

# Dormant Accounts Fund Support Event

## Welcome & Introduction

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Development Co-ordinator



ciste na  
gcuntas díomhaoin  
the dormant  
accounts fund

# PROJECT LOCATIONS



# Dormant Accounts Fund Support Event

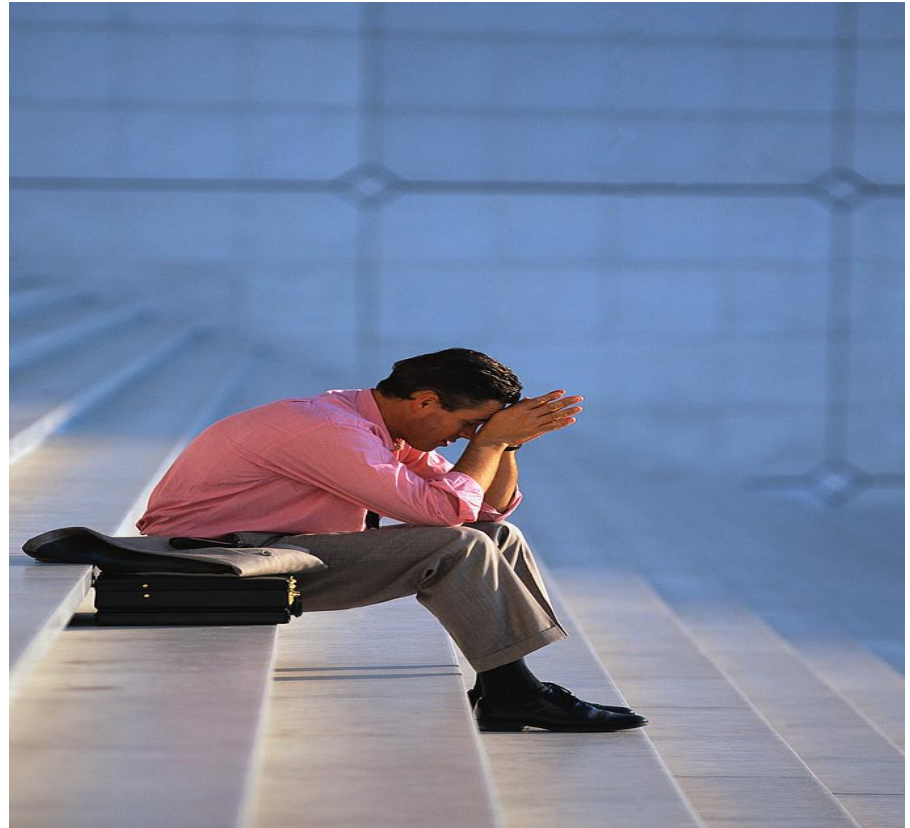
## Key Requirements for Contract Holders: Measure 1: Social Enterprise



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## Q: WHAT IS OUR AIM TODAY?

- ~~Time consuming~~
- ~~Daunting paperwork~~
- ~~Complicated~~



A: SIMPLIFICATION



# OVERVIEW

- Contracting: What does this mean?
- Good Governance
- Public Procurement
- Communication & Publicity
- Timelines: Finance & Non-Finance– Returns & Payments
- Progress Monitoring and the End of Project Report



# UNDERSTANDING YOUR CONTRACT

Read your contract carefully!

- Legal document
- Has conditions attached: general & project specific.
- Timeframe – All expenditure to be completed by end Dec 2018.
- Eligible activities and spend
- Changes to your project must be requested in writing and approved by Pobal.
- Refer back to the Key Requirements document!



# MORE ON CONTRACT CONDITIONS

- All contracts issued. Sign and return with completed annexes
- Note the standard **pre-payment condition** at section **2.11**
  - Remember to submit evidence of your co-funding!
- There may be other **pre-payment conditions** or **post-payment conditions**.
- For building projects, take note of **programme condition 2.10**



# FOR REFURBISHMENTS/EXTENSIONS

## **You must retain on File: Condition 2.10**

- Proof of ownership / current lease / management agreement.
- Evidence of full planning permission (if required)
- If you are a tenant – Landlord's written permission for the works
- Letter of retention of use for 10 years if works cost >€50,000.





