



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

International Protection Integration Fund 2022

Guidance Note

July 2022

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International Protection Integration Fund 2022 (IPIF 2022)

Guidance Notes for Applicants

Part A - General Guidance for Applicants

Part B - How to Complete the Application Form

Part C - Next Steps

**PLEASE READ THIS GUIDANCE NOTE IN FULL BEFORE COMPLETING THE
COMMUNITIES INTEGRATION FUND APPLICATION FORM**

Part A - General Guidance for Applicants

(i) Purpose and Goal of the International Protection Integration Fund

The purpose of the International Protection Integration Fund 2022 is to support communities across Ireland to play a greater role in promoting the integration of International Protection applicants (IPAs).

A total of €1,000,000 will be made available in 2022 to **community based organisations** to carry out integration projects at a national, provincial or local level. Organisations eligible to apply include local community groups, charities, faith-based groups, formal and informal schools, cultural organisations, and local authorities. Applicant organisations must operate on a not-for-profit basis.

All projects should take an inclusive approach, aiming to bring IPAs and host communities together, and may not be directed solely to any one particular ethnic group or nationality.

The maximum amount that may be granted per project under the IPIF 2022 is €20,000 for stream A and €50,000 for stream B. Please note that IPIF funding may not be used for the provision of prize money. The grant is also non-transferable.

(ii) Themes & Special Priorities for 2022

Projects under the following themes will be considered. Use the descriptions below to help you select the most appropriate theme for your project at section 2.3 of the application form.

1. **Employment** – A project offering employment advice and/or opportunities, e.g. through sponsorship by local businesses for training, skills assessment, placements, etc.
2. **Education** – A project focused on the educational needs of IPAs through provision of additional supports for children to maximise the benefit of their school attendance (e.g. homework clubs) and adults to bolster their skills and better orient themselves with Irish society.
3. **Language** – A project aimed at providing English language supports/education to IPAs.
4. **Civic and Legal Supports** – A project aimed at bolstering the civic awareness of International Protection Applicants through the provision of civic and legal supports.

5. **Health and Wellbeing** – A project focused on improving health, mental health and wellbeing through structured physical activity, psychological supports or nutritional education / guidance.
6. **Intercultural Awareness** – A project that brings host communities and IPAs together to celebrate each other's cultures and customs.
7. **Combating Racism and Xenophobia** – A project aimed at preventing racism, discrimination and xenophobia amongst local communities.
8. **Other Community Events** – A project to adapt existing community activities or events to make them more inclusive of IPAs.
9. **Capacity Building** – A project with a social inclusion focus that seeks to help particularly vulnerable groups of IPAs overcome specific difficulties (e.g. English conversation classes for young IPA parents not active in the labour market).
10. **Integration Research** – A project to identify knowledge gaps and carry out needs assessments so that community integration resources can be used to maximum benefit.

Projects supporting the following objectives will be given **special priority** this year and will attract additional marking during the selection process:

- **Language** - Activities aimed at creating greater opportunities for language exchange in Irish society.
- **Employment** - Activities aimed at bolstering the employability of International Protection Applicants.
- **Legal Supports** - Activities aimed at augmenting IP applicants' understanding of the asylum process through the provision of legal supports.
- **Young Men** – Activities aimed at supporting the integration of men aged 19-25.
- **Pre-School Children** – Activities aimed at supporting the integration of children before they reach school-going age.

(iii) Target Groups

The purpose of the International Protection Integration Fund 2022 is to support communities across Ireland to play a greater role in promoting the integration of IPAs, including both adults and children.

As the Fund is intended to promote the integration of IPAs and host communities, **applicants are required to explain how the proposed project will bring IPAs and host communities together.** Projects may not be directed solely to any one particular ethnic group or nationality.

(iv) Additionality

Project activities may be additional to the usual business of the applicant organisation and should complement but not replace mainstream structures at local level.

(v) Size of Grant Available

Stream A: Local or countywide projects €10,000 - €20,000

Stream B: Multi-county or nationwide projects €20,000 - €50,000

(vi) Eligible Project Dates

Projects must commence before 31 December 2022 and must be completed no later than 30 September 2023. Projects failing to observe these dates will be deemed ineligible, and funding must be returned to the Department of Children, Equality, Disability, Integration and Youth.

(vii) Expiry of Grant Offer

If a Grant is offered, it must be accepted within 1 week of the offer. Failure to return the signed Grant Agreement and other requested documentation / information within 1 week of the date of the grant offer or by 31st October 2022, whichever is the earlier, will result in forfeiture of the grant offer.

(viii) Previous Applications

If your organisation previously received a grant under the 'Communities Integration Fund' and did not substantially comply with the terms and conditions set down in the Grant Agreement, it may be precluded from receiving additional funding under the IPIF.

The following circumstances may influence the outcome of your application:

- A final report was not submitted or was submitted late;
- There was a substantial underspend on the project;
- Project activities were not carried out according to the terms of the grant agreement;
- Any other breach of the terms and conditions of the grant agreement.

