-yearly return or through the submission of a drawdown request.

If your completed Return shows that your project has achieved the required spend of 50% of the most recent instalment and 100% of all previous payments, Pobal will release your next payment.

The Return Form [here](#) must be completed at each return interval. This is a summary of the payments you have made to date under the agreed budget headings the submission of timely, accurate and complete returns is part of your contractual obligations with Pobal.

If the expenditure reported on the return reaches a threshold of 50% spend, Pobal will automatically make a subsequent payment. Only paid expenditure, which has been cashed per the bank statements, should be reported on the return / drawdown request form. Pobal operates on a cash accounting basis (not an accruals basis).

In exceptional circumstances where you have spent 85% of the most recent instalment and 100% of all previous payments, you can submit a drawdown request to Pobal by submitting the following documentation:

- ▶ A signed drawdown request. See sample template [here](#). Expenditure reported in the period from the last half year end date to the drawdown date should be analysed over the agreed budget headings.
- ▶ Payments journal from date of last expenditure return to date of drawdown request
- ▶ Supporting bank statement from the end of the last reporting period to the date of the drawdown request.
- ▶ Salaries: Gross-to-net report from payroll system
- ▶ Copy invoices are required for all non-pay costs greater than €3,000 (e.g. Training, Venue hire, Materials etc.)
- ▶ Copy invoices are required for all capital costs between €20,000 and €100,000.
- ▶ Builder invoices and architect certificates **where applicable** are required for construction projects under between €20,000 and €50,000
- ▶ Architects certificates and builder invoices are required for construction projects between €50,001 and €100,000.

## 9. Final Financial Report

In concluding your grant agreement, you will be required to submit a final return up to the Grant Agreement end date.

- ◆ All expenditure must have been presented and cashed through your bank account in order to be deemed eligible.
- ◆ Un-cashed cheques will be ineligible, with the exception of payments to the Revenue Commissioners. No salary costs incurred after the project end date will be eligible.
- ◆ Where the final statement of expenditure is less than the total value of your grant, you will be required to waive your entitlement to the outstanding balance and return any unspent monies from your bank account. This process is often referred to in Pobal as the “voluntary decommitment of funds”.
- ◆ It should be noted that ineligible expenditure identified in your final financial return or during an Audit/verification visit, will result in a refund being due to Pobal.

Once we have received your final financial and monitoring reports and all outstanding queries are resolved, we will be able to issue the remaining part of your grant, up to 10% of your Budget amount (if such an amount remains to be paid by Pobal). Please ensure that you have “working capital” funds in place to cover your expenditure until the final return is approved and the final payment released.

Details of project conclusion process will be provided near the project end dates. Please bear in mind payments are made subject to the satisfactory monitoring by Pobal and resolving of any outstanding queries or issues.

## 10. Reporting of Indirect/overhead costs

*These costs are only applicable to Community and Voluntary Organisations whose board of directors comprise primarily of community and voluntary representatives. Local Development Companies and Statutory bodies are not eligible to claim indirect costs.*

These costs are declared on a fixed rate basis of up to **5% of direct costs**. This rate is a fixed percentage for the duration of the Project.

At each return period, the total of eligible direct costs for the period is multiplied by the **fixed indirect cost percentage of 5%**, this equates to the maximum overheads/indirect costs that can be claimed in your return.

**Direct costs:** Salary + Programme x 5 % = eligible overhead costs.

A separate line on the payments journal should be inserted as indirect costs using the above calculation



## 11. Change of Project Budget Process

Changes to individual budget lines of amounts less than or equal to €2,000 on programme costs are allowable. There should be no transfer between main budget headings i.e. Programme and Salary without first seeking written approval from Pobal.

There will be **one opportunity** to formally request a significant change (a change greater than €2,000 per individual budget line item of your detailed budget). You must clearly state the rationale for the change requested and set out how the project can continue to meet the intended objectives and offer value for money. This request will be considered by Pobal with your April 2016 return. Pobal anticipates that any changes would relate to programme costs. The agreed budget is detailed in Part 1 of your contract. The profile of expenditure can only be changed with the written approval of Pobal.

If the approval is sought retrospectively, the budget change may not be approved and the cost already incurred may be deemed ineligible and have to be borne by the grantee.