.....IF PROBLEMS ARISE



# SANCTIONS POLICY

## **Will be applied! Don't take the ostrich approach.....**

- In the last round, sanctions were applied to contract holders. Up to 100% of grant may be recouped on assessment. E.g.
  - you do not have tenure in the property you've refurbished
  - Hire Purchase is not accepted as co-funding
  - Lax procurement followed.
- Consult the DAF Key Requirements doc & FAQ's on website.
- Contact me [pmclaughlin@Pobal.ie](mailto:pmclaughlin@Pobal.ie) on 015117275 or
  - For finance queries:
    - Roisin LePage [rlepage@Pobal.ie](mailto:rlepage@Pobal.ie) on 01 5117307 or
    - Rosie Joyce [RosieJoyce@pobal.ie](mailto:RosieJoyce@pobal.ie) on 015117478
- Better to seek permission than ask forgiveness.....



# CORPORATE GOVERNANCE

## Volume 1: Good Governance

Guidance and resources to help boards and management committees understand their statutory obligations and achieve good practice.



### 1.3 Why is Corporate Governance necessary?

**Corporate Governance is necessary to ensure:-**

- The long-term relevance and viability of the organisation
- That the organisation operates legally and effectively – and to provide reassurance to funders and statutory authorities that this is the case
- That resources are managed effectively in meeting the purpose and objectives of the organisation



# CORPORATE GOVERNANCE

## What do we want to see?

- Each organisation to have a robust Internal Procedures Manual in place.
  - This documents Financial & non-Finance procedures
- Grantees are encouraged to apply Pobal's *Managing Better Volume 1: Good Governance* toolkit – [www.pobal.ie](http://www.pobal.ie)
- And to adopt the Code of Practice for good governance of Community, Voluntary and Charitable Organisations.  
[www.governancecode.ie](http://www.governancecode.ie).



# COMMUNICATION & PUBLICITY

- Requirement to acknowledge government support on all project related information and publicity material.
- Use the DAF Logo and strapline

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

- For Vehicles: DAF Logo & strapline – externally displayed
- All other projects -
  - During construction phase – include on-site signage
  - On completion of build or equipment purchase: Display the DAF poster prominently in your building.



# COMMUNICATION & PUBLICITY

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



**Tá faomhadh an Rialtais i gcomhair maoiniú as  
Ciste na gCuntas Díomhain ag an Tionscadal seo**



# KEY TIMELINES

## Submission of Financial returns & Progress reports

### Measure 1: Social Enterprise

(buildings, equipment, machinery & vehicles etc)

| <u>Financial Reporting</u>     | <u>Progress Report</u>         | <u>Final End of Project Report</u> |
|--------------------------------|--------------------------------|------------------------------------|
| 28 <sup>th</sup> February 2018 | 28 <sup>th</sup> February 2018 | Period to 31st December 2018       |

- Final payment is retrospective.
- All payments are dependent upon satisfactory reporting.



# DAF MONITORING & END OF PROJECT REPORTING CAPITAL PROJECTS



# MONITORING

- There will be a progress report due **at the end of February.**
- This will be simple and via the DAF portal/on-line system.
- On-going grant payments are dependent upon satisfactory project progress.

## What will the Progress Report include?

- Implementation of progress against targets.
- Chance to identify any issues.



# END OF PROJECT REPORTING

## OVERVIEW:

End of project report - **Two weeks after contract end.**

Will be via DAF portal/on-line system

Part of contractual obligations – final payment will be dependent on completion

End of Project Report guidelines will be on website.

Forms basis of Programme report to Government



# END OF PROJECT REPORTING

## What will the End of Project Report include?

- Financial information (explained in next presentation)
- Non-financial information:
  - A) Brief report on operational progress & success based on your project activities and targets as well as a statement of completion.
  - B) Progress against Output and Outcome Indicators as set out in fact sheet for the measure



# PROGRAMME EVALUATION

## DAF Programme Evaluation

- Pobal will not be undertaking any formal evaluation of Dormant Accounts Funding.
- The relevant Government Department may at some point commission an independent evaluation on the Measure.
- If the decision is made to undertake an evaluation, the relevant projects will be informed and asked to contribute to the evaluation.



THANK YOU FOR LISTENING

Any Questions?