(ix) Assessment criteria

All applications will be screened to determine their completeness, the eligibility of the applicant organisation and the suitability of the proposed activities to the IPIF's community integration objective. Applications deemed complete and eligible will then be fully assessed according to the following criteria:

- Cogency and clarity of proposal
- Ability to engage with IP Applicants
- Strength of applicant organisation
- Viability of proposed budget/value for money

In determining the overall allocation of the IPIF 2022, the Department may have regard to the need to achieve a balanced geographical spread of activities.

(x) Grant Agreement

If a grant is offered, it must be accepted by the applicant within 1 week of the point of decision. Each organisation that receives an offer will be required to sign a Grant Agreement within which the Department will delineate the terms and conditions.

Under section 42 of the Irish Human Rights and Equality Act, 2014, the Department of Children, Equality, Disability, Integration and Youth has a positive legal duty to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. In accordance with this duty, the Department requires that the Grantee, in carrying out the project that is the subject of the Grant Agreement, have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons to whom services are provided. A condition in the Grant Agreement will reflect this requirement.

(xi) Payments

In the event that your application is successful, you will be asked to provide bank details for your organisation. Grants will be paid by electronic funds transfer only. Under no circumstances will the grant be paid into a personal bank account.

(xii) Duplication of Funding

If successful, you will be asked to certify that the costs of the activities proposed are not being met from any other source.

(xiii) Changes to Projects Post Award

Unforeseen circumstances beyond the control of project organisers may affect project dates and scope (e.g. weather events, withdrawal of facilities etc.). In this case you must, at the earliest opportunity, notify the Department using the Project Change Request Form which can be requested from jpss.transition.team@equality.gov.ie

Changes to project dates

In applying for a change of dates, applicants will be required to state what dates (i.e. project start date, end date or both) are changing, the new project dates and the reason for the change. In no circumstances will organisations be allowed to change their project start or end date beyond 30 September 2023. Any applicant attempting to do so will be deemed to have forfeited their grant and be liable for repayment of any monies already provided.

Changes to project scope

The new scope of the project must remain commensurate with the goals and themes of the IPIF 2022 and must also be commensurate with the original amount awarded. The reason for the change must be provided. The Department reserves the right to refuse such requests if it is felt that the project no longer meets the goals of the Fund or is not commensurate with the amount of funding originally awarded. In such cases, the applicant will be deemed to have forfeited their grant and will be liable for repayment of any monies already provided.

(xiv) Project Reporting

Final Reports

All applicants must submit a final report within TWO CALENDAR MONTHS of the agreed project end date.

The onus is on the person who signs the Grant Agreement to ensure that the report is submitted on time.

Report Structure/Templates

All reports should contain information on how the money has been spent and the outcomes achieved. Project reporting templates will be issued to successful applicants.

Reports should, where possible, include photographs to illustrate the activities undertaken and the participants involved. Organisations need to be mindful of the issue of confidentiality and privacy and

must obtain permission for the use of the images prior to submitting the report to the Department. Extracts from the report, including photographs, may be published by the Department.

(xv) Audit

The Department of Children, Equality, Disability, Integration and Youth has the right of audit over this expenditure. The Fund is also subject to audit by the Comptroller and Auditor General. You will be asked to retain documentary evidence of expenditure incurred against the grant for audit purposes.

(xvi) Children First Act 2015

In the event that your application is successful a statement of compliance with the Children First Act 2015 may be required and payment will not be made unless this is received. For further information on how Children First may affect your organisation please refer to the [Tusla website](#).

A copy of the national guidance can be found on the Department of Children, Equality, Disability, Integration and Youth [here](#). You can download the [Children First Act 2015](#) from the Irish Statute Book [here](#).

Part B - How to Complete the Application Form

Section 1: Organisational Details

- 1.1 Name of organisation:** The full name of the organisation making the application.
- 1.2 Legal name:** Some organisations such as registered charities and NGOs are registered for tax purposes under a different name to that by which they are commonly known. If this applies to the organisation you are representing, insert the legal name here. Otherwise, leave blank.
- 1.3 Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.4 Name and role of person responsible for answering application queries:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the project proposed within the application
- 1.5 Name of alternative contact:** This should be a person who can similarly act on behalf of the organisation and who also has a lead role in delivering the project proposed.
- 1.6 Telephone number (Primary and Alternative):** The regular daytime contact numbers of the applicant organisation. Can be landline or mobile but not a premium rate number.
- 1.7 Email (Primary and Alternative):** The email address to which all emails relating to the application will be sent. Must be a regularly monitored email account. Please also provide an alternative contact email.
- 1.8 Organisation category:** Choose one of the options provided.
- 1.9 Year of organisation establishment:** The date on which the organisation was established.
- 1.10 Number of staff currently employed:** Insert the total number of paid full-time and part-time staff currently employed by your organisation.
- 1.11 Outline the main activities/ support services provided by your organisation (500 words max.):** Explain who you are as an organisation, your primary goals, main activities and the services you provide.
- 1.12 Do you intend to work with any project partners in the implementation of this project?** It is not a requirement to work with a partner on the delivery of a project. If, however, you are intending to work with one or more partner organisation you should set out how this arrangement will operate. Details on governance, finances, outputs, and reporting arrangements must be provided.

