

CSF Round 2017

Frequently Asked Questions (FAQs)

1. In previous years, there was an Expression of Interest requirement. Is this still part of the process?

There is no longer a requirement to express an interest in applying for funding from the Civil Society Fund (CSF).

2. What are the changes in eligibility compared to the 2016 CSF Round?

The eligibility criteria have not changed. The format of the Eligibility Criteria Form has changed and there are some additional footnotes.

3. How have the CSF Guidelines changed compared to the 2016 version?

The most significant change is that applicant organisations are asked to demonstrate how proposed projects are coherent with a maximum of two High Level Outcomes of the [One World, One Future Framework for Action](#). In previous years, reference was made to Outcomes 4 and 10 alone but this is no longer the case. Also, the format of the Guidelines has changed. There is now an automated table of contents. The document is shorter than last year as all guidance on completion of the application form is provided in the application form itself. There are several other changes in the Guidelines, e.g. the information on disposal of assets is further clarified, information is now included on protected disclosures, etc.

4. How has the CSF application form changed compared to 2016?

The format of the form has changed. Guidance on how to complete the form is set out from pages 13 to 22. For convenience, the headings in the form are hyperlinked to the relevant section of the guidance, and vice-versa. There are additional questions on governance, employees, volunteering, risk and resilience and there is additional guidance on development of Results Frameworks. For organisations that on-grant, there is now a requirement to submit an estimated Funds Flow Analysis (see Annex C of the form).

5. Do I have to wait for eligibility to be confirmed before preparing the application form?

Yes. All applicants will be notified of their eligibility status by **14th December 2016**. If the organisation is eligible, it will receive an application form to complete. If confirmation of eligibility has not been received by that date, please contact the "Civil Society Funding" team through the [Contact Us page on the Irish Aid website](#) to confirm the status of the eligibility request.

6. Is an organisation eligible to apply for funding under this scheme if it is in receipt of Irish Aid Development Education funding?

Yes. Organisations that are in receipt of project funding under the Irish Aid Development Education Grant are eligible for the CSF Round.

7. Does the paper application form have to be submitted at the same time as the electronic copy?

The email copy must be submitted by **5pm on Friday, 20th January 2017**. A signed paper copy of the application form should subsequently be posted to the Civil Society and Development Education Unit of Irish Aid in Limerick.

8. If the organisation's 2015 accounts are not currently available or finalised, will 2013 and 2014 accounts suffice?

No. Organisations should be able to submit 2015 accounts depending on the organisation's financial year. An indication of the 2016 income should be provided in section 2 of the application form.

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

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

10. What if organisational audited accounts have been forwarded with the Eligibility Criteria Form but they are not yet on the organisation's website?

As per the eligibility criteria, applicant organisations must have their accounts available on their website. This must occur at the latest by 9th December 2016.

11. What if the 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.

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

In principle, only applications for a minimum grant size of €30,000 per annum will be considered. The maximum that organisations may apply for is €200,000 per year. Applications may be for multi-annual project support (one, two or three years). The grant can only represent up to 70% of the total project costs for that year.

13. Does the 30% matched funding have to be sourced in Ireland?

No, this isn't a requirement. Matched funding may be sourced from another donor or partner organisation.

14. With regard to matched funding, could a co-funder give the money directly to the project or would it have to come through the organisation applying to Irish Aid?

An organisation must complete the Financial Summary in Annex B of the application to include the total cost of the project it are proposing to undertake. This should include the amount requested from Irish Aid; the organisations own resources and funding from any other source – a list of funders should be provided. This funding must be available to the organisation.

15. Are there restrictions on the countries that Irish Aid will provide funding for?

The proposed areas of intervention that the NGO is requesting funding for must meet the OECD DAC definition of Official Development Assistance and take place in a country classified as eligible for assistance. See [here](#) for details.

16. 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).

17. Is there a need to submit partner Memoranda of Understanding or contracts with the application form?

No. However, they may be requested at a later stage.

18. Do the Project Costs have to be in the Euro Currency?

Yes.

19. If unit costs need to be identified through the budget template, in what format should this be done?

The budget template should be used for the main budget headings and include full unit breakdown of costs. Please note that if an organisation is successful in securing funding, the budget breakdowns that are provided will be the format that must be reported against when submitting annual project reports.

20. What is meant by “unit costs”?

While unit costs vary depending on the project, some suggested examples of unit cost breakdowns are detailed in the table below:

DIRECT PROJECT COSTS	Units
Human Resources - Salaries	
Technical Staff (Expatriate)	per month
Technical Staff (National)	per month
Administrative Staff (Expatriate)	per month
Administrative Staff (National)	per month
Per Diems / expenses	per month
Other	
Travel	
International Travel	per flight
Local Travel	per month
Persons travelling per flight	number
Per Diems / expenses	per month
Other	
Equipment & Supplies	
Procurement or Rental of Vehicles	Cost per vehicle
Procurement of Motorcycles	Cost per unit
Computers & Related Equipment	Cost per unit
Furniture	Cost per unit
Other	
Local Office/Running Costs	
Local Vehicle Costs	per month
Office rent	per month
Consumables	per month
Other Costs (Communications; Electricity, Maintenance, etc.)	per month
Other	
INDIRECT PROJECT COSTS	

Baseline Survey	Lump sum
Audit Costs	Lump sum
Financial Services	per month
M&E Travel, & per diems	per person
Evaluation	Lump sum
Administration costs (as a % of total project costs)	
Other	

21. Will an appraisal scoring system be used to evaluate CSF 2017 applications and will this be available to NGO's?

Yes, a scoring system will be used as part of the overall appraisal process. Please refer to the 2017 CSF Guidelines for Applicant Organisations, Section 8.2 which lists the areas under which proposals will be appraised. Feedback will be provided to individual organisations at the completion of the 2017 CSF Round.

22. Will projects that contribute to any of the Framework for Action High Level Outcomes and/or projects in sub-Saharan Africa be given extra scores?

Interventions that demonstrate good alignment with the Framework for Action and projects based in sub-Saharan Africa will gain extra scores.

23. Will a formal appeals process be put in place?

There will be no formal appeals process under the 2017 call. Applications are appraised as part of an open and robust independent process by the Civil Society Fund Approvals Committee, with support from independent external expertise.

24. Will there be another CSF Round for 2017?

No, it is not anticipated that another CSF Round will be held for 2017.

25. Clarification around Q 4 of the Eligibility Form.

Is the applicant organisation currently in receipt of funds from the Civil Society Fund or the programme grant?

If you have received funding from Irish Aid in 2016 you should answer Yes to this question. We will run a check on our records to ensure that organisations that are due to receive funds in 2017 and/or 2018 are informed that they are not eligible for this funding round.

26. Is the 'Declaration by Legal Representative' included in the page count?

Yes.

27. Is a hard copy required?

Yes. An email submission is required by the deadline. The hardcopy should also be posted to us on this date.

28. If an organisation does not on-grant, does it need to complete Annex C?

No. If an organisation does not on-grant it does not need to complete Annex C and this can be excluded from the page count.

29. There does not appear to be a section in the application form for providing information on gifts or hospitality.

Please add a line in section 2.9 on 'gifts or hospitality'.

30. There does not appear to be a section in the application form for providing information on project risks.

Please add a line in Section 4.1 on 'Project Risks'.

31. What is the distinction between the information required on risk in Section 2.6 and Section 4.1?

Section 1 seeks information on the organisational approach to risk and the top five organisational risks. Section 4.1 includes a requirement to provide information on risks specific to the project. It is accepted that for some organisations, there will be overlap.