

Application Process for Assistance with Matching Funding for Projects under EU PROGRESS 2007-2013

Funding available in 2012: €75,000

Administered by: Social Inclusion Division
Department of Social Protection

1. What is EU PROGRESS?

PROGRESS is the EU's employment and social solidarity programme. It was established to support financially the implementation of the objectives of the European Union in employment, social affairs and equal opportunities. It targets Member States, local and regional authorities, public employment services and national statistics offices. Specialised bodies, universities and research institutes, as well as the social partners and non-governmental organisations, can participate. The EU Commission selects the projects to fund either through calls for tender or calls for proposals. It provides a maximum of 80% co-financing with some exceptions.

2. What is Matching Funding?

As noted above, groups/organisations that are eligible for project co-financing under PROGRESS receive a maximum of 80% funding. They are required to make up the remaining funding (up to 20%) themselves, either from their own resources or from funding received from other sources such as partners or national organisations. This is known as matching funding.

The funding available from the Social Inclusion Division in 2012 is intended to assist groups/organisations, that are eligible for funding for a project under the social inclusion strand of EU PROGRESS 2007-2013, to meet their matching funding requirements.

3. Who is eligible to apply?

- (i) Groups/organisations/partners based in Ireland that are eligible for funding for a project under the social inclusion strand of EU PROGRESS 2007-2013 *and*
- (ii) Whose project will be undertaken (wholly or partly) during 2012 *and*
- (iii) Who require assistance in reaching their matching funding of up to 20% of the overall project cost.

4. How much funding is available?

In 2012, there will be €75,000 available in total. Applications may be submitted for up to 100% of the *matching funding* requirement. This percentage may be

reviewed depending on the number of applications received. Applicants should note that successful applicants may be awarded less than the amount applied for.

Funding will be provided in two stages:

- 90% at the award stage
- 10% at year end subject to the receipt of the required project report and expenditure breakdown by 30 November 2012 (see section 7 below for further details).

5. What is the application format?

Each application must include the following information:

- I. Project details – including detailed project description, projected outcomes and timeframes
- II. Details of the EU funding and the matching funding required
- III. A break-down of the projected costs that the matching funding is to cover
- IV. If the amount applied for is less than 100% of the matching funding requirement please provide details of the source of the remaining matching funding.
- V. Details of whether any project partners also intend to apply to this Department for matching funding for the specific project
- VI. Details of key project team members in the applicant group/organisation, specifically the team leader and the financial controller.
- VII. Contact details for the group/organisation: this should include a contact person, phone number, address and email address. As primary contact with this Department will be by email (unless otherwise agreed), please ensure that any email address provided will remain active and monitored for the duration of 2012 and until the completion of this project.

Please see Note 1 for information regarding the format of applications for assistance with matching funding for projects funded under the social inclusion strand of EU PROGRESS 2007-2013.

6. How will the funding be allocated?

Stage 1: Applications will be assessed based on whether they meet the eligibility criteria. Those applications which do not will be deemed ineligible for further assessment.

Stage 2: Funding will be allocated on a pro-rata basis based on the number of applications received. Priority may be given to applications from those organisations that have not received this type of assistance in previous years from the Social Inclusion Division.

Stage 3: All applicants will be informed of the outcome of their application in writing.

7. Requirements for successful applicants

- (i) Successful applicants will be required to sign a commitment to provide a detailed project report and expenditure breakdown by 30 November 2011 (see Note 2 below). Failure to provide this information by the deadline may result in non-payment of the final award payment.

Applicants should note that the Department reserves the right to request interim project and expenditure reports during the year.

- (ii) Funding provided for 2012 must be spent during 2012. It is not possible for this funding to be carried forward to 2013.
- (iii) It is a condition of awarding this funding that successful applicants comply with Tax Clearance Procedures as laid down by the Department of Finance Circular 44/2006. Information about applying for a Tax Clearance Certificate (TCC) is available on: <http://www.revenue.ie/en/online/tax-clearance.html>.
- (iv) It is a condition of this funding that successful applicants comply with all reporting requirements for the financial statements of grantees as laid down by the Department of Finance, Circular No 17/2010 re: Requirements for Grants and Grants-in-Aid, see <http://www.finance.gov.ie/documents/circulars/2010/circ172010.pdf>

Note 1: Format of Application

Applications should be in the form of a letter from the applicant group/organisation and must contain *all* of the following information:

	Information Required:	
1.	Details of application for funding to the EU Commission under the social inclusion strand of EU PROGRESS 2007-2013	Please provide a copy of correspondence from the EU Commission regarding the project application
2.	Details of the EU funding and the matching funding required	Please ensure that figures are provided for both types of funding
3.	Details of the funded project – including project description, projected outcomes and timeframes	This should be brief and in bullet point format
4.	A break-down of the projected costs that the matching funding is to cover	This should be provided in table format and broken down by cost type such as; staff costs; operational/administration costs and specific project costs.
5.	If the amount applied for is less than 100% of the matching funding requirement, please provide details of the source(s) of the remaining matching funding.	This should include the name(s) of the source(s) and the amount of funding to be provided by each.
6.	If project partners also intend to apply to this Department for matching funding for the specific project, please provide details	This should include the name of the group/organisation and the relevant contact person
7.	Details of key project team members in the applicant group/organisation, specifically the team leader and the financial controller	This should include name, phone number; address and email address.
8.	Contact details for the group/organisation	This should include a contact person, phone number, address and email address. As correspondence with this Department will be primarily be by email (unless otherwise agreed), please ensure that any email address provided will remain active and monitored for the duration of 2012 and until the completion of the project.

Note 2: Breakdown of Funding & End of Year Report

1. Breakdown of Funding

With regard to the matching funding assistance provided by this Department under this scheme, each successful applicant must provide a break-down of expenditure for the year 2012. It should be in table format and include the following information.

- A copy of the breakdown of projected expenditure by cost type, which was included in the original application for funding
- A breakdown of actual expenditure by cost type
- If there is a difference between projected and actual expenditure for any cost type, please provide an explanation for the difference.
- If expenditure has been moved from one cost type to another, please provide an explanation.
- If the total amount of awarded funding is not spent by the end of 2012, details should be provided about the reason(s) for the under-spend. Arrangements will then be put in place for the refund of the unspent funding to the Department.

2. End of Year Report

A condition of the granting of this assistance is that each successful applicant must provide an end of year report to accompany the funding break-down outlined above.

The report should include details of:

- The activities funded by the approved assistance during 2012
- Any change to the activities outlined in the original funding application.
- The contribution made by these activities towards the overall project objectives.