



An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs

**SCHOOL AGE CHILDCARE CAPITAL
AUGUST 2017
APPLICANT APPEAL GUIDELINES**



Appeals Process

An appeal may be submitted to Pobal by an applicant on receipt of the decision on their application for School Age Childcare Capital 2017. Applicants will be notified via e-mail.

Introduction

There is an appeals procedure to facilitate unsuccessful applicants who believe that:

- The outcome of the application process was unreasonable based on the information provided to Pobal.
- Proper procedures were not followed
- The decision is inaccurate based on a matter of fact

You cannot appeal an application if you:

- Are not content with the conditions of the funding award
- Made a late submission of your application

DEFINITIONS

- **Appeal** – a request in writing to reconsider the decision on your application for funding.
- **Appeals Co-ordinator** - the person whose role it is to ensure the appeals process is carried out in accordance with the appeal procedure.
- **Applicant** - the organisation or group or individual who made the original application or request for funding
- **Application** - the application form and supporting documentation or proposal for funding
- **Days** – will mean working dates, excluding, Saturdays, Sundays and Bank Holidays.
- **Department** – refers to the Department of Children and Youth Affairs.
- **Review Officer** – refers to a senior staff member assigned by Pobal to undertake an independent review. This member of staff will not have been involved in the original appraisal or decision making process

Submitting the appeal

A request for an appeal must be made in writing by the applicant to the Pobal Appeals Co-ordinator. Your request must:-

- a. State your **DCYA reference number**.
- b. State concisely and clearly **why** you believe your application for funding was not properly dealt with or appraised.
- c. The letter must include **evidence**, a clear rationale and explanation for claiming that your application was not properly dealt with.
- d. If you are a *community early years' service* your letter of appeal must be **signed** by a director and in the case of *private providers* the letter must be signed by the owner.
- e. Be **submitted no later than 20 days from the date specified in your notification (decision) e-mail.** If appeals are received outside this date the appeal will not be accepted.

The appeals process

Eligibility

To be considered eligible for consideration, appeals submitted must be within the scope of these guidelines, signed by a director/owner and received within 20 working days of the date of notification of the decision. If the Appeals Co-ordinator is satisfied with the eligibility of the appeal, the applicant will be notified within 10 working days of receipt of the appeal and the appeal will progress.

If the appeal is not eligible, the applicant will be notified of this decision in writing, detailing the reason(s) for its ineligibility. This decision is taken by the Appeals Co-ordinator and may not be appealed.

Eligible appeals

An independent review officer will be appointed to undertake a review of the original application, appraisal and decision.

Additional information provided during an appeal that was not presented or readily available during the appraisal process **is not eligible for consideration** as part the appeal review process except where:

It was through no fault of the applicant that new information provided was not available or could not possibly have been known to the applicant at the time of the original application.

On review of the records and application submitted, the review officer will make one of the following recommendations:-

- Reject the appeal and confirm the original decision **or**
- Uphold the appeal and change the original decision

Final decision

The review undertaken by Pobal will be considered by the Minister for the Department of Children and Youth Affairs. The decision of the Minister is final and will be subject to no further appeal.

Note: A decision in favour of an applicant will not necessarily result in the provision of funding. The Department will attempt to accommodate successful appeals, but funding awarded subsequent to an appeal will be dependent on the final score awarded as a result of the review, the rank of applications and the availability of additional funds to meet this demand.

The final decision will be communicated to the applicant in writing by Pobal.

SUBMIT APPEALS TO:

Appeals Co-ordinator

Pobal
Holbrook House
Hollis Street
Dublin
D02 EY84

OR

E-mail a copy of your signed letter to **appeals@pobal.ie**

APPEALS PROCESS



DECISION IS BINDING AND FINAL