

EUROPEAN SOCIAL FUND

Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

Gender Equality:

Call for Proposals 2019:

Information and Guidance for Applicants

(Document reference: 2ESF/2.9/01)

Issued by the EU Funds Unit, Department of Justice and Equality on behalf of Gender Equality Division,
Department of Justice and Equality



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

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Section 1. Overview of Call for Proposals

1.1. Introduction

The EU Funds Unit of the Department of Justice and Equality is issuing a Call for Proposals for projects suitable for funding under the **Gender Equality** Activity of the European Social Fund (ESF) Programme for Employability, Inclusion and Learning 2014-2020 ('PEIL'). The Gender Equality Activity is Activity 2.9 within PEIL Priority 2: Promoting Social Inclusion and Combating Discrimination in the Labour Market. The Activity Implementation Plan (AIP) for ESF PR 2.9 sets out the details of the Gender Equality Activity, which contains two separate strands: a) Women Returning to the Workforce, and b) Women's Entrepreneurship.

This Information and Guidance document, referenced 2ESF/2.9/01, is in five Sections:

Section One provides general information on the Call for Proposals.

Section Two provides detailed guidance on how to apply for funding.

Section Three outlines the eligibility of expenditure.

Section Four outlines the systems and records that must be in place and maintained, and

Section Five sets out the Project monitoring, verification and reporting requirements.

It is accompanied by the following documents, which together make up the Call for Proposals:

Document Title	Document Reference
Application Form Part I – Narrative	2ESF/2.9/02
Application Form Part Ia – Project Plan	2ESF/2.9/03
Application Form Part II – Financial	2ESF/2.9/04

Potential applicants should read this document carefully before making an application for funding. Every effort has been made to ensure that all documentation associated with this Call is clear and unambiguous. Applicants are advised however, that any misleading statements or false information submitted during the application process may render the application invalid, irrespective of the cause.

Applicants should review the checklist located under Section 7 of the Application Form, Part I, (**2ESF/2.9/02**) to ensure that the application is completed in full with all required documents signed and attached.

Each successful organisation will be required to sign a Grant Agreement with the Department of Justice and Equality setting out the terms and conditions of the grant.

Under section 42 of the Irish Human Rights and Equality Act 2014, the Department of Justice and Equality 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 who avail of the services 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.

1.2. Background

Policy Context

The EU's growth strategy '[Europe 2020](#)' requires Member States to increase their employment rate for men and women aged 20 to 64 years to 75 per cent by 2020. According to the latest figures from Eurostat (2017), Ireland's employment rate is 73%. The male employment rate is 79.1% and the corresponding female rate is 67.0.

a) Women Returning to the Workforce

In line with the Government's '[Action Plan for Jobs 2016](#)', the Department of Social Protection's strategy '[Pathways to Work 2016-2020](#)' has identified a group of people "who, although not classified as unemployed jobseekers, have the potential and the desire to play a more active role in the labour force" as a key target for job activation measures. Women in this category are the target participants for this Activity.

b) Women's Entrepreneurship

The Government issued a [National Policy Statement](#) on Entrepreneurship in 2014 which recognises that 'entrepreneurship is a key element in the health and wellbeing of any thriving economy and will be central to Ireland's continuing recovery. Historically, two thirds of new jobs in Ireland have been created by companies in their first five years'. In the EU Entrepreneurship [2020 Action Plan](#), entrepreneurship is seen as a powerful driver of economic growth and job creation, creating new companies and jobs, opening up new markets and nurturing new skills and capabilities.

The Global Entrepreneurship Monitor 2017-2018 Report¹, reported that Irish men are 1.9 times more likely than Irish women to be an Early Stage Entrepreneur, compared with the European average of 1.7, which suggests that there is a pool of potential women entrepreneurs to be supported by this activity.

European Social Fund

The European Social Fund (ESF) was established in 1957 and is the European Union's primary financial instrument for investing in people. The broad objectives of the ESF are to help prevent/combat unemployment; to make Europe's workforce and companies better equipped to face new challenges and to prevent people losing touch with the labour market through investment in education, skills and employment support. (More information can be found at www.esf.ie)

Programme for Employability, Inclusion and Learning 'PEIL' 2014 - 2020

The Programme for Employability, Inclusion and Learning (PEIL) is the Operational Programme through which the ESF is being applied in Ireland during the 2014-2020 programming period. The PEIL eligibility period for projects under this funding Programme will run from 2016 to 2022. It is the successor to the Human Capital Investment Operational Programme (HCI OP) 2007-2013. The PEIL takes into consideration and complements actions in the human capital area at EU and National level that aim to make Europe a more attractive place in which to invest and work, enhancing knowledge and innovation for growth and creating more and better jobs.

In line with the investment priorities set out in Article 3 of the [European Social Fund Regulation \(EU\) No 1304/2013](#), the key areas chosen for investment in Ireland relate to activation of the unemployed, social and labour market inclusion (of which the Gender Equality Activity – PR 2.9 – is a part), education, and youth employment.

¹ 2017-2018 Global Entrepreneurship Monitor ("GEM") Report

Gender Equality Activity – PEIL PR 2.9

Funding will be made available through the Department of Justice and Equality (50% ESF funded, 50% Exchequer funded) over the period of the programme to support a) women returning to the work force, and b) women’s entrepreneurship.

Up to €5.5 million may be committed under this call, of which €4.5 million may be committed to projects supporting women returning to the workforce and €1 million may be committed to projects supporting women’s entrepreneurship.

The Gender Equality Division of the Department of Justice and Equality is responsible for granting funding under this Call.

