

Frequently Asked Questions Development Education Annual Grant Call 2017

1. Do I have to wait for my Eligibility Criteria Form to be acknowledged before preparing my grant application form?

All applicants will be notified of their eligibility status by 28th October 2016. If you are eligible, you should then proceed to complete the Development Education 2017 application form. If you do not hear from us by this date, please ensure you make contact to confirm the status of your 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 project funding under the Civil Society Fund (CSF) are eligible to apply. 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 on 20th October 2016.

4. If my organisation's 2016 accounts are not currently available or finalised, will 2014 and 2015 audited accounts suffice?

Yes. Applicants are encouraged to also send in draft 2016 accounts if these are available.

5. What if organisational audited accounts have been forwarded with the Eligibility Criteria Form but they are not yet on the website as per Section (3) (ii) of the Form?

As per the eligibility criteria, applicant organisations must have their audited accounts available on their website. This must occur at the latest by the eligibility deadline date of 20th October 2016.

6. What if my organisation does not have a website?

Irish Aid encourages all partners to have a website in the interest of transparency. However, if at this point in time the organisation does not have a website it can still be considered eligible. Organisations in this position should type 'n/a' beside part (ii) of the Eligibility Criteria Checklist Form.

7. 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, although 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 become a requirement for future annual grant calls.

8. Can an organisation make a joint application?

Yes, partnerships are encouraged. An organisation can submit an individual application and also as part of a partnership for funding for consideration in the annual grant round. However, an organisation will only be awarded a grant for either the individual **or** the partnership application. A separate eligibility form is available for partnerships and will need to be requested from Irish Aid and jointly completed by the partners.

Where an application for a partnership is submitted, a lead organisation must be identified. Also, 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. Partnership arrangements including roles and responsibilities should be clearly set out in the application.

9. Will an appraisal scoring system be used to evaluate DE 2017 applications and will this be available to applicants?

Yes a scoring system will be used as part of the overall appraisal process. Please refer to the 2017 DE Guidelines for Applicant Organisations, Section 4 which lists the areas under which proposals will be appraised. Feedback will be provided to individual organisations at the completion of the DE call.

10. Is there a formal appeals process?

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

11. Is the development of resources supported under this call?

Yes, a proposal for the development of a resource is deemed eligible for funding in the 2017 grant round.

12. Is funding for projects with post-primary schools provided under the 2017 Annual Grants call?

No. Irish Aid has agreed a strategic programme for all support to post-primary schools through its WorldWide Global Schools Programme (WWGS). This programme

encompasses all post-primary schools based Development Education activities including support for schools linking and immersion, curriculum development, and CPD courses with Teachers.

13. Is work with primary schools eligible under the one-year grant?

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

14. 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 staff 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, FETAC 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 costs). Irish Aid will support overhead costs (up to 10% of the total direct costs requested from Irish Aid) under this category. A description of the overhead costs should also be provided.

15. What is the Income dependency rule?

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

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

Organisations in receipt of support from Irish Aid are required to comply with the logo and publicity guidelines. In general, all recipients of Irish Aid funding are required to acknowledge Irish Aid funding in a clear manner in annual reports, websites and in publications and 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 should in all cases be obtained from Irish Aid. Audited accounts must also explicitly include reference to the contribution from 'Irish Aid'.