

Application deadline

The deadline for applications to Pobal is 3pm (15:00hrs) on Wednesday 26th July 2017.

The online system will be shut down at this time and no late or draft applications will be accepted.

Please start your online application as soon as possible, to ensure that any requests for assistance can be provided in time for you to submit your application.

Applications are invited under the following:

**DSP: Life after caring –
Transitioning supports for carers**



An Roinn Coimirce Sóisialaí
Department of Social Protection
Helping you build a better life

And

**DJE: Pre-Activation supports for
Female Refugees and the Female
Family members of Refugees**



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

**For more information on the
Dormant Accounts Fund call go
to Pobal DAF website page [here](#)**

Contact

Pobal Online Support Team

Email support: onlinesupport@pobal.ie

Phone support: 015117222

Opening Hours: 08.00-18.00 Mon-Fri.



ciste na
gcuntas díomhaoin
the dormant
accounts fund



An Roinn Ealaíon, Oidhreachta,
Gnóthaí Réigiúnacha, Tuaithe agus Gaeltachta

Department of Arts, Heritage,
Regional, Rural and Gaeltacht Affairs

Dormant Accounts Fund Application & Measure Guidelines

June 2017

Key Dates

Online application form available
19th June 2017

Decisions
November 2017

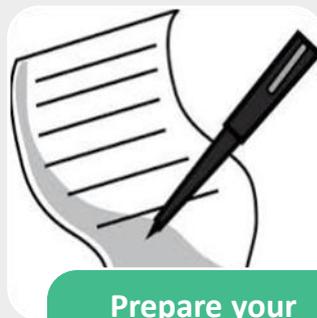
Closing date for applications is
3pm on the 26th
July 2017

Application process



visit www.pobal.ie

- Select Dormant Accounts Fund
- Obtain user name and password
- Read the application guidelines



Prepare your proposal

- Complete the online form
- Online support available
- Submit your form online and on time



Decisions on applications

- Pobal appraises each application
- Specific eligibility and selection criteria to be met
- Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs makes final decision

1. What can I apply for?

Applicants may apply for funding for a proposal which meets the eligibility and selection criteria under one of the following measures. Details on each measure's specific eligibility and selection criteria are outlined below at section 7.

- **Life after caring- transitioning supports for carers**

(Department of Social Protection- DSP).

Proposals which support carers to cope with post care transitions and to participate as fully as possible in economic and social life.

Or

- **Pre-activation supports for Female Refugees and the Female Family Members of Refugees**

(Department of Justice and Equality –DJE).

Proposals which will improve the employability of female refugees and the female family members of refugees through the provision of intensive, short-term targeted supports that promote access to and participation in education, training, employment and self-employment.

2. Who can apply?

Life after caring	National Organisations who have at least 3 years' experience providing support for family carers.
Pre-activation supports for Female Refugees	Community, voluntary and not-for-profit organisations with a demonstrable track record of working directly with refugees. Applicants must also have legal status i.e. a legal identity separate from the individuals who make up the membership of the company making the application.
Only one application per measure per organisation will be considered.	

3. How much can I apply for?

The total amount of funding available under each measure is €500,000.

The amount an applicant can apply is different for each measure as follows:

Life after caring	The maximum grant that you can apply for is €350,000 The minimum grant that you can apply for is €50,000
Pre-activation supports for Female Refugees	The maximum grant that you can apply for is €100,000 The minimum grant that you can apply for is €50,000
The grant awarded may be less than €50,000. The amount of grant awarded is dependent on the quality of the proposal outlined in the application form.	

4. What timeframe is acceptable for a project proposal?

Life after caring	The maximum period for a project proposal is 12 months. The project start and end date must be between 1 st December 2017 and 31 st December 2018
Pre-activation supports for Female Refugees	The maximum period for a project proposal is 12 months. The project start and end date must be between 1 st December 2017 and the 31 st December 2018.