1.3. Call Details

Indicative Fund Allocation	The Department of Justice and Equality may commit up to €5.5 million in this Call - €4.5 million to Women Returning to the Workforce Projects and €1 million to Women’s Entrepreneurship Projects. €200,000 is the minimum grant that can be applied for. The Department reserves the right to make a grant funding offer that may differ from the grant funding requested.
Matching Funding	Selected project(s) will be funded through the Department of Justice and Equality (50% ESF funding, 50% Exchequer funding).
Method of Funding	Subject to the availability of funds, funding for approved projects will be in the form of a grant issued in instalments over the duration of the project (subject to the terms of the Grant Agreement and ongoing conditions).
Duration of Project Approvals	Projects under this call should be for a minimum of 1 year and a maximum of 3 years and end no later than 30th September 2022² . The Gender Equality Division reserves the right to vary the maximum duration in exceptional circumstances.
Geographical Scope	All interventions should be focussed on activity in the State. The selection of projects to be funded under this Call will have regard to the desirability of achieving a geographical spread of activities.
Call Deadlines	Applications received after the published call closure date of 12:00 noon Tuesday 28th May 2019 will not be considered.
Selection of Projects	All valid applications will be assessed in line with the selection and assessment criteria outlined at Sections 1.8 and 1.9 of this document.
Eligibility Activities	- Proposals must contain only activities that are eligible for funding under the Activity Implementation Plan (AIP) 2.9. All activities must be non-profit in nature.

² Projects will be obliged to contact participants for mandatory data collection for 6 months after the last participant completion date.

<p>Applicants</p>	<p>Public, Private and Voluntary Bodies are eligible to apply.</p> <p>Applicants must be legally constituted at the point of signing a Grant Agreement and must be able to enter into a legally binding Grant Agreement, should their application be approved.</p> <p>Applications are invited from organisations with the capacity and experience to deliver projects aimed at women returning to the workforce and/or aimed at increasing women's rates of entrepreneurship, in accordance with the objectives of this Call (see Section 1.5 below).</p> <p>If more than one organisation is applying for funds, one organisation must be nominated as the Lead Applicant. If successful, the Lead Applicant will sign the Grant Agreement and will carry the liability for ensuring its terms and conditions are met by them and all delivery partners.</p> <p>It is acceptable for an organisation to make more than one application under this Call. However, in these circumstances, the projects proposed must be clearly separate and distinct.</p>
<p>Procurement</p>	<p>All procurement must be undertaken in line with National Procurement Rules and EU regulations.</p>
<p>Publicity</p>	<p>It is a core requirement for successful projects to ensure that all participants and staff are aware of the use of ESF PEIL funding on their programme. Accordingly, there is a requirement for extensive publicity of ESF PEIL support on all documentation, publicity and project materials/web-site. Failure to comply could result in grants being reduced or withdrawn.</p>
<p>Audit / Compliance</p>	<p>All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalties. Where non-compliance is identified, the Department of Justice and Equality may take steps to recover funds already disbursed.</p>
<p>Indicator Data</p>	<p>All projects will be required to maintain records in respect of their participants, including activities undertaken. This information will need to be reported regularly to EU Funds Unit, and will be subject to verification checks.</p>
<p>Calls listing multiple activities</p>	<p>Where a project consists of more than one activity, the applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outputs and results per activity should be provided.</p>

1.4. Applications

Applicants must complete an application form consisting of the following documents in order to be considered for funding (the documents are available for download from www.eufunding.justice.ie): -

- Application Form Part I – Narrative - Referenced **2ESF/2.9/02** (in Word)
- Application Form Part Ia – Detailed Project Plan – referenced **2ESF/2.9/03** (in Excel)
- Application Form Part II – Financial - Referenced **2ESF/2.9/04** (in Excel)

Applicants should indicate on the Application Form Part I whether they are applying for Strand A Women Returning to the Workforce or Strand B Women’s Entrepreneurship. Applicants applying for funding under both strands must complete separate applications (including Part I, Part Ia and Part II) for both.

Incomplete application forms will be deemed ineligible.

Before completing the documents comprising the application form, applicants should read carefully all documentation associated with this Call.

1.5. Objectives of this Call

Investment Priority	PEIL Priority 2: Promoting social inclusion and combating discrimination in the labour market
Thematic and Overall Objective	Combating all forms of discrimination and promoting equal opportunities. The purpose of the activity is to increase women’s overall participation in the labour market, while offering women increased economic independence; to decrease their risk of poverty in older years, associated with detachment from the labour market; and to foster the achievement of the female employment target in Europe 2020 and meet the objectives of EU Entrepreneurship 2020 Action Plan .
Specific Objective	To engage with the most disadvantaged groups, including those distant from the labour market, with a view to raising their skills, ultimately increasing their future employment prospects.
Activity Title	Gender Equality: Women Returning to the Workforce and Women’s Entrepreneurship (ESF 2.9)
Indicative Actions	Strand A – Women Returning to the Workforce To develop and deliver one or more training models to offer self -developmental training in employment-related skills to women who are currently detached from the labour market (i.e., not in paid employment but not registered as unemployed) and who are interested in entering/re-entering employment. Strand B – Women’s Entrepreneurship

