

# Frequently Asked Questions

## Development Education Annual Grant Call 2019



### **1. Does an organisation have to wait for an Eligibility Criteria Form to be acknowledged before preparing a grant application form?**

Yes. All applicants will be notified of their eligibility status by 19 October 2019. Eligible organisations should then proceed to complete the Development Education 2019 application form. If an organisation has not heard from Irish Aid by this date, please contact Irish Aid to confirm the status of the eligibility request.

### **2. Are organisations eligible to apply for funding under this call if they are in receipt of Irish Aid Civil Society funding?**

Organisations that are in receipt of funding from the Civil Society Fund (CSF) are eligible. However, organisations in receipt of Civil Society Programme Grants are not eligible to apply.

### **3. Please advise in relation to the requirement to have available two sets of audited accounts?**

Organisations must submit annual accounts for the two most recent available financial years which are both:

- i. Externally and independently audited in cases where the annual organisational income exceeds €100,000.
- ii. Available on the organisation's website by 20 October 2017.

### **4. Do the annual audited accounts have to be submitted along with the Eligibility Criteria Form?**

Organisations with annual income over €100,000 must submit the past two years' externally audited accounts, along with the completed Eligibility Criteria Form. Organisations with annual income below €100,000 must also submit the previous two years accounts, but they do not need to be externally audited.

### **5. If an organisation's 2018 accounts are not currently available or finalised, will 2017 and 2016 audited accounts suffice?**

Yes. Applicants are encouraged to also send in draft 2018 accounts if these are available.

### **6. What if organisational audited accounts have been forwarded with the Eligibility Criteria Form but they are not yet on the website as per Section (2) (ii) of the Form?**

As per the eligibility criteria, applicant organisations must have their audited accounts available on their website, at the latest by the eligibility deadline date of 15 October 2018.

**7. What if an organisation does not have a website?**

Irish Aid strongly encourages all partners to have a website in the interest of transparency. However, if at this point in time your organisation does not have a website, it can still be considered eligible.

**8. What is the requirement for organisations that engage in on-granting?**

If an organisation is on-granting, a Flow of Funds Reporting Template must be requested from Irish Aid.

**9. Is an ‘Own Contribution’ or income from ‘Other Funders’ necessary towards the cost of the project in order to be successful with an application?**

No. However, a contribution from sources other than Irish Aid towards the full cost of the project is desirable. A requirement for additional sources of income may be introduced in future annual grant calls.

**10. Can an organisation make an application for Annual Grant and Partnership Funding?**

Yes. An organisation can submit an individual application and an application as part of a partnership for consideration in the 2019 annual grant round. A separate application form is available for the Development Education Partnership Funding Scheme and will need to be requested from Irish Aid and jointly completed by the partners.

**11. Can an organisation make an application for Annual Grant, Partnership and DEAR Co-Funding?**

An organisation may submit a Development Education partnership application in addition to an individual Development Education Annual Grants funding application and also a DEAR Co-funding application. If the organisation is successful in its partnership application, its individual application, and DEAR co-funding application, then the organisation is eligible to receive all grants.

**12. Is there a limit on the funding that can be applied for under Partnership Funding?**

The minimum grant available under grant modality is €10,000, while the maximum grant amount is €20,000.

**13. Does each organisation applying for Partnership funding have to meet all the eligibility criteria?**

Each member of the partnership who will be in receipt of Irish Aid funding, directly or indirectly, must meet the eligibility criteria for applicant organisations in their own right with the exception of income dependency i.e. the 90% threshold will only apply to the lead partner.

**14. Will an appraisal scoring system be used to evaluate DE 2019 application?**

Yes. A scoring system will be used as part of the overall appraisal process. Please refer to the 2019 DE Guidelines for Applicant Organisations, Section 8, which lists the areas under which proposals will be appraised. Feedback will be provided to individual organisations at the completion of the Development Education Grant call.

**15. Is there a formal appeals process?**

No. Applicants are appraised as part of an open and robust independent process by the Development Education Grants Committee, with support from independent external experts representing various sectors. These appraisal reports will be available to applicants.

**16. Is the development of resources supported under this call?**

Yes. A proposal for the development of resources is deemed eligible for funding in the 2019 grant round. Please note that printing of resources is not deemed eligible expenditure.

**17. Is funding for projects with post-primary schools provided under the 2019 Annual Grants call?**

No. Irish Aid has agreed a strategic programme for all support to post-primary schools through its *WorldWise Global Schools Programme (WWGS)*. This programme encompasses all post-primary school based development education activities including support for school linking and immersion, curriculum development and CPD courses with teachers.

**18. Is work with primary schools eligible under the one year grant?**

Yes. Primary schools work is eligible under the Development Education Grant call. Proposals confined to individual schools are ineligible.

**19. What are eligible costs / what costs are allowed?**

**Direct Costs** are those costs that can be specifically associated with the project (for example project activities/outputs, project personnel salaries). Direct project costs should be set out at objective and associated output level and should include a breakdown under the following headings; project personnel costs, event costs (i.e. venue hire, equipment hire, refreshments etc.), project transport costs and material costs/fees, (i.e. printed materials, QQI fees or other course/qualification fees etc.). Organisations should include additional narrative in the Planned Activities column where relevant.

**Indirect Costs** are costs that are in support of project objectives but not necessarily incurred for the project and so cannot be readily associated with the project (for example administration, audit, financial services, monitoring and evaluation, travel and subsistence costs). Irish Aid will support overhead costs (up to 10% of the total direct costs requested from Irish Aid) under this category. Please note that it will be considered a serious compliance issue if indirect costs exceeds 10% of the Irish Aid grant.

**20. What is the Income dependency rule?**

Income received from Irish Aid, either directly or indirectly, must not exceed 90% of the overall organisation income of the applicant. Otherwise the applicant is deemed ineligible under the call.

**21. Is there a minimum amount that may be applied for?**

In principle, only applications for a minimum of €10,000 will be considered. The maximum that organisations may apply for is €180,000.

**22. What is meant by a “*legal representative*”?**

A legal representative is a person within the organisation who is legally authorised to act on behalf of the organisation i.e. can sign contracts.

**23. What are the rules governing the use of the Irish Aid logo?**

Organisations receiving support from Irish Aid are required to comply with the logo and publicity guidelines. All recipients of Irish Aid funding are required to acknowledge Irish Aid funding in a clear manner in annual reports, websites, publications and in publicity material (including online material) related to the funded project and, where appropriate, at project sites. Prior written authorisation for the use of the Irish Aid logo must in all cases be obtained from Irish Aid. Audited accounts must also explicitly include reference to the contribution from Irish Aid.

**24. Does the 20 page limit for the application form exclude the guidance pages at the end of the form?**

Yes, it does. The page limit is 20 pages excluding Annexes A, B and guidance. The guidance pages should be removed before submitting the application.

**25. What is the difference between Desired Objectives and Desired Outcomes?**

Desired Objectives indicate specific statements of intent of how the overall aim of the project is to be achieved, i.e. the expected result at the end of the planned intervention. Desired Outcomes are the overall benefits and/or changes arising in the external environment and refer to the longer term results achieved.