

## FAQ SSNO January 2019

### Using the Portal

#### **1. Should you finish a document before uploading it?**

It is advisable to upload the completed document. However, it is possible to edit and save Word documents that have been uploaded to the Portal up to Thursday 31st January @3pm.

#### **2. If you are currently registered on the SSNO portal, should you re-register?**

Existing grantees must use their current log in details. Please see page 6 of the [Technical Guide](#) for details on how to sign in to your existing account. If you have any issues please contact Pobal.

#### **3. Can the CEO's details be entered in place of the Chairperson's, in the interest of receiving the information and responding quickly?**

Yes. Clearly identify the person's role on the application form.

### Reserves

#### **4. Is there a recommended reserves policy?**

It is considered good financial management for an organisation to plan for contingencies and have a reserves policy. The reserves policy will outline the individual company's needs, associated assumptions and calculations. If you have reserves, it is critically important to provide a clear explanation for your reserves, both restricted and unrestricted. Clearly outline the intentions or plans you have for using reserves in the future, including reserves which are held to cover working capital and or operating costs.

#### **5. Are you penalised if you have no reserves?**

No. Consideration is given to the size and nature of the organisation applying for a grant.

### Grant Amounts

#### **6. Are organisations that are looking for smaller amounts likely to be more successful?**

All grant amounts are considered against the same criteria. The amount of grant applied for must be between €30,000 and €90,000 per annum. The need for the grant amount requested must be clearly evidenced in the application form.

### Impacts, Outputs and Outcomes

#### **7. What kind of outputs should be included?**

The outputs and outcomes must be relevant and unique to your organisation. For the purpose of the application form, applicants should identify actions and outputs and outcomes arising from them, that SSNO funding will contribute to most directly. It is important to highlight outcomes and outputs which relate to the aims of the programme and Department's Statement of Strategy (2017-2020).

**8. For an organisation that is primarily research based, what should be included in the question relating to the impact on the target group/ community?**

Applicants should highlight what the impact of the research will be for individuals, communities etc. Who will benefit from the research i.e. the target group and how it will make a difference to them? It is acknowledged that the impact will more likely be longer term in these circumstances.

### **Eligible Costs**

**9. Are there recommended salary scales?**

There is no salary scale or salary benchmarks specific to the SSNO programme. Applicants must clearly explain which salary scale they are using or benchmarking for the salary costs applied for.

**10. Does question 4.1 on the application form, which relates to how critical the grant is for the continuation of the organisation, favour smaller organisations?**

The size of the organisation doesn't matter. The applicant must demonstrate the need for funding core position (s) within their organisation.

**11. If a staff member is already part funded from another source, can SSNO funding be applied for to increase their hours?**

Yes. It is critical that additional hours and work activities for this role are essential core work for that organisation. This must be clearly explained and demonstrated within the application form.

**12. Does the funding cover both existing and new posts?**

Yes, as long as you can demonstrate that the position, either existing or new is a core role within the organisation. See page 11 of the [Applicant Guidelines](#).

**13. If funding is due to run out from another source in 1 year, can funding be sought for this position for the remaining period covering the SSNO programme?**

Yes, you can apply for funding for a core position when the funding need arises during the programme period. For example: If funding is due to finish at the end of June 2020, you can apply for funding from the 1 July 2020 onwards.

**14. Can contracting a person in to do work be considered core funding or does the SSNO post need to be an employee of the organisation?**

Contracting work is generally not eligible, however, where a person leaves their position in the course of the funding programme a person can be contracted in on a temporary basis to cover the post until a new person is employed. This must be agreed in writing with Pobal in advance.

**15. How much detail has to be provided in relation to the indirect costs sought?**

You are required to explain in detail each indirect cost that you are applying for. You must include details on how you arrived at the cost, what assumptions or basis have you used to calculate the cost included in the budget. For a list of eligible indirect costs please refer to section 6.3 of the [Applicant Guidelines](#).

## **Decisions**

### **16. When will applicants be notified of the outcome of the application?**

The Department is expecting to notify Pobal of final decisions by end May 2019. Applicants will be notified after this date and all relevant documentation including grant agreements for successful applicants will be issued before the end of June 2019. See page 18 of the [Applicant Guidelines](#).

### **17. If you apply for a core post and you subsequently receive funding from another source, can the funding be re-allocated?**

There is a process for dealing with changes to your grant agreement should your application be successful. You should only apply for funding for core positions where there are clearly no other sources of funding available.

## **Supporting Documentation**

### **18. If an organisation's strategic plan is about to expire can you use a Statement of Intent from the Board?**

Yes. Make sure that whatever document you use, covers the period of the funding programme i.e. from 2019-2022. If your strategic plan covers until 2020, include an additional Statement of Intent from the board, to cover the remaining period of the SSNO programme. Business Plans or other high level operational plans are also acceptable.

### **19. Can case studies or letters of support be attached?**

These are not a requirement or requested as supporting documentation. Applicants may reference relevant case studies in the body of the application. If there are links to documents on your organisations website, these can be included.

## **Meeting the selection criteria**

### **20. How is Value for Money appraised?**

In considering value for money, the contribution that SSNO funding will make to achieving the organisations outputs and outcomes are considered as well as the costs applied for i.e. are they eligible, reasonable, clearly explained in comparison with other similar roles and activities.

### **21. Can partnerships be EU wide?**

Yes, partnerships and collaboration can be at EU, National or Regional level. Please include information on any wider partnerships and membership of international networks however, the expectation is that partnership arrangements will be mostly national.

### **22. In Q3.2 on the application form relating to compliance with legal and regulatory requirements, what is being looked for?**

You should reference any legal/regulatory requirements your organisation is expected to be compliant with for example: Company Law, Employment laws, health and safety regulations, equality legislation, Charities Act and Charities Regulatory requirements.

**23. For a small or new organisation that has limited experience of managing exchequer funding, how can they improve their chances?**

For new organisations, it is advised that you outline the experience of the Board members and staff more strongly, to assist in demonstrating the organisations ability to manage and deliver funding, supports and services. This may include any relevant experience in managing donations and money that is fundraised.