	To develop and deliver interventions aimed at addressing the gender gap in entrepreneurial activity through targeted supports for women's entrepreneurship.
Categories of Persons Targeted	<p>The specific categories of persons targeted by this Activity are as follows: -</p> <p>Strand A – Women Returning to the Workforce</p> <p>Women who are detached from the labour market (see above for definition);</p> <p>Strand B – Women's Entrepreneurship</p> <p>Women who can be supported to increase the rate of women's entrepreneurship.</p> <p>Applications should show how the recruitment and selection of participants will contribute to the achievement of the specific objective of this Call as outlined above. Eligible participants should address a broader cohort of women distanced from the labour market and include eligible women with disabilities, from a traveller or Roma background, etc.</p>
Contribution to ESF horizontal principles	<p>All applications should demonstrate how the following four ESF 'horizontal themes' will be addressed by the activities proposed in the application.</p> <p>a) Promotion of equality between women and men</p> <p>Applications should set out how equality between men and women will be taken into account and promoted during the preparation and implementation of the project.</p> <p>b) Promotion of equal opportunities and non-discrimination</p> <p>Applications should set out how the project will provide equal opportunities and non-discrimination.</p> <p>c) Social Inclusion</p> <p>Applications should set out how the project will address the needs of disadvantaged groups in order to allow them to better integrate into the labour market, and thereby facilitate their full participation in society.</p> <p>d) Sustainable development</p> <p>Applications should set out how the project will adhere to the principle of sustainable development and with the aim of preserving, protecting and improving the quality of the environment.</p>
Outputs and Results	<p>Anticipated outputs and results:</p> <p>Proposals must include detailed outputs and results that will be achieved with the funding. Applicants are required to set out clear measurable outcomes and targets for their project activities.</p> <p>Successful applicants will be required to provide ongoing monitoring and evaluation data including in line with Annex 1 of Regulation (EU) No 1304/2013 (Appendix 1 refers and see also Appendix 2 Project</p>

1.6. Eligible expenditure:

Please refer to Section 3, which provides basic information on eligible expenditure (more detailed information is in the “ESF Guidance Document for Projects”, at www.eufunding.justice.ie).

Applicants must set out a detailed budget in Application Form Part II (reference 2ESF/2.9/04) showing Direct Salary Costs, Direct Project Costs and Indirect Project Costs (e.g., shared administration and overhead costs). For all projects selected for funding, the EU Funds Unit will, as part of its verification of expenditure, review backup documentation for all project expenditure.

Proof of direct expenditure incurred and paid will be required. Project staff costs must be supported by employment contracts and payroll documents which have an explicit link to the project. Copies of invoices and receipts must be retained for all other direct and indirect costs incurred. Evidence of compliance with National Procurement Rules must be retained.

Where staff work part-time on the project and part-time on other activities, it is essential that detailed time-sheets are kept to enable the eligibility of staff costs to be determined. However, note that timesheets may not be required where a fixed proportion of time to be spent on the project is set out clearly in the employee’s employment/secondment contract.

Applicants must justify the salary levels proposed for project staff by reference to existing salary levels for similar positions in the labour market, and with due regard to the requirement for all activities funded to represent value for money.

1.7. Initial check:

Applications received by the closing date and time will be subject to an initial check by the EU Funds Unit to ensure that they are eligible for consideration. In order to be eligible applications must:-

- Be submitted on time
- Be submitted by an eligible applicant organisation;
- Be complete (i.e., all relevant sections completed)
- Be signed by a person authorised to submit the application on behalf of the applicant organisation

Applications that fail to meet this initial test will not be considered. Applications that pass this initial test will then go forward for further assessment.

1.8. Project Selection Criterion:

In addition to the Initial Check, applicant organisations must meet minimum governance standards to satisfy the Department that they will be in a position to manage a grant award of this size and complexity, including demonstrating management structures, financial discipline and capacity to manage the monitoring and reporting requirements, as set out below.

Project Selection Criterion		
Capacity of applicant		Selected/Not Selected
- Evidence of working with women detached from the labour market / women entrepreneurs (if any - this is desirable but not essential)		
- Previous delivery of similar or comparable activities		
- Evidence of appropriate governance and financial viability of the applicant organisation		
- Evidence of capacity to manage the funding properly		
- Capacity to collect, maintain and report monitoring information		

To be eligible to progress for assessment, applicant organisations must achieve a ‘Selected’ mark (i.e., have demonstrated that they have the expertise and management structures to manage a project of this nature) under Capacity of Applicant.

Projects which are ‘Not Selected’ under this criterion will not proceed for assessment

1.9. Project Assessment Criteria:

Eligible applications which have passed the Initial Check and Selection Criterion will be assessed against the criteria set out below.

Assessment Criteria	Marks Available
Strength of Proposal <ul style="list-style-type: none"> - Quality of the content and approach – showing; <ul style="list-style-type: none"> o evidence of need, o how the planned activities will improve services and meet current unmet needs of women detached from the labour market (Strand A) or women entrepreneurs (Strand B), o clear, attainable and measurable targets, o anticipated outcomes for participants; - Proposal’s target participants are in line with the Specific Objective and Categories of Persons Targeted set out at section 1.5; - Project Objectives set out; - Proposal clearly addresses the ESF horizontal themes . 	40 marks
Value for Money <ul style="list-style-type: none"> - Achievement of maximum output for the proposed budget; - Clear and well structured budget; - Costs are in line with market norms; 	40 marks

<ul style="list-style-type: none"> - Overhead costs reasonable; - Costs realistic and relevant. 	
<p>Strategic fit</p> <ul style="list-style-type: none"> - The extent to which the project is aligned with existing national policies; - The extent to which the project avoids duplication of effort between projects in the geographical area; - The level of linkage and partnership of the organisation’s work programme with other organisations’ programmes or actions (if any – this is desirable but not essential). 	20 marks
Total	100 marks

All projects will be scored out of 100. Applications must achieve a minimum score of 65 to be eligible for funding.