## 12. Timesheets

It is a requirement to keep timesheets for staff members whose wages are not 100% funded under your DAF project. These timesheets should show the time spent on all activities, including the DAF project activities, on a weekly basis. The timesheet should be signed by the employee and reviewed and signed off by the relevant manager on a regular basis (e.g. weekly or monthly). Please refer [here](#) for a timesheet template.

## 13. Public Procurement

All goods and services purchased with funding must be procured on the basis of the public procurement guidelines available at <http://www.etenders.gov.ie>. A brief synopsis is provided in the table below but it is imperative that you familiarise yourself with the full requirements of the public procurement guidelines.

<b>Less than €5,000 (Record to be maintained)</b>	Obtain verbal quotes from <b>one or more</b> competitive suppliers. Select lowest price/most suitable. Maintain written record of quotes sought.
<b>€5,000.01 to €25,000.00 (Record to be maintained)</b>	A minimum of <b>3 written quotations</b> sought from competent suppliers who ordinarily supply the relevant service.
<b>€25,000.01 to € EU threshold (Record to be maintained)</b>	Full Tender Action

Valid/current tax clearance certificates must be obtained from suppliers who receive cumulative payments exceeding €10,000 per annum. Copies of the tax clearance certificates should be retained on your files for inspection by the Department and Pobal.

#### **14. Recruitment and Employment**

All DAF funded staff positions must be additional to existing positions that exist within the Grantees organisation. Grantees are expected to follow best HR practice in relation to the recruitment and employment of staff funded under DAF. **All staff positions** directly related to the Dormant Accounts project must be openly advertised. The recruitment and selection procedure and process must clearly documented and available for inspection. In cases where an internal candidate is selected for the position following the recruitment process, the Grantee must contact Pobal to discuss eligible costs Secondment will only be considered in exceptional circumstances and this must be discussed and agreed with Pobal in advance.

#### **15. Communication and Publicity**

There is a need for Grantees to think strategically about how to communicate about their project, and make appropriate use of various communication platforms including social media and websites. All funded groups need to ensure that adequate information is made available in relation to their project. This is important in terms of promoting projects, communicating the achievements of projects and boosting the profile of the Dormant Accounts Fund in general.

Grantees are required to acknowledge the support of government under DAF on all project related information and publicity material. The following guidelines apply depending on the nature of your funded project.

**For groups who have been awarded capital funding,** a poster, displaying the Dormant Accounts Fund's logo and the following strapline should be displayed prominently on the group's premises.

*'This project was approved by Government with support from the Dormant Accounts Fund'*

The DAF Logo and Poster can be accessed [here](#) and [here](#).

**For Groups who have been awarded capital funding for vehicles,** the Dormant Accounts Fund's logo and the following strapline should be displayed on the vehicle.

*'This project was approved by Government with support from the Dormant Accounts Fund'*

**For Groups who have been awarded operational funding, including the funding of staff,** a poster displaying the Dormant Accounts Fund's logo and the following strapline should be displayed prominently on the group's premises.

*'This project was approved by Government with support from the Dormant Accounts Fund',*

The support of the Dormant Accounts should also be acknowledged on all promotional material such as information leaflets, newsletters, press releases, invitations, letterheads and annual reports.

In relation to job advertisements, The Dormant Accounts Fund's logo and the following strapline should be displayed.

*'This project was approved by Government with support from the Dormant Accounts Fund'*

Grantee websites should include a page or section relevant to their DAF project and include the DAF logo and appropriate strapline.

## **16. Audit and Verification**

In administering public funds on behalf of the Irish Exchequer and the EU (where applicable), Pobal has a responsibility to ensure funds are spent for the purposes intended. It is the responsibility of each funded grantee to ensure that funds are spent on eligible activities, and that both the end users of the funds and the funded grantee have adequate controls in place to safeguard the funds at all times.

Pobal independently appraises the financial and administrative controls of funded grantees to ensure they comply with the public accountability requirements of the programmes they operate, using EU rules and regulations as a model of best practice. Pobal carries out this role through the audit team who continuously carry out comprehensive audits and verification visits of each of the programmes administered by Pobal, including the Dormant Accounts Fund.

- A verification visit is a routine visit conducted to verify the regularity and reality of activity, assets and expenditure.
- An audit visit involves a more detailed and comprehensive examination of books and records, to ensure that project money is spent for the purpose intended and that adequate controls and safeguards are in place.