



Irish Aid

An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Civil Society Fund

2019 Call for Applications

DEADLINES

Submission of Eligibility Form:	Friday, 19 October 2018
Submission of Application Form:	Friday, 11 January 2019

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1. Civil Society Fund

Irish Aid has a long history of supporting Irish civil society organisations working in the developing world. The Civil Society Fund (CSF) is Irish Aid's main project funding scheme. Applications are accepted on an annual basis from Irish and invited international civil society organisations to carry out development projects of between one and three years in duration. The process is highly competitive and not all applications will be successful.

2. Timeline

The following sets out the timeline for the 2019 Round:

- Eligibility Form, Tax Clearance Certificate & Links to Accounts: 19 October 2018
- Application Form: 11 January 2019
- Appraisal: Quarter 1 2019
- Notification of Outcome: Quarter 2 2019

3. Grant Limits

60% Dependency

Income received from Irish Aid, either directly or indirectly, must not exceed 60% of the overall organisational income of the applicant. This should be calculated based on an average of the last two years accounts and the grant sought should not exceed this.

Maximum Available Grant

Subject to the limit of 60% dependency on Irish Aid, the maximum available grant per year is €400,000 per year.

Maximum Irish Aid Contribution

In each case, Irish Aid will fund up to a maximum of 70% of total project costs in each year:

- In Year One, where 70% of total project costs are requested from Irish Aid, the balance of 30% of the total project budget must already be either available or committed to the organisation and evidence of this must be provided. This 30% funding must not either directly or indirectly, be sourced from Irish Aid.
- For Years Two and Three (if applicable), the organisation must guarantee that the 30% matched funding will be available.

Consideration will be given to the organisation's track record in sourcing funds as demonstrated in the two financial years prior to application.

Indirect Costs

Irish Aid will support indirect costs up to a maximum of 10% of the grant annually. Indirect costs are costs in support of project objectives but not necessarily incurred for the project and so cannot be readily associated with the project, e.g. this may include administration, monitoring and evaluation, financial services and travel and subsistence.

Ineligible Expenditure

The following activities will *not* be eligible for funding support under this scheme:

- Retrospective Expenditure (i.e. costs incurred prior to the project start date agreed with Irish Aid)
- Membership of an umbrella or representative body
- Organisational development
- Interventions that are primarily welfare support(s)
- Individual or family sponsorship
- Study or research fellowships (excluding short-duration training of staff, partners and beneficiaries within the region)
- Major infrastructural schemes
- Evangelisation or proselytisation
- Emergencies/Humanitarian Assistance
- Development Education activities within Ireland
- Public awareness within Ireland

4. Eligibility Process

Please contact civilsocietyfunding@dfa.ie to receive a copy of the 2019 CSF Eligibility Form. This must be completed and submitted by **5pm on Friday, 19 October 2018**. *Please note that forms which are received after this deadline will not be considered.* Applications cannot be considered from organisations which do not meet the following eligibility criteria:

- 1. Country of Registration:** The applicant organisation must be either Irish-based, or a non-Irish based organisation which has received an invitation to apply for funding.
- 2. Organisational Status:** The applicant must be a non-governmental, non-profit, civil society organisation with legal status. It must be the holder of a Registered Charity Number (RCN) for a minimum of two years prior to the date of application. An

equivalent exemption will be required for non-Irish based organisations.

3. **Governance**: Applicants must have a formal decision-making structure (e.g. a board of trustees/directors) which can take legal responsibility for the administration and use of Irish Aid funds (all Irish applicants must have such a structure legally recognised in Ireland).
4. **Accounts**: Applicants must submit links to their annual accounts comprising at a minimum the Balance Sheet, the Income and Expenditure Statement, and Cash Flow statement for the two financial years prior to application¹. If the applicant organisation has an annual income above €100,000, these accounts must be externally and independently audited. Annual accounts (audited if applicable) must be available on the organisation's website by the eligibility deadline. Applicants must also submit a copy of their up-to-date Tax Clearance Certificate.
5. **Funding Status**: Applications will not be accepted from any organisation which is has been approved to receive a grant in 2019 from either the Civil Society Fund or the Programme Grant.
6. **Focus of Work**: The areas of intervention by the organisation must meet the OECD DAC definition of Official Development Assistance and take place in a country classified as eligible for assistance. Please see [here](#) for details.
7. **Record of Compliance**: Applicants previously in receipt of Irish Aid funds must have a record of compliance in terms of the administration and use of such funds. Applicants with a record of non-compliance with the terms of Irish Aid contract(s) may not be considered for funding.
8. **Child Protection**: Applicants must have child protection policies in place which are compliant with the [Children First Act 2015](#). Proposed implementing partner organisations must also have relevant child protection policies in place.

¹ The organisation's own financial year can be used.