5. What type of costs are eligible and ineligible?

Proposal costs

Measure: Life after caring	Measure: Pre-activation supports for Female Refugees	Both Measures
List of <u>indicative</u> eligible costs	List of <u>indicative</u> eligible costs	Ineligible costs
Staffing costs for a new position within the National Organisation who will be responsible directly for the implementation of the proposal. (including salary, pension, PRSI)	Staffing costs for a project worker (including salary, pension, PRSI).	Organisations' core costs, including salary and overheads which are not directly attributable to the implementation of the DAF funded proposal All costs applied for must be based on real costs and verifiable.
Recruitment costs for a new staff role	Recruitment costs for a project worker	Retrospective costs i.e. for an activity that has already been undertaken prior to date of the proposal approval date.
Travel and subsistence for staff	Travel and subsistence for project worker	VAT, where the applicant is registered for VAT and the VAT can be reclaimed.
Course materials	Course materials	Costs for actions for which more appropriate funding opportunities already exist or have been provided for government departments or other funders
Venue Hire/Room Hire	Venue/Room Hire	Building costs e.g. routine repairs and maintenance of buildings
Event costs	Costs for hosting meetings for the oversight and management of the project	General office equipment
Development of training or specialist support costs	Tutors	Costs not directly related to the proposal
Hosting of training courses	Career Guidance i.e. the cost of outsourcing career guidance	Sponsorship and charitable donations
Networking event costs	Facilitators fees and expenses	Redundancy costs
Publicity and marketing	Publicity and marketing.	The purchase of land, buildings and/or refurbishment costs
Small scale equipment costs associated with the project worker role (e.g. laptop).	Small scale equipment costs associated with the project worker role (e.g. laptop).	Equipment costs over €1,000 per item
Specialist skill costs	Interpreter fees.	
Mentoring/coaching costs	Public transport costs for participants. (Bus hire for groups may be considered where evidence is provided that public transport options are not available.)	Charges such as bank interest costs, fines, financial penalties, and legal dispute costs
Development of resources and publications	Volunteer expenses.	Depreciation
On-line support costs	Participant costs i.e. verifiable transport costs and/or childcare services registered with TUSLA.	Entertainment/gift vouchers/rewards
Telephone support costs		Funds to build up a reserve or surplus
Indirect Overhead costs are eligible for Community and Voluntary Organisations only at a flat rate of 5% of the total direct cost. Indirect costs are defined as; rent and rates, insurance, water charges, light and heat, general office supplies, cleaning, audit and accountancy fees, ICT and telephone.	Indirect Overhead costs are eligible for Community and Voluntary Organisations only at a flat rate of 5% of the total direct cost. Indirect costs are defined as: rent and rates, insurance, water charges, light and heat, general office supplies, cleaning, audit and accountancy fees, ICT and telephone	
All costs must be clearly explained and justified on the budget template and must be directly related to the delivery of the proposal. Above is an indicative list of potential costs which will be considered as part of your application.		

6. Details on the application process

Word versions of the online application forms for each measure can be downloaded from the Pobal website [here](#). Technical 'How to' guides for completing the online form for each measure can be downloaded at the same location. You will find instructions in the 'How to' guides on obtaining a **username and password** which you will need to access to complete the online application form. When you have set up your username and password you can begin your application online.

The online form may be saved as a draft application as often as required. As part of the application process you will be directed to download specific templates which you must complete offline and attach to the application form where applicable. This includes the budget template for the costs applied for.

The online form has character limits for specific questions so please ensure that your responses are concise. The word version of the application form provides information on the character limits for each question.

Please read the word version of the application form in advance of completing the online form so that you can prepare the responses and information in advance.

Note: When you enter **your organisation's legal name** and select **the measure you wish to apply for**, these fields cannot be edited once you "save as draft" your application form for the first time. If you have entered the wrong legal name or selected the wrong measure, you will need to begin the process again with a new application form.

7. Checklist of key information you will need to complete an application form.

Depending on the type of your organisation and the nature of your proposal some of this information will be optional on the application form.

