

# APPLICATION FORM EXPLANATORY NOTES AND HELPFUL HINTS



## Introduction

This document offers some useful hints to applicants in completing the Project Application Form. Please note that the explanatory notes provided do not correspond to every question in the application form, rather the hints that we have included are based on the most frequently asked questions that Pobal receives from organisations when completing an application form for funding. The most common queries we receive at application stage relate primarily to the following categories:

- 1) strategic planning of projects; and
- 2) project budget.

## Application Form Section 3 – Project Details

### Question 3.4

The response to Question 3.4 requires a **concise summary** of your overall project. The description should cover **what** your project will do, **how** your project will do it, **where** your project will take place and the **impact** on the target group. The questions located later in the application form will require further details on specific elements of your project.

### **Question 3.11**

The **project aim** describes the changes you plan to achieve or the difference you want to make. The project aim should be a high-level statement of intent that is compatible with the overall aim and objectives of the DISABILITY ACTIVATION PROJECT. The aim should not include details of how the proposed project will be implemented or the methodology that is being adopted.

#### **Example:**

*Aim: to provide appropriate supports to 100 participants who are currently out of the labour market with the goal of preparing them to return to paid employment and to assist them to gain employment.*

### **Question 3.11.1**

**Project objectives** should detail precisely each change that your project will bring about and how these contribute to achieving the overall aim of your project. Objectives should not be confused with project 'actions' which focus on **how** a project will be delivered.

Objectives should be succinct statements ideally beginning with the word 'To.'

#### **Example:**

*Objective 1: to increase participation by people with a disability from 10% to 20% in our organisation in 2012.*

*Objective 2: to design 6 tailored progression courses over a two year period based on the needs of people with a disability in consultation with the main stakeholders and project participants*

As far as possible, your organisation needs to ensure that project objectives are **SMART**:

- **Specific:** objectives should be clearly defined and concise.
- **Measurable:** your organisation should be able to measure if you are meeting your objectives.

- **Achievable:** are the objectives achievable within the proposed timeframe and budget.
- **Relevant:** your organisation must have a clear understanding of how these objectives fit with your project aim and the overall aim of the particular strand of the DISABILITY ACTIVATION PROJECT.
- **Time-Bound:** your organisation must set a clear timescale for achieving objectives.

**Project actions** should provide a clear account of how your project will be delivered and the main actions that will be used to achieve the project objectives. All project actions must link with project objectives. When making the link, ask the question “In order to achieve this objective what action(s) do we need to undertake?”

**Project outputs** are the services that you deliver and products that you develop as part of your project. Outputs can include the following:

- No. of beneficiaries
- No. of Progression plans developed
- Development of innovative targeting and recruitment procedures
- Training courses \*
- Strategy for outreach
- Strategy for supporting improved access of people with disabilities into the labour force
- Mentoring Strategy
- Research reports
- Publications

\* It is advisable that training and education is certified within the national qualifications framework. Projects should also consider developing links with organisations that accredit life/work experience. However, in some areas certification may not be appropriate, as in enterprise, or not readily available as in personal development. In such cases only relevant elements such as IT competency might be certified.

The beneficiary targets (i.e. total numbers participating in the project) should relate to the planned activities outlined in the project proposal and should be realistic and achievable, reflecting the budget that is being applied for.

Applicants are also required to outline the proposed outputs that the project will deliver on an annual basis.

**Question 3.13**

As well as the specific targets and outputs (Question 3.12), please identify all the expected and desired **outcomes** of this project. Project Outcomes are the changes and effects that happen as a direct result of your project. An outcome will measure the benefits and changes for individuals, communities, organisations etc as a result of the project.

**Question 3.14.2**

All successful projects will be required to compile and submit statistical material in relation to the participants and to conduct a survey of participants one year after they have left the project in order to measure the project's impact. How do you propose to do this?

**Question 3.16/17**

It is not permissible to use DISABILITY ACTIVATION PROJECT funding to replicate existing work undertaken by organisations. It is important to identify how this project/approach differs from and/or complements the existing work undertaken by your organisation.

**Question 3.20**

All projects are required to carry out an annual review of their project to ensure targets etc are being met along with undertaking a full and detailed evaluation of the project. Please provide information on **how** the project will be monitored and the findings will be evaluated. This should include details of the collection of baseline data, tracking outcomes and outcome indicators. Please outline in this section how you propose to achieve this.

### **Question 3.21**

Lessons, negative and positive, have significant potential to inform and influence policy and practice at organisational, regional, national and EU levels. Please outline in this section, how you propose to capture lessons emerging from the work of the project and what avenues are available to you to transfer this learning to appropriate bodies.

## **Application Form Section 4 - Finance**

### **Question 4.4 – Total Project Costs**

You are requested to provide a detailed breakdown of the costs attached to managing, developing and running your proposed project, identifying the total project cost and the amount of funding requested from the DISABILITY ACTIVATION PROJECT. **Please ensure that costings are realistic and provide value for money.**

Please complete your budget using the format provided in the Project Application Form. Applicants are also required to provide comprehensive explanations of the costs outlined in their budget.

DISABILITY ACTIVATION PROJECT project expenditure is categorised under the following headings:

- Resource Costs
- Programme Costs
- Equipment Costs

### **Resource Costs**

Resource costs include:

- a) Salaries that are being **funded under this project** and the total cost of each salary should be quoted in this section. The figures should include gross salary plus employers PRSI. It is important to specify each salaried post to be funded within the project. Salaries should relate to persons that have a key and direct

role in the project i.e. Project Manager and other staff operationally involved in the project.

Projects in receipt of public funds are subject to rigorous accounting and reporting procedures, it is important that you make realistic provision for the overall administration of your project.

- b) Overhead Costs are costs directly related to project activity, e.g. mobile phone or direct telephone lines. **Apportioned costs are not eligible.**
- c) Communication and Publicity Costs are costs associated with publicising the project, leaflets, brochures etc.

### **Programme Costs**

These are costs that arise directly from the delivery of the programme/project i.e. course materials, tutors, venue hire, evaluation etc. Your application must include details as to how each Programme Cost was calculated. **Apportioned costs are not eligible.**

For example:

Your organisation is planning to run a training course with a total budget of €3,800. A possible breakdown for this course could be:

Facilitator (€250 per day for 10 days)	€2,500
Venue Hire (€100 per day for 10 days)	€1,000
Materials	€300
	_____
<b>Total</b>	<b>€3,800</b>
	=====

Personnel costs to be included under this heading would relate to those individual's that are not on the organisation's payroll system but are involved in contract work for the group, such as tutors, facilitators, trainers, guest speakers etc.

## **Equipment Costs**

Details should be provided of Equipment required for the project, up to a maximum of €1,000 per item.



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