

**Frequently Asked Questions
Development Education Annual Grant call 2014**

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

No. If you fulfil the eligibility criteria, proceed with submitting the application form by the closing date of 16th January, 2014. Ineligible organisations will be notified as soon as possible after the closing date for receipt of the completed eligibility criteria form.

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 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 at the date of application

4. If my organisation's 2013 accounts are not currently available or finalised, will 2011 and 2012 audited accounts suffice?

Yes. Applicants are encouraged to also send in draft 2013 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 10th December, 2013.

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 they 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. Where applications are 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 ie. the 90% threshold will only apply to the lead partner. Partnership arrangements including roles and responsibilities should be clearly set out in the application. An organisation can only apply once, ie. cannot be part of two applications.

9. Will an appraisal scoring system be used to evaluate DE 2014 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 2014 DE Guidelines for Applicant Organisations, Section 4 which lists the areas under which proposals will be appraised. Feedback can 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.

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

If the main objective of a proposal is the development of a resource, this is deemed ineligible. However, where resource development is deemed an integral part of the project towards the overall objective, support will be considered under the Annual grant call. Support towards the dissemination of existing developed resources will also be considered.

12. Is funding for projects with post-primary schools provided under the 2014 Annual Grants call?

No. Irish Aid has agreed a strategic programme for all support to Post primary schools at post primary level from 2013 called ‘WorldWide Global Schools (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 project costs: are those costs that can be specifically associated with the project (for example, education and staff costs). Direct project costs should be set out at objective and associated output level and should include a breakdown by staff and education costs. Monitoring costs, once detail is provided, may also be sought and must be proportionate to the scale of the project and represent value for money.

Indirect project costs: are those 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 sought from Irish Aid) under this category. A description of the overhead costs should also be provided. No further indirect costs will be supported by Irish Aid.

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'.

17. What is evidence of change?

As part of the application process (Section 3), organisations are provided with the opportunity to demonstrate their track record by setting out results that were achieved

from recent development education initiatives, and as applicable, where this is supported by evidence.