- Costings for your proposal. **All applicants must complete the budget template**. Please download the budget template from our website [here](#), complete off-line and attach to the application form at section 5 Finances.
- Details of the key actions, outputs and outcomes for your proposal – refer to section 9 below for specific anticipated outputs and outcomes for each measure.
- Memorandum and Articles of Association or other governing documents of the applicant organisation.
- Signed 2016 annual audited accounts for the organisation applying for the grant.
- Company Registration Number (CRO) or Friendly/Provident Society Registration Number
- Charities Registration Number (if applicable).
- Tax Clearance Access Number (TCAN) and a copy of a letter from revenue confirming your TCAN.
- Tax Registration Number (TRN).
- Unique Reference Number (URN), if you have a current grant agreement with Pobal
- The EIRCODE for your organisation address.
- The **job description template** (if applicable). If the costs of a new position are part of your proposal, please download the job description template [here](#), complete off-line and attach to the application form at section 4, Project management and delivery.
- The VAT Not Recoverable template (if applicable). If your organisation is currently registered for VAT and the actions or activities outlined in your proposal are VAT exempt, your auditor or accountant must confirm this by completing this template. If applicable, download the template from our website [here](#), complete off-line and attach to section 5 of the application form.

8. Submitting the application

All applications must be submitted online by **3pm on Wednesday 26th July 2017**. Hard copies of the application form will not be accepted or appraised for funding.

Please note:

1. The online application system will **automatically close at 3pm (15:00hrs)**.
2. Applications on the system as draft **will not be considered**. For your application to be considered you must complete all sections of the form and click the submit button on the section 7 of the online form.

Only when you have fully completed all sections of the application and attached all attachments should you complete section 7 and press “submit application”. **Please note when you have completed the submission section 7 you will no longer be able to edit or add information to your application form.**

On submission you will receive an automated e-mail from Pobal acknowledging receipt of your application, if you do not receive this notification or have any difficulty submitting your application you must contact Pobal Client Services on [01 5117222](tel:015117222) or by e-mail via onlinesupport@pobal.ie as early as possible before the closing date and time of 3pm on the 26th July 2017, to receive assistance.

Please do not leave completing and submitting your online application form until 26th July 2017. Starting the process early will ensure that you will have time to seek and receive assistance.

9. What are the eligibility and selection criteria for each measure?

If you are interested in the Pre-activation Supports for Female Refugees please go directly to page 11 of this guideline

MEASURE: LIFE AFTER CARING-TRANSITIONING SUPPORT FOR CARERS	
Overview	<p>Through the Department of Social Protection (DSP) funding will be provided for proposals which provide specific and appropriate support services, training and information for carers in “post care transition” to assist them to cope with the new challenges now facing them.</p> <p>Caring can have an impact on the physical and mental health of the carer, as well as their social life and personal finances. Carers may also lack confidence and feel isolated and thus face many challenges in making the transition from being a carer to having no caring role with little support, alongside dealing with the feelings of grief arising from the death of a loved one. For the carer there are challenges in changing routines and activities and then to make the journey to re-entering economic and social life.</p> <p>Information, education and training have positive impact on carers’ knowledge, skills, mental health and well-being and their ability to cope post caring, accompanied by social supports such as meeting and networking with others whose caring role has also ended.</p> <p>Successful applications under this measure will recognise the unique journey of carers post caring. Actions included in the proposal will assist carers to deal with the loss of caring, living with loss and support them to proactively define and plan their new life at home, work and socially.</p> <p>The department has a budget of €500,000 available to allocate to successful applications.</p>
Key Definitions	<p>For the purpose of this call for applications the following definitions will apply.</p> <ol style="list-style-type: none"> 1. Post caring – for the purpose of this funding, the target group is former carers whose caring responsibilities have ended recently i.e. within the last 12 to 18 months or where the end of caring responsibilities is imminent. 2. “Carer” – a “carer” is someone who is providing an ongoing significant level of care to a person who is in need of care in the home due to illness, disability or frailty. A carer can be caring for family member(s) or for a neighbour or friend in the community; a carer does not need to be living with the person they care for to be considered a “Carer” nor be in receipt of carers’ allowance. Carers are not paid workers and not volunteers but can be in receipt of social welfare payments for their caring. 3. Significant level of care – for the purposes of funding this is defined as “regular unpaid care for a friend or family member with a long-term illness, health problem or a disability or providing full time care and attention to a person in need of such care”. 4. Age profile – for the purpose of this funding the age profile for proposals are former carers from between the age of 15 to 65. 5. Organisations with a national remit – for the purpose of this funding organisations with a “national remit” will have evidence of or demonstrate the following characteristics:- <ul style="list-style-type: none"> • Number of members and/or number of affiliated groups from across the country • Number of whom they advocate on behalf of or represent and their advocacy role • The extent of their reach e.g. extent of sub-regional services/supports and or activities/actions; have regional staff who engage direct/indirectly with target groups/individuals; the extent of the geographical spread of services and or supports and access to services and or supports; • National co-ordination of events/ activities • Engagement or representation on other National Bodies on behalf of target group(s) or individuals • A contribution to policy development