5. Application Process

Irish Aid will share the 2019 application form with eligible organisations. The application form will consist of six main sections and four annexes. The six main sections will be as follows:

1. Project Summary
2. Project Details
3. Project Partners
4. Evidence of Change from Previous Projects
5. Organisation Description and its Capacity to Operate in Partnership with Irish Aid
6. Additional Information and Clarifications (optional)

The four annexes are equally as important and should be presented in the Excel format provided:

1. Results Framework
2. Budget
3. Estimated Flow of Funds
4. OECD DAC Codes

An organisation may submit only one application to the Civil Society Fund. Where a consortium of organisations wishes to apply, the application should be completed in respect of the lead organisation with the other organisations reflected as partners. Applications will be accepted by e-mail to civilsocietyfunding@dfa.ie until **5pm on Friday, 11 January 2019.** *Applications which are received after this deadline will not be considered.*

Please ensure that the content of the application form is clear and complete as Irish Aid will not seek further information during the appraisal process. Please carefully read the guidance associated with the application form. **Information provided in the application form is subject to verification and grant offers may be withdrawn if any information is found to be inaccurate or unsubstantiated.**

Questions should be sent to civilsocietyfunding@dfa.ie. If necessary, a FAQs (Frequently Asked Questions) document will be available on the Irish Aid website.

Please note that any attempt to either directly or indirectly influence the outcome of the decision-making process in relation to grant applications will result in disqualification. As such, please ensure that no representative of your organisation seeks individual meetings with any representative of the Department of Foreign Affairs and Trade in connection with the application once the Call for Applications issues.

6. Appraisal and Approval Process

Organisations will need to reach a minimum score in each of the following six areas in order to be recommended for funding:

1. Evidence of a clear logic of intervention
2. Evidence of change achieved from previous projects (Irish Aid funded if applicable)
3. Evidence of capacity to track results
4. Coherence with Irish Aid
5. Evidence that the organisation operates from a sound strategic, policy and financial basis
6. Governance and financial oversight

Organisations will be informed of the outcome of the appraisal process in writing. Prior to the signature of contracts, successful organisations will be required to meet a number of conditions, including but not limited to, the submission to Irish Aid of all policies and strategies referenced in the application form, a revised budget, flow of funds, results framework and OECD DAC Codes relevant to the project. Contracts may also include agreed benchmarks to be achieved by the organisation over the period of the project.

7. Standards

Department of Public Expenditure and Reform Circular on Management of and Accountability of Grants

Organisations should be aware of the requirements of the Department of Public Expenditure and Reform circular (13/2014) relating to the [Management of and Accountability of Grants](#). Four principles apply to organisations which are in receipt of grant funding from any Government Department: clarity, governance, value for money and fairness.

Best Practice

It is expected that organisations in receipt of CSF grants adhere to relevant best practice guidelines including [Irish Development NGOs Code of Corporate Governance](#), the Charities Regulatory Authority Guidance on [Managing Conflicts of Interest](#), [the Promotion of Political Causes](#), [Internal Financial Control](#), [Fundraising from the Public](#), [Guidance for Charity Trustees](#), [Dóchas Code of Conduct on Images and Messages](#), [ICTR Statement of Guiding Principles for Fundraising](#).

Successful organisations are also expected to make every reasonable effort to ensure safety of their staff and conform to [Irish Aid's Guidelines for NGO Professional Safety and Security Risk Management](#). Where relevant, organisations are also expected to adhere to [Comhlámh's Code of Good Practice for Volunteer Sending Agencies](#). It is also recommended that organisations follow the minimum standards suggested in the [CHS Alliance Prevention of Sexual Exploitation and Abuse Implementation Handbook](#).

Legislation

Organisations are expected to ensure that all applicable laws, statutes and regulations are complied with including but not limited to the [Charities Act 2009](#); the [Regulation of Lobbying Act 2015](#); the [Criminal Justice \(Money Laundering and Terrorist Financing Act 2010](#) as amended by the [Criminal Justice Act 2013](#); and the [Children's First Act 2015](#) and the associated [2017 Guidance](#).

Monitoring

Where Irish Aid funding is on-granted to implementing organisations, the onus is on the organisation in contract with Irish Aid to satisfy itself as to the suitability of the implementing partner organisation to properly implement the project and manage the funds. Organisations may be subject to field monitoring visits by representatives of Irish Aid. These monitoring visits will be covered by terms of reference, with a focus on monitoring the achievement of results.

Reporting

Each organisation will report on progress towards expected results annually in a format prescribed by Irish Aid. These reports will cover many areas, including project progress, analysis of results, lesson learning and governance and organisational updates. Reports must also be accompanied by the most recent annual accounts and a Certificate of Assurance confirming that the Irish Aid grant has been properly accounted for.

8. Freedom of Information

Documents, including application forms and annexes, any report submitted to Irish Aid, any other written communication with Irish Aid, and any records which Irish Aid may generate about the applicant organisation are immediately considered records of the Department of Foreign Affairs and Trade and as such, are subject to the provisions of the Freedom of Information Act 2014.

9. Other Funding Schemes

Irish Aid has separate funding mechanisms to cover Emergency Humanitarian Assistance, as well as Emergency Preparedness and Post-Emergency Recovery.

Separate funding grants are also available for Development Education within Ireland (understood as an educational process which aims to increase public awareness and understanding of the rapidly changing, interdependent and unequal world).

Missionary organisations which are members of Misean Cara are ineligible to apply for CSF funding and should instead direct their applications directly to Misean Cara.