

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 27 October 2017. Eligible organisations should then proceed to complete the Development Education 2018 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 2017 accounts are not currently available or finalised, will 2016 and 2015 audited accounts suffice?

Yes. Applicants are encouraged to also send in draft 2017 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 20 October 2017.

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. How has the Development Education application form changed compared to 2017?

The application format has changed. Guidance on how to complete the form is set out in the application form. For convenience, the headings in the form are hyperlinked to the relevant guidance section and vice-versa. There are additional questions on governance, employees and risk and there is additional guidance on development of Results Framework. For organisations that on-grant, there is now a requirement to submit a Funds of Flow Analysis. If an organisation is on-granting then they must request the Funds of Flow Reporting Template 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 organisations make a joint application?

Yes. An organisation can submit an individual application and an application 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** partnership application. A separate application 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. 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, must be clearly outlined in the application.

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

Irish Aid must receive an electronic copy, sent by email, by 5pm on Friday, 17 November 2017. A signed paper copy of the application form should be sent to the Civil Society and Development Education Unit of Irish Aid in Limerick.

12. Will an appraisal scoring system be used to evaluate DE 2018 application?

Yes. A scoring system will be used as part of the overall appraisal process. Please refer to the 2018 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.

13. 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.

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

Yes. A proposal for the development of resources is deemed eligible for funding in the 2018 grant round. Please note that printing costs are not deemed eligible expenditure.

15. Is funding for projects with post primary schools provided under the 2018 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.

16. 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.

17. 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 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 must also be provided.

18. 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.

19. 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.

20. 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.

21. 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’.

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

Yes, it does. The page limit is 20 pages excluding Annexes A, B and guidance.

23. Is it possible to apply for DEAR co-funding for the sub grantees, or is DEAR co-funding only available for the applicant organisation?

Organisations can include an element for sub-granting in their application. Irish Aid will then consider co-funding all or part of the project and this will include any funds on-granted to sub grantees. Implementing partners can apply for co-funding provided that Irish Aid has not already co-funded the lead/main partner for the same activities.

24. Can an organisation apply for DEAR co-funding for a specific aspect of the project, rather than outlining all project costs and using a percentage across all categories?

Organisations can apply for co-funding for a specific aspect of the project but they are still expected to outline all project areas and costs in the application.

25. How does an organisation make an application for DEAR co-funding?

An organisation in receipt of European Union funding for a Development Education and Awareness Raising (DEAR) project can apply to Irish Aid for co-funding. A separate application form is available for DEAR co-funding and will need to be requested from Irish Aid.

26. Can an applicant organisation for DEAR co-funding apply for co-financing for all three years of the project?

The form allows organisations to outline the co-funding that is required for all three years, but Irish Aid will only co-fund on a yearly basis. A separate application must be made for each year of co-funding.

27. In the case of DEAR co-funding, will Irish Aid cover the full project duration of the current year, which may include a start date before the grant is awarded by Irish Aid?

Yes, Irish Aid will cover the full project duration but this is only in the case of DEAR co-funding. It does not apply to grants awarded under the Development Education Annual Grants round.

28. Can an organisation make a separate application for DEAR co-funding in addition to its Development Education 2018 Annual Grant funding?

Yes, an organisation can make a separate application for Development Education 2018 Annual Grant funding and DEAR co-funding, provided the applications are for different projects.