MEASURE: LIFE AFTER CARING-TRANSITIONING SUPPORT FOR CARERS

Measure level outputs and outcomes	<p>Applications are expected to contribute to at least one of the outcome and one of the outputs listed for this measure.</p> <p>Outputs</p> <ul style="list-style-type: none"> • Number of pre-activation coaching programmes for post caring carers • Number of post caring carers in coaching and support programmes by age, gender and level of job-skills • Number of post caring carers who completed training by gender and by age • Number of publications or information resources developed and number distributed • Number of information and awareness sessions delivered per year • Number of networks supported per year • Number of trainers trained per year <p>Outcome</p> <p>As a result of the interventions outlined in the project proposal participants will demonstrate improvements including but not limited to:-</p> <ul style="list-style-type: none"> • Activation readiness, such as engagement with employment support services • Readiness for new learning and training. • Post care transition and successful new role development where those who wish are empowered to participate fully in the labour market. • Facilitate carers to improve their mental health management and promote a healthy lifestyle. • Participation in social and community life. <p>This will be evidenced by a sample questionnaire to participants 2 months after delivery of the project interventions.</p> <p>Applicants will be able to include in their application form additional outputs and outcomes which are specific to their proposal.</p>
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Guiding principles of the Dormant Accounts Fund	Dormant Accounts Fund	
	Key Principles	Explanation
	Additionality	Grants awarded will be for the purposes that are wholly additional to and not a substitute for mainstream government spending. Priority will be given to project proposals which demonstrate that actions would not be undertaken but for the funding.
	Sustainability	Project proposals must be broadly sustainable and demonstrate local support
	Compatible with Government Policy Impact	The project proposal must take account of government policies and priorities in the area of social and economic disadvantage. Applicants must demonstrate the difference their project proposal or project to the community in a disadvantaged target area and the impact on the quality of life for disadvantaged individuals
	Philanthropy related	Project proposals that will attract funding from other sources will be particularly welcome
	Value for Money	Applicants will be expected to clearly demonstrate how their project proposal demonstrates value for money
	Need	Applicants must clearly identify and evidence the need for their project proposal
Successful applications will demonstrate a compatibility with the guiding principles of the Dormant Accounts Fund.		

Who is not	<ul style="list-style-type: none"> • Individuals
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MEASURE: LIFE AFTER CARING-TRANSITIONING SUPPORT FOR CARERS

<p>eligible to apply</p>	<ul style="list-style-type: none"> • Sole traders • A Statutory Body*. • For profit organisations. • Organisations or groups which do not have a proven track record of at least 3 years' experience directly working with Family Carers. • Organisations or groups which do not have "Support for Family Carers" as one of their organisational strategic objectives and have specific activities within their annual operational or work plan related to Family Carers. • Organisations/businesses/people that are paid to provide or undertake a caring role, such as formal care workers engaged under a contract of service. • Those who provide voluntary care work for a charity or community organisation. • Those who provide care as a requirement of a course for their education and training. • Local Branches of National Organisations cannot apply in their own right however local branches can be part of an application made by the National Organisation. • Locally based care groups or organisations, however they may be part of the proposal if affiliated to a national carers organisation. <p>* A Statutory Body may be participate in and support community and voluntary lead initiatives funded through this measure.</p>
<p>Measure priorities</p>	<p>These are the key selection criteria that will be used in appraising your application. Priority will be given to applications where:</p> <ul style="list-style-type: none"> • Demonstrate how their proposal will provide support for former carers in dealing with the loss of caring, their loss and will proactively support carers to plan a new life at home, work and within their community. • Provide evidence of information sharing and networking activities across the country in relation to "life after caring". • Provide "train the trainer programmes". • Demonstrate that their proposal is not possible without Dormant Accounts Funding. • Are compatible with government policy in terms of support for carers and have a positive impact on social and economic disadvantage. <p>Proposals should have an achievable mix of national, regional and local actions/activities, including actions which could be replicated in the future.</p>
<p>Selection process</p>	<p>Stage 1: Eligibility To be eligible all applicants must:-</p> <ul style="list-style-type: none"> • Submit a completed online application form on time to Pobal. • Provide evidence that they are national organisation with at least 3 years' experience in supporting carers i.e. supporting carers is a primary objective of their organisation and that they have a national remit. • Submit an online grant application for €50,000 or more. <p>Stage 2: Meeting the selection criteria The following is the criteria used to appraise each application. Each criterion will achieve a score between 0 and 5. Only applications that meet the eligibility criteria will progress to Stage 2 of the process. Applications, which achieve a score of 60 or more at stage 2, are eligible for funding. This is a competitive process therefore achieving the quality standard score of 60 is no guarantee of funding.</p>