Notice of Outcome

All applicants will be informed of the outcome of their application and will be given feedback on their application. The decision of the Gender Equality Division will be final.

Please note that canvassing is not permitted and will result in disqualification.

1.10. Grant Agreement

Successful applicants will be required to enter into a Grant Agreement with the Department of Justice and Equality and to comply with all financial and other reporting requirements, including ongoing monitoring and evaluation in line with Annex 1 of Regulation (EU) No 1304/2013³. The Grant Agreement is a standard and legally binding document. Successful applicants will be subject to the terms and conditions contained in this Agreement. Failure to meet any of the conditions of the Agreement may result in the withdrawal of funding and, if necessary, the recovery of funds issued.

The Grant Agreement (a sample Grant Agreement is available at www.eufunding.justice.ie) will include but is not limited to:

- Start date and completion dates for the project;
- Detailed description and timetable of the project;
- Agreed forward budget and financing plan;
- Project review, reporting and financial requirements;
- Book keeping requirements and conditions relating to payment of the grant;
- Specific requirements for projects in relation to publicity, use of logos, etc.

Funding is at all times conditional on the availability of resources in the relevant subheads of the Department’s Vote and this will be stipulated in the Grant Agreement.

Grant funding will be paid by electronic fund transfer (EFT) in accordance with the terms set out in the Grant Agreement, and subject to confirmation that a current Tax Clearance Certificate is in place.

³ Regulation (EU) No 1304/2013 of the European Parliament and the Council of 17 December 2013 regarding the European Social Fund and repealing Council Regulation (EC) No 1081/2006 notified under OJ L 347/470 20.12.2013

1.11. Submission of applications:

All documentation associated with this Call including the Application Form Parts I, Ia and II can be downloaded from www.eufunding.justice.ie Applications must be completed using the Application form in Word (2ESF/2.9/02) and Excel Worksheets (2ESF/2.9/03 and 2ESF/2.9/04) published with this call. No other form of application will be accepted.

When completed, all above documents, along with any additional documentation requested must then be submitted via email to eufunds@justice.ie Applications will only be accepted by email.

Applications must have the following stated in the subject bar “ESF 2.9 Call for Proposals” and should be emailed to eufunds@justice.ie no later than **12 noon on Tuesday 28th May 2019**. It is the responsibility of the applicant to ensure that emails are clearly addressed and submitted in accordance with these directions.

Please ensure that the e-mail containing your application does not exceed the capacity constraints on your e-mail system. If necessary, please submit your application in two or more e-mails to ensure it is not blocked by your system. If you do not receive an acknowledgement within 24 hours of submitting your application please contact eufunds@justice.ie to ensure your application has been successfully received. If you experience particular difficulties in submitting your application by e-mail, please contact eufunds@justice.ie to seek a resolution.

Please note that any acknowledgement or receipt issued by the EU Funds Unit at the lodgement stage is simply confirming that your application has been received by a certain time and date, and is not confirmation of a valid or successful application.

1.12. Query handling

Should you have any queries please send your questions to eufunds@justice.ie with the subject “ESF 2.9 queries”. All queries will be responded to. A Frequently Asked Questions (FAQ) page will be added to the website www.eufunding.justice.ie You should check this page before forwarding any query. The FAQ section of the website will be updated as matters arise for clarification.

1.13. Timetable for Call

No.	Stages	Date and time or indicative period
a)	Publication of the Call	16 th April 2019
b)	Deadline for submitting applications	12 noon on Tuesday 28 th May 2019
c)	Notification of results to the Applicants	August 2019
d)	Sign-off of grant agreement	September 2019
e)	Start date of projects	October - November 2019

Please note the above are indicative dates provided for guidance purposes only.

1.14. Data Protection

The Department of Justice and Equality will treat all information and personal data you give us as confidential. The Department of Justice and Equality is registered as a Data Controller under the General Data Protection Requirements.

1.15. **Freedom of Information**

The Department of Justice and Equality, is subject to the provisions of the [Freedom of Information \(FOI\) Act 2014](#). The FOI Act imposes various duties on the Department and gives certain rights to individuals to access the records of the Department, including those relating to reasons for decisions of the Department. The Department will hold records about all applicant organisations and these may be subject to FOI requests. If, at the time of providing information to the Department, your organisation considers certain information to be commercially sensitive, confidential or of a personal nature and that there may therefore be reasons to consider it exempt from disclosure under FOI, you must identify the relevant information and specify the reasons for its sensitivity at section 5 of the Application Form Part I. However, the Department can give no guarantee on the final outcome of any FOI request in any instance. The Department may release all other information supplied by your organisation (without prior consultation), in response to an FOI request.

Section 2. Guidance on how to make an Application

YOU SHOULD READ THIS GUIDANCE IN FULL BEFORE COMPLETING THE APPLICATION FORM.

2.1. Guidance for completing an Application

This section provides guidance on how to complete the application forms (the documents are available for download from www.eufunding.justice.ie) –

Part I (Narrative - referenced 2ESF/2.9/02)

Part Ia (Project Plan – referenced 2ESF/2.9/03) and

Part II (Financial - referenced 2ESF/2.9/04).

Each section below relates to the corresponding question on the application form.

Page Two

Enter the Name of the Applicant Organisation and the Name of the Project and tick which Strand of funding under the PEIL Gender Equality Activity you wish to apply for, **either** a) Women returning to the workforce **or** b) Women's Entrepreneurship. Should you wish to apply for funding under both Strands a separate application should be filled out for each.