Section 2: Project Details & Objectives

- 2.1 Name of project:** Insert the name of your project here.
- 2.2 Stream:** Please indicate your chosen stream: 'A' for single-county projects & 'B' for multi-county or national projects.
- 2.3 Start and end dates: IMPORTANT** - The project must have commenced by **31st December 2022** and cannot be earlier than the date the Grant Agreement is signed. The project end date cannot be after **30 September 2023**. Projects that do not comply with this criteria will not be considered.
- 2.4 Indicate which theme of the IPIF will be addressed in your project:** Please refer to Part A (ii) of Guidance Note for short descriptions of the general themes and then select the most appropriate option from the drop-down list.
- 2.5 Does your project support a special priority:** See Section A (ii) of Guidance Note.
- 2.6 Describe your project and its main activities (500 words max.):** Please provide a detailed but concise description of your project and its main activities, including information on targeted group/s and venue/s.
- 2.7 Outline the specific objectives and key targets of your projects (500 words max.)**
Describe clearly what you hope to achieve with your project, specifying how it will encourage the integration of IPAs into Irish society.
- 2.8 What is the geographical scope of your project?** Indicate the county/counties in which your project will operate based on both the proposed activities and the geographical spread of participants. Please note: applicants to Steam 'A' should only select one county.
- 2.9 Estimated number of project participants:** Exact numbers are not required, just your best estimate of how many participants will take part in your project. Where possible please include a break-down of participants (no. of IPAs, volunteers, community members etc).
- 2.10 How have you determined these numbers?** Explain how you determined the number of projected participants. What factors did you take into account when finalising that estimation (past experience etc.)?
- 2.11 How do you intend to attract these numbers to your activities/event (500 words max.)?**
Explain how you plan to attract participants to your event, specifically IPAs.
- 2.12 Please detail previous experience working with IPAs, if any (500 words max.):** Detail what experience the **applicant organisation** has in working with IPAs, not individual members of the team.

Section 3: Budget Details

- 3.1 Provide a short summary of and rationale for your proposed expenditure (500 words max.):** Briefly outline your proposed expenditure and why you believe this project requires funding through the IPIF 2022. A more detailed budget should be provided in section 3.2.

3.2 Please provide a detailed breakdown of projected expenditure and declare the total amount of the grant sought:

- Using the table provided, please detail the projected expenditure for your project. One line should be used for each main item of expenditure. Similar costs should be grouped (e.g., paintbrushes, paint, canvasses, modelling clay etc. should be grouped as one single expense under Art Materials). All estimated costs should include VAT where appropriate.
- Line 21 'Total Project Cost' should be the sum of each line of expenditure.
- Line 22 'Value of Grant Sought' should be the total funds requested by the applicant for the project. This should not exceed the projected expenditure as outlined in the table and should satisfy the conditions of the applicant's selected stream: **€10,000 - €20,000 for stream A or €20,000 - €50,000 for stream B**

3.3 Has your organisation applied for funding from the Department of Children, Equality, Disability, Integration, and Youth (DCEDIY) or any other Government body within the past three years? Please provide comprehensive details of the most recent funding received from DCEDIY or any other Government body, including the outputs and outcomes of your project, year of funding, and total amount of grant awarded. You must also declare any underspend or failure to satisfy the terms of conditions of past grant agreements.

3.4 What controls has your organisation in place to ensure good financial management?

These controls might include:

- Confirming that accounts are audited annually.
- Board oversight.
- A financial controller / accounts executive in situ.
- Compliance with a governing / regulatory body.

3.5 Is your organisation audited annually? Please select either 'Yes' or 'No'.

Section 4: Signature

4.1 Name of signatory: This should be someone who is authorised to submit the application on behalf of the organisation. They may be the same person as mentioned at 1.4 above.

4.2 Name of person who will sign the grant agreement: This should be someone who is authorised to enter into the Grant Agreement on behalf of the organisation. They may be the same person as mentioned at 1.4 above.

4.3 Date: Submission date of application.

Section 5: Declaration

Please read the circulars attached to the application form and declare that you understand and accept the terms by ticking each box.

Part C - Next Steps

1. When you have completed the application, click 'Submit' and the contribution (application) ID will be displayed - this will serve as confirmation that your application has been submitted. You will be presented with the option of printing and saving the application as a PDF and you are strongly urged to do so. We do NOT provide emailed acknowledgements and ask that you do not email us to ask for confirmation.
2. The PDF version that you save will have a unique reference number and the date and time submitted – this should be retained by your organisation.
3. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
4. Successful applicants will be asked to provide, in the form and manner requested, the following:
 - Signed Grant Agreement (which includes a statement of compliance with the Children First Act 2015)
 - Bank details of the organisation
 - Tax number (if applicable)
 - Registered Company No. / Registered Charity No. (if applicable)

Please note that the grant will not be paid until ALL requested documentation/information has been received and is deemed to be in order.

5. The closing date for receipt of applications is **Wednesday 24th Aug 2022 at 12pm.**
6. All decisions on grant applications are final, and no appeals will be considered.
7. The Department will not respond to queries during the assessment / review process.

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