MEASURE: LIFE AFTER CARING-TRANSITIONING SUPPORT FOR CARERS

Selection criteria:-

- Demonstrates how the proposal meets the **measure priorities**.
- Evidence of **need** for the proposal i.e. what is the need and how will the proposal address this need
- **Value for money and additionality i.e.** provide justification for the costs, demonstrate value for money in terms of costs and what will be achieved by the proposal; clearly demonstrate additionality.
- **Capacity of the organisation** in relation to their governance and financial controls, experience in management public funding; achievements, management and delivery of projects.

Appraisal Criterion	Weighting
Meeting the measure priorities	60%
Evidence of need for the proposal	20%
Value for money	10%
Capacity of the organisation	10%
	100%

If you are not interested in the measure for Pre-activation for Female Refugees please go directly to section 10, page 15, of this guideline.

MEASURE : PRE-ACTIVATION SUPPORTS FOR FEMALE REFUGEES AND THE FEMALE FAMILY MEMBERS OF REFUGEES

<p>Overview</p>	<p>Through the Department of Justice and Equality (DJE), funding will be provided for proposals:-</p> <ul style="list-style-type: none"> • To provide tailored interventions that support the target group to access and participate in education and training • To provide tailored pre-employment initiatives that support the target group to access and participate in employment. <p>Over the past two decades, Ireland has become a more diverse country and it is expected that inward migration will continue into the future. The integration process has now moved beyond the initial phase of focussing on the immediate needs of people when they arrive in Ireland. Government policy is now directed at promoting the integration of migrants and ensuring that barriers to their full participation in Irish society are identified and addressed.¹</p> <p>Employment is a key component of the integration process. Secure employment is central to the participation of migrants and to their contribution to their host country.² However, migrants often experience a range of barriers to the labour market such as: the language barrier; lack of practical work experience in their host country; lack of formal recognition of qualifications; cultural differences in seeking employment; lack of informal and formal networks and support; and racial discrimination.</p> <p>Refugees, in particular, face barriers to the labour market over and above those encountered by other migrants. The forced nature of their migration and the traumatic experiences frequently associated with it may lead to psychological distress.³ Long employment gaps in CVs due to refugees' migration journey and the asylum process also present obstacles for refugees seeking work.</p> <p>In addition to the above barriers, female refugees also experience gender-specific challenges to securing employment. Caring responsibilities and particularly childcare responsibilities play a critical factor in determining availability to work. Lack of access to affordable childcare is a significant problem for refugee women who also lack family networks of support in their host countries.⁴</p> <p>This funding will provide a platform for intensive, tailored interventions that address the specific barriers to employment for female refugees and the female family members of refugees. The measure is focused primarily on improving their employability through skills development, education and training and supports to access the labour market.</p> <p>The department has a budget of €500,000 available to allocate to successful applications.</p>
<p>Key Definitions</p>	<p>1. Refugee</p> <p>A refugee is a person who is the subject of a refugee declaration or a subsidiary protection declaration or who has been resettled under the Irish Resettlement Programme. For the purpose of this funding, the measure will support female refugees aged 16 years</p>

¹ The Migrant Integration Strategy, A Blueprint for the Future, 2017, Government Publications

² The Common Basic Principles for Immigrant Integration Policy, 2004, European Commission

³ Labour Market Integration of Refugees: Strategies and good practices, 2016, European Parliament Directorate General for Internal Policies

⁴ Barriers to the Labour Market for Refugees and Persons with leave to remain in Limerick, 2008, Helen O'Grady, Doras Luimní

MEASURE : PRE-ACTIVATION SUPPORTS FOR FEMALE REFUGEES AND THE FEMALE FAMILY MEMBERS OF REFUGEES

and over.