1.1: Details of Applicant Organisation

Q1.1.1	a	Enter the legal name of your organisation as it is stated on the organisation's Tax Clearance Access Number (TCAN), or a document containing the organisation's Registered Charity Number or Registered Company Number, as applicable.
	b	Enter any other name by which your organisation is known (e.g., trading name, other language name, etc.).
	c	Enter the Head Office address for your organisation.
	d	Enter the phone contact details for your organisation.
	e	Enter the email contact details for your organisation.

Q1.1.2	a	Enter the year in which your organisation was established.
	b	Enter the Whole Time Equivalent number of staff in paid employment on either permanent or fixed-term contracts in your organisation. Do not include volunteers.
	c	Enter the category that best describes your organisation from the list provided.
	d	Enter the legal form of your organisation. If your organisation is a company please specify the type and company number.

e	Indicate whether your accounts are audited on an annual basis.
f	Insert your accounting year end (dd/mm).

Q1.1.3 Enter contact details for the person in your organisation who will be responsible for answering any queries we might have on your application. Including name, title, address, telephone, mobile, email.

Q1.1.4 A Tax Clearance Access Number (TCAN) is confirmation from Revenue that a person's/entity's tax affairs are in order at the date of issue of the certificate. Payment of grants, subsidies and similar type payments, by Government Departments and public authorities, of a value of €10,000 or more, within any 12 month period, is subject to the Payee holding a current TCAN.

1.2: Corporate Management and Governance

Q1.2.1 Outline the management and governance structure of your organisation e.g., is it governed by a Board of Directors (if so, are they Executive or Non-Executive Directors), or by a Board of Management, or is there some other type of structure in place? **Please attach an organisation chart to your application.**

Q1.2.2 Describe the project management, governance and operational control arrangements that you plan to put in place for your project. Please indicate how operational information will be recorded and stored by your organisation. Please refer to Sections 4 & 5 of this document.

1.3: Financial Management

- Q1.3.1 Outline in brief the form of financial controls your organisation operates to ensure good financial management e.g. accounts system, segregation of duties, finance committee in place, accounts audited annually etc.
- Q1.3.2 Has your organisation received any grant funding (EU or non-EU) since 1 January, 2015? If **yes**, please enter details. If **no**, leave the table blank and move to the next question. If you require additional rows in the table, please insert.
- Q1.3.3 Has your organisation received a qualified set of accounts in recent years? If **yes**, you should set out the details of what occurred, the reasons behind the qualification, and the steps taken to remedy the issue.

1.4: Relevant Experience

- Q1.4.1 Give a general overview of the activities carried out and/or services provided by your organisation. You should focus primarily on the past 3 years.
- Q1.4.2 Does your organisation have any previous experience working with women detached from the workforce or women's entrepreneurship, or other experience that is of relevance to the objectives of the Call (as outlined above). If yes, include brief example(s) in the space provided.

1.5: Project Partners

- Q1.5.1 You should indicate whether you intend to work with any Project Partners in the implementation and delivery of this project. If yes, Annex 1 & 2 must also be completed for each partner organisation.
- Q1.5.2 You should indicate here whether you have previously collaborated with your proposed project partner(s).
- Q1.5.3 Outline the collaboration arrangements between the project partners and how this collaboration will contribute to your project meeting its objectives.

2.1: Project Details

- Q2.1.1 Enter the name of your proposed project. This should not exceed 10 words.
- Q2.1.2 What is your project timeframe? Note: The earliest start date for a project funded under this Call is **01/10/2019** and the latest start date is **30/11/2019**. The earliest end date for a project funded under this call is **30/09/2020** and the latest end date is **30/09/2022**.
The minimum length a project funded under this Call is one year (12 months).
The maximum length of a project funded under this Call is three years (36 months).
In this table provided enter your project start date (dd/mm/yyyy) and project end date (dd/mm/yyyy) and the total duration in months.
- Q2.1.3 Where will your project be delivered? Set out the geographical region(s), county(ies), cities and / or towns in which the project will offer services. You should also indicate the location where the service will be provided from (project headquarters).
- Q2.1.4 Give a short summary of your project. This should summarise what your project will do and how your project will do it. You should explain who will benefit from your project and how participants will be recruited and selected. You must include the target number of participants for your project.
- Q2.1.5 The Objectives of the Call are set out at section 1.5 of this document . In answering this question, you should explain clearly and concisely what contribution your project activities will make to the achievement of these objectives.
- Q2.1.6 You should set out what the need is for your project and how you identified this need.
- Q2.1.7 Outline how your project will address the four horizontal themes of the ESF: promotion of equality between men and women; promotion of equal opportunities and non-discrimination; social inclusion; and sustainable development.

2.2: Project Plan

In this part of the Application Form, you should set out your Project Plan. A detailed Project Plan template (Part Ia, reference **2ESF/2.9/03**) is provided in which you should describe the actions and target outcomes by quarter over the period of the project. The totals from this detailed project plan should then be included in the relevant sections of this part of the Application Form Part I.

Approaching your project design with a focus on specific measurable *outcomes* from the start can help your project to achieve good results, score better in assessment and facilitate easier verification.

Q2.2.1 **Objective**

In completing this section you should outline the overall objective of your project and show how this relates to the objectives of this Call as set out at section 1.5 of this Information and Guidance

document. This should be a concise statement of intent that is compatible with these overall objectives.

Please also include your overall target number of women returning to the workforce (Strand A projects only) or developing business proposals/starting businesses as a result of the project (Strand B projects only)

Q2.2.2 **Outcomes**

Describe the expected results of your project, that is, the difference you hope to make/the improvements the project expects for participants by project conclusion. Be realistic about your project outcomes. You should focus on what your project hopes to achieve rather than information about activities or services you will provide. Please refer to the need you identified in Section 2.1.6.

Project Actions and Outputs

Q2.2.3

In this section of the table, you should re-state the project outcomes (add more rows if more than 4 specific outcomes).

Project Actions and Outputs – for each Outcome listed in Section Q2.2.2 please state:

Actions

List the individual actions the project expects to undertake.

Total Outputs

List the direct results of each action, e.g. the new resources or services your project will create, and the numbers of target participants you expect to benefit from your project. Outputs must be quantifiable and clearly measurable. More than one project action may contribute to the same output.

Please ensure that the total outputs for each action align with the relevant Total Outputs column of Section 2.2.3.

Estimated Cost

For each action identified, please provide the estimated total cost over the duration of the project.

Outcome Addressed

In this section of the table, you should explain how the actions you have listed will address the project outcome.

3.1 Project Financials

Q3.1.1 This question refers to the total cost of your project. Before answering this question, you should first complete Part II of this Application Form which is an Excel sheet into which you should enter your Project Budget referenced 2ESF/2.9/04. To ensure consistency throughout your application, the

total figure entered here under Q3.1.1 must be the same as the total cost of the project that automatically calculates in Cell I28 of the “Application Form Part II” tab in the Excel sheet 2ESF/2.9/04.

- Q3.1.2 You should set out the salary scales for the direct staff associated with the project and the point on the scale on which project staff will commence. You should include any temporary staff you may employ e.g. trainers. It is necessary to justify the salary scale(s) proposed for each project staff member by reference to current salary levels in the labour market for a similar role. Please note the EU Funds Unit may opt to limit the salary of a project worker to a maximum amount in the Grant Agreement. If you are proposing more than 3 project staff, please copy and paste tables as required. **Please note that the total cost of your project should not exceed 140% of the sum of Direct Salary Costs and Direct Staff Costs.**

4: Applicant Declaration

An authorized Agent of the applicant organization must sign the Applicant Declaration. The Declaration sets out the Applicant Organisation’s Agreement to the terms and conditions of the funding application. If you do not have access to a digital signature this declaration may be printed, signed, scanned and included as a separate attachment to your application.

5: Disclosure under Freedom of Information Act

An authorised Agent of the Applicant Organisation must sign the Disclosure. It constitutes an acknowledgement by the Applicant that any part of their application may be released, on request, to third parties under the Freedom of Information Act, 2014. If there is any information in your application or supporting documentation that you believe should be exempt from disclosure under FOI, you should identify it in this section and specify the reasons you believe it should be exempt. If you do not have access to a digital signature, this section of the form may be printed, signed, scanned, and included as a separate attachment to your application.

6: Disclaimer of Liability for the Application

An authorised Agent of the Applicant Organisation must sign the Disclaimer. If you do not have access to a digital signature, this Disclaimer may be printed, signed, scanned and included as a separate attachment to your application.

7: Checklist

Use the Checklist to confirm that all documents required by the application are completed and submitted to EU Funds Unit within the timeframe of the Call.

Annex 1 – Information on Partner Organisations

If your organisation proposes to work with one or more partner organisations in delivering this project, please provide the details requested with respect to each proposed partner organisation.

Annex 2 – Declaration by Partner Organisations(s)

The declaration confirms that the information in this proposal about the partner organisation is accurate and complete. The Declaration must be completed on the partner organisation letterhead and signed by an authorised Agent of the partner organisation. If you do not have access to a digital signature, this declaration may be printed, signed, scanned, and included as a separate attachment to your application.

2.2. Guidance for Completing Part II of the Application Form

THIS CHAPTER PROVIDES GUIDANCE ON HOW TO COMPLETE THE APPLICATION FORM - PART II (FINANCIAL - REFERENCED **2ESF/2.9/04**).

General

Your Project Budget must be set out in the prescribed Excel worksheet. Should you have any difficulties in completing the worksheet please contact eufunds@justice.ie.

Note: This workbook is locked for editing in all areas other than those required to be completed by the applicant organization.

This document consists of the following Sheets/Tabs

Instructions	Please read, and insert Organisation Name and Project Name where Indicated
Direct Salary Costs	Insert salary, employer PRSI, Employer Pension information and % time on project for each member of staff directly involved in delivering the project.
Direct Staff Costs	Complete in respect of non-employees - e.g., contract staff - who may be involved in delivering the project, and may be paid by invoice.
Direct Project Costs	Complete for each of the Direct Project Cost categories as are relevant to your project.
Indirect Project Costs	Complete for each of the Indirect Project Cost categories as are relevant to your project.
Application Form Part II	This sheet will automatically populate. The total cost of your project will be shown in cell I28 and this amount should be inserted in section 3.1.1 of your Part I Application Form. Note that the total cost of your project

	must not exceed 140% of the sum of Direct Salary Costs and Direct Staff Costs.
Detailed Budget	This sheet will automatically populate and is a quarter-by-quarter financial plan for your project. If your project is approved, this sheet will be included in your Grant Agreement (subject to any required changes arising from the Appraisal Committee approval).

Section 3. Eligible Expenditure

3.1. Eligible expenditure

Article 65 of the [European Parliament and Council Regulation \(EU\) 1303/2013 \(Common Provisions Regulation\)](#) sets out the conditions for determining the eligibility of expenditure. The [Department of Education and skills Circular 1/2015](#), details the Eligibility Rules for PEIL 2014-2020 in Ireland and the Department of Public Expenditure and Reform [Circular 13/2015](#) details the Financial Management and Control Procedures for ESIF 2014-2020. A [brief outline](#) of eligibility rules is provided below. See “ESF Guidance Document for Projects” for full guidance on expenditure eligibility at www.eufunding.justice.ie.