1. Female Family Members of Refugees
 This term refers to the female parent, child, wife or civil partner of an individual who has been granted refugee status in Ireland. **For the purpose of this funding, the measure will support female family members (of refugees) who are aged 16 years and over**

2. Employability
 Employability relates to the general skills a person needs to enter, stay in and progress in the world of work.⁵
 The term ‘employability’ recognises the importance of an individual’s skills, attributes and experience when they are looking for work.

Measure level outputs and outcomes

Applications are expected to contribute to at least one of the outcome and one of the outputs listed for this measure.

Outputs

- Number of females supported by the measure. (Compulsory for all applications)
- Number of females participating in non-accredited initiatives that focus on confidence building and other soft skills.
- Number of females participating in work experience initiatives.
- Number of females supported to engage with mainstream employment services.

Quantitative Outcomes

- Number of females progressing to non-accredited training/education courses.
- Number of females progressing to accredited training/education courses.
- Number of females progressing to volunteering roles.
- Number of females progressing to part-time employment.
- Number of females progressing to full-time employment.
- Number of females progressing to self-employment.

Qualitative Outcomes
 Successful applicants will be required to produce a short project report providing evidence of how beneficiaries have improved their employability.

Guiding principles of the Dormant Accounts Fund	Dormant Accounts Fund	
	Key Principles	Explanation
	Additionality	Grants awarded will be for the purposes that are wholly additional to and not a substitute for mainstream government spending. Priority will be given to project proposals which demonstrate that actions would not be undertaken but for the funding.
	Sustainability	Project proposals must be broadly sustainable and demonstrate local support
	Compatible with Government Policy	The project proposal must take account of government policies and priorities in the area of social and economic disadvantage.
	Impact	Applicants must demonstrate the difference their project proposal or project to the community in a disadvantaged target area and the impact on the quality of life for disadvantaged individuals
	Philanthropy related	Project proposals that will attract funding from other sources will be particularly welcome
	Value for Money	Applicants will be expected to clearly demonstrate how their project proposal demonstrates value for money
	Need	Applicants must clearly identify and evidence the need for their project proposal
Successful applications will demonstrate a compatibility with the guiding principles of the		

⁵ Employability Skills 2000+, The Conference Board of Canada

MEASURE : PRE-ACTIVATION SUPPORTS FOR FEMALE REFUGEES AND THE FEMALE FAMILY MEMBERS OF REFUGEES	
Dormant Accounts Fund.	
Who is not eligible to apply	<ul style="list-style-type: none"> • For profit organisations. • Organisations that do not have a separate legal entity. • Individuals. • Sole traders. • Statutory bodies are not eligible to apply as individual applicants or as the lead applicants in consortia applications. However, they may participate as partners in consortia applications
Measure priorities	<p>These are the key selection criteria that will be used in appraising your application. Priority will be given to applications where:</p> <ul style="list-style-type: none"> • Applicants must demonstrate a track record of working directly with refugees. • A clear understanding of the gender specific needs of female refugees. • Evidence must be provided that a specific cohort of the target group has already been identified for engagement on the proposed project. • The proposal must be realistic and achievable within 12 months of being approved for funding. • The proposal should be consistent with the guiding principles of the Dormant Accounts Fund, in particular the principles of additionality. • The proposal must demonstrate a clear, discernible impact on the employability of female refugees within the timeframe. <p>Applications will be particularly welcome from projects that demonstrate strategic collaborations with:</p> <ul style="list-style-type: none"> • Training and education providers and/or; • Community-based and/or statutory employment services.
Selection process	<p>The selection process involves two stages:</p> <p>Stage 1: Eligibility: To be eligible, all applicants must:</p> <ol style="list-style-type: none"> 1. Complete the online grant application form and submit all relevant documents online by 3pm on the 26th July 2017. 2. Demonstrate that they have a track record of working directly with refugees. 3. Demonstrate that the application is focused solely on female refugees and the female family members of refugees. <p>Only applications that meet the eligibility criteria will progress to Stage 2 of the process</p> <p>Stage 2: Meeting the selection criteria: A number of selection criteria are used to appraise and award a score for each application. Applications that achieve a score of 60 or more at Stage 2 are eligible for funding. However, due to the competitive nature of the process, not all applicants scoring above 60 may be awarded funding. The geographic distribution of projects will also be considered when making the final decision.</p> <p>Selection Criteria:</p> <ul style="list-style-type: none"> • Meeting the measure criteria: Proposals should clearly demonstrate the extent to which they will meet the measure criteria as outlined above. • Evidence of need: Applicants must provide clear evidence of the need for their proposed project and how their proposal will address this need. • Value for money: Applicants must provide justification for all proposed costs. Proposals should also clearly demonstrate value for money in terms of the social and economic benefits of the proposal.

MEASURE : PRE-ACTIVATION SUPPORTS FOR FEMALE REFUGEES AND THE FEMALE FAMILY MEMBERS OF REFUGEES

- **Capacity of the organisation:** Applicants must supply information in relation to: governance and financial controls; experience in managing public funding; managing project delivery; and any relevant achievements.

Selection Criterion	Weighting
Meeting the measure criteria	40%
Evidence of need for the proposal	20%
Value for money	20%
Capacity of the organisation	20%
	100%

10. What is the decision making process?

Once the appraisals are complete the outcome of the process will be presented to the Pobal Board with a recommendation and rationale for that recommendation.

The report of the Pobal Board will be presented **to the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, in accordance with Article 44 (4) and the Department of Justice Equality or Department of Social Protection for approval, with or without amendment.** The Minister for Arts, Heritage, Rural and Gaeltacht Affairs will make the final decision on the disbursement of funds to applicants.

All applicants will receive a notification by e-mail of the outcome of their application.

11. Grantee obligations

All successful applicants will be issued with a grant agreement. This agreement will include a number of standard conditions and may include specific conditions to your application.

Some specific requirements which will be included in the grant agreement are as follows:

- Grantees must ensure that any publicity documents or press releases or similar announcement should include acknowledgement of the source of funding i.e. Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs and the programme, the Dormant Accounts Fund and Department of Social Protection or Department of Justice and Equality, depending under which measure the application is funded under.
- Grantees will be required to participate in any specific evaluation including the participation in any networking events or collaborations and the provision of data to evaluator(s) in relation to the delivery of the project.
- Grantees will be required to submit to Pobal an interim and final report on progress against actions, conditions and outputs outlined in the grant agreement and the end of the project via an on-line form.
- Grantees will be required to submit to Pobal on a six monthly basis a financial report via an online form. The expenditure return will be supported by evidence of payments made including bank statements, invoices, builders' certificates or architect certificates and evidence of compliance with procurement requirements

12. Payment schedule for successful applications

For grants up to **€50,000**, there are two instalments.

- 90% of the grant awarded on receipt of the signed grant agreement and compliance with all pre-payment conditions included in the grant agreement.
- 10% paid retrospectively. The amount paid depends on the final verified expenditure, submission of all progress reports and evidence of compliance with all grant agreement conditions.

For grants of **€50,001 or greater** there are three instalments.

- 60% of the grant awarded on receipt of the signed grant agreement and compliance with all pre-payment conditions included in the grant agreement
- 30% of the grant when the grantee has spent 50% of their first instalment and have submitted an expenditure claim
- 10% paid retrospectively. The amount paid depends on the final verified expenditure, submission of all progress reports and evidence of compliance with all grant agreement conditions

Payments are subject to compliance with the public procurement guidelines. Non-compliance may result in financial sanctions.

Appendix 1:

Information post support workshops

This section will be populated with information requested from potential applicants post the support workshops. Please view this document on line during the application process.