3.2. Eligibility of costs

The principal criteria for eligibility of costs are as follows:

- All expenditure must be necessary for implementation of the project covered by the Grant Agreement;
- The expenditure must have been incurred by a beneficiary during the term of the contract;
- The expenditure must have been for operations set out in the Grant Agreement. All expenditure must be actually incurred and paid, recorded in the beneficiary’s accounts and supported by the appropriate documents to ensure an adequate audit trail. All supporting documents must be retained until the 31st December 2032 unless otherwise notified;
- All expenditure must have been provided for in the Grant Agreement and / or the agreed project budget;
- All expenditure must be necessary for implementation of the project activities covered by the Grant Agreement;
- All expenditure must be reasonable and justified and in line with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- All EU and [National Procurement](#) rules must be stringently adhered to;
- The total cost of the project must not exceed 140% of the sum of Direct Salary Costs and Direct Staff Costs;
- Special conditions exist for purchasing equipment in excess of €1,000;
- Staff costs must be supported by contracts of employment, payroll records and detailed timesheets (for employees working part time on the project and part time on other activities) completed according to a prescribed template (note that where an employee’s employment/secondment contract specifies a fixed proportion of time to be spent on the project, timesheets are not required). This will apply both for employees in the project organisation and any contract staff working in the project;

Section 4. Systems and Records

All Beneficiaries must ensure that robust internal systems, processes and procedures are in place that can evidence the accuracy and reliability of their monitoring information and financial returns submitted to the Department.

4.1. Governance

All procedures and systems required in managing public funds must be applied, monitored and reviewed by the board of each grant funded organisation. The quality of your corporate governance and decision making is fundamental to your contract compliance. Where there is more than one organisation responsible for delivering the project, the lead Organisation has the responsibility of reporting to the EU Funds Unit all project financial expenditure, activities, outputs and indicator data for the project being funded.

4.2. Internal Financial Procedures

Each organisation receiving funding must have in place an internal financial procedures document specifying the practices and procedures, as well as who has responsibility for them. The document should be ratified by the Board of Directors.

4.3. Financial Information and Accounts

The beneficiary must maintain proper books of account to record the day to day transactions of the organisation. The books and records should record all income received and all payments made; these form the basis of the financial accounts.

4.4. Recording Monitoring Data

The beneficiary must maintain records of the users of its services and be in a position to provide requested information on its users to the relevant National and the EU Authorities.

4.5. Apportionment Policy

It is acknowledged that the Grant funding being provided by the Department may represent only one element of the funding for the organisation's activities. Apportionment of shared costs of administration, management costs and overheads is allowed provided it can be supported by a fair apportionment policy that allocates costs on a reasonable basis.

4.6. Travel & Subsistence

You are recommended to have a Travel & Subsistence policy that limits the amounts payable for travel and subsistence to the Civil Service travel and subsistence rates, or lower.

Section 5. Project Monitoring, Verification and Reporting Requirements

5.1. Project Monitoring

Monitoring is the process which involves the regular recording and reporting of information about participants and activities in order to:

- Indicate how each Beneficiary is progressing in delivering the project or service described in the Grant Agreement;
- Ensure allocated funds are used for their intended purpose;
- Provide data that the EU Funds Unit can aggregate and analyse to generate information on the overall size, value and impact of the programme.

All projects are required to return to the EU Funds Unit:-

- Quarterly financial information, using template worksheets that will be provided;
- Quarterly operational information, using template worksheets that will be provided;
- Quarterly information on Participants, using a template worksheet that will be provided;
- Audited Financial Statements (if available) or in cases of audit exemption, an Income and Expenditure Account and Statement of Assets and Liabilities.

5.2. Common Monitoring and Evaluation Reports

You will be asked to provide information for evaluation report(s) during this ESF contract.

5.3. Publicity

The European Social Fund's contribution must be acknowledged and publicised. The PEIL Communications strategy document "European Social Fund: Programme for Employability, Inclusion and Learning 2014-2020- Communications Strategy 2014-2020" and The Department of Public Expenditure and Reform's document "Information and Communication Guidelines for European Structural and Investment Funds 2014-2020" sets out the requirements in this regard.

5.4. Management Verifications

Desk –based verifications and on-the spot (both announced and unannounced) verifications of operations will be carried out in respect of funded projects.

5.4.1. Desk- based verifications/sampling.

Administrative verifications will be carried out in respect of all quarterly reports submitted to the EU Funds Unit. Desk-based verifications comprise a complete review of the supporting documents (such as invoices, proofs of payment, timesheets, attendance sheets, proofs of delivery, etc.). Each project will be expected to submit scanned copies of all documentation supporting the audit trail (i.e. invoices, receipts, payslips and confirmation of procurement compliance etc.). Transaction Lists must be maintained.

5.4.2. On –the –spot verifications.

The purpose of the on- the- spot verifications is to check what is happening on the ground in the project. On-the -spot checks are conducted to ensure that the delivery of the product or service is in compliance with the terms and conditions of the Grant Agreement, and that the beneficiary is providing accurate information regarding the physical and financial implementation of the operation. They are also used to verify that the Beneficiary is complying with publicity requirements.

The EU Commission requires that on-the-spot verifications include both announced and unannounced on-the-spot verifications.

Appendix 1– Common Output Indicators

Extract from Annex 1 of ESF Regulation (EU) No 1304/2013

The European Social Fund requires that information on all participants on activities funded by the ESF is maintained and reported to the Commission. All projects selected for funding will be required to gather and report data on the following output indicators.

(1) Common output indicators for participants

"Participants" refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked.

The common output indicators for participants are:

unemployed, including long-term unemployed
long-term unemployed
inactive
Inactive, not in education or training
employed, including self-employed
below 25 years of age
above 54 years of age
above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training,
with primary (ISCED 1) or Junior Cycle education
with Leaving Cert or Further Education
with Higher Certificate or above
Migrants, participants with a foreign background, minorities (including marginalised communities such as Roma)
Participants with disabilities
other disadvantaged
from rural areas

Common immediate result indicators for participants are:

inactive participants engaged in job searching upon leaving
participants in education/training upon leaving
participants gaining a qualification upon leaving
participants in employment, including self-employment, upon leaving
disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

Common longer-term result indicators for participants are:

participants in employment, including self-employment, six months after leaving
participants with an improved labour market situation six months after leaving
participants above 54 years of age in employment, including self-employment, six months after leaving
disadvantaged participants in employment, including self-employment, six months after leaving

Programme Specific Indicators (Gender Equality)

Number of women detached from the labour market who participated in a training course
The number of women detached from the labour market who completed a training course

Appendix 2– Participant and Common Indicator Data Sample Data Reporting Forms



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European Social Fund

**Programme for Employability, Inclusion and Learning (PEIL),
European Social Fund (ESF) 2014-2020**

**Sample Project Reporting Template: PEIL 2014-2020 Participant and Common Indicator Data
Document reference: ESF/2.9/06A**

Participant Information data to be collected:

General Indicators						
<i>Participant ID</i>	<i>Project ID</i>	<i>Gender</i>	<i>Date of Birth</i>	<i>Commencement Date</i>	<i>Completion Date</i>	<i>General Indicators (ParticipantID - Completion Date) cross check</i>
10788580		Female	28/03/1952	07/02/2019	08/02/2019	<i>missing indicator Cols A-E</i>

Common Output Indicator (to be collected per participant at start of participation):

Common Output Indicators for Participants *																	
CO01: Unemployed incl. long-term unemployed	CO02: Long-term unemployed Note: Period of Long term unemployment of >=6 months for u-25s; >=12 months for all others	CO03: Inactive	CO04: Inactive not in education or training	CO05: Employed incl. self-employed	CO01 - CO03 - CO05 Labour Mkt status cross check Note: A Yes entry should be entered for only 1 of the 3 primary values CO01, CO03 or CO05	CO06: Below 25	CO07: Above 54	CO08: Above 54 who are unemployed or inactive not in education or training	CO09: Primary or Junior Cycle	CO10: Leaving Cert or Further Education	CO11: Higher Certificate or above	CO09 - CO10 - CO11 Highest Education cross check Note: A Yes entry should be entered for only 1 of the 3 values CO09, CO10 or CO11. A 'No' entry in all 3 indicators suggests that 'no basic schooling' applies ie CO17 = Yes. Such triple 'No' entries in CO09-CO11 should be rechecked.	CO15: Migrants foreign background and minorities	CO16: Disability	CO17: Other disadvantaged	CO15-CO17 Disadvantage cross check	CO19: Rural area Note: Only required 2014-2016 inclusive; blanks accepted from 2017
No	Yes	Yes	No	No	cannot be Unempd=No, LTU=Yes:	No	Yes	No	Yes	No	No	ok	No	Yes	No	Disadvantaged	Requested

Common Immediate Result Indicator (to be collected per participant at completion of participation):

Common Immediate Result Indicators					
<p>Note: positive changes in labour market status since commencement are reported here. Result indicators should be left blank if Completion Date is blank.</p>					
<p><i>CR01: Inactive engaged in job searching upon leaving</i></p>	<p><i>CR02: In education/training upon leaving</i></p>	<p><i>CR03: Gaining a qualification upon leaving</i></p>	<p><i>CR04: In employment including self-employment upon leaving</i></p>	<p>Completion Date + CR01, CR02 & CR04 cross check</p> <p>Note: a Yes entry does not have to appear in CR01, CR02 or CR04 if <4 weeks between Completion Date & reporting period.</p>	<p><i>CR05: Disadvantaged engaged in job searching, education/ training, gaining a qualification, in employment including self-employment upon leaving</i></p>
<p>(enter either Yes, No,</p>	<p>No</p>	<p>(enter either Yes, No,</p>	<p>Yes</p>	<p>ok</p>	<p>Yes</p>

Common Longer Term Result Indicator (to be collected per participant 6 months after completion of participation):

Common Longer-Term Result Indicators **					Programme Specific (Gender Equality)	
<p>Note: positive changes in labour market status since commencement are reported here. Result indicators should be left blank if Completion Date is blank.</p>						
CL01: In employment including self-employment six months after leaving	CL02: With an improved labour market situation six months after leaving	<p>Completion Date + CL01 - CL02 cross check</p> <p>Note: a Yes entry does not have to appear in CL01 or CL02 if <6 months between Completion Date & reporting period.</p>	CL03: Above 54 in employment including self-employment six months after leaving	CL04: Disadvantaged participants in employment including self-employment six months after leaving	PO29.1 - The number of women detached from labour market who participate in a training course	PR29.1 – The number of women detached from labour market who completed a training course
(enter either Yes, No,	No	completion details	(depends on CL01 entry)	(depends on entry in CL01)	Yes	Yes