Funds Administration Unit
Queries and Responses in relation to IEM 2022 Call for Proposals

Query No.	Query	Response
1	Could you Authority please advise if/when a draft Grant Agreement would be issued?	We have no definite date for this as of yet, however we are hoping sign-off of grant agreements will be between October-November 2022.
2.	Where suggested word limits are given in the application, is there an expected/accepted tolerance to going over the suggested word limit?	In general it would be great to stay close to the word limit guidance where possible, however going off prior applications going over by 50 would be acceptable.
3.	In the application form, section 2.2.3, where the Outcome tables ask for Timeframes, does this refer to the time a participant will likely spend on that action, or the timescale of which the action will fall within the entire project?	This relates to the timescale of which the action will be achieved within the project overall such as month one of project or within year 1 depending on the action itself.
4.	What is the minimum age for participants in the IEM Call for Proposals	Participants aged 16 and over are eligible to participate in IEM projects.
5.	Is it possible to include a partner organisation in the application for funding?	Yes, it is possible to include a partner organisation in your application. Please review the 'Information and Guidance for Applicants' document, including 'Applicants' in Section 1.3, and also section 1.5 of that document. Potential partners would need to be prepared to share financial (e.g. employee contract, salary, timesheet etc.) and other information which would allow the main applicant to satisfy its information requirements under the grant agreement.
6.	Can the applicant add projects or activities that are already carried out (prior to the application)?	Yes, that is possible. It will be important to have a clear point at which the activities become part of the Grant Agreement (costs incurred before the start date in the grant agreement would be ineligible). Participants who are active on the project on the start date are eligible for inclusion under the grant agreement, and can be included in participant returns on the project, but only for activities they were involved in after the start date.
7.	In the case there is a 2nd organisation in the project (not the Lead organisation), does the Lead Organisation pay salaries directly to the employees of that 2nd organisation, or should the 2nd	Normal practice is that the partner organisation pays the salaries of its own employees, and invoices the lead organisation for the costs involved in delivering its part of the project. It will be important that the lead organisation maintains the supporting documentation for all costs, including partner costs)

	organisation invoice the Lead organisation for work that is carried out by their staff?	included in the financial returns (that could include employment contracts, salary slips, timesheets, etc.).
8.	**"How many migrants will progress to further education/improved job situations as a result of your project?"** Could the Authority please clarify whether **"improved job situation"** means **i)** "improved job prospects" i.e. closer to the labour market/more equipped? Or **ii)** "improved employment" i.e. participant is already in work but secures more hours/perm contract etc.?	'Improved job situation' means someone who is under-employed (part-time/below qualification levels) benefits from the project by obtaining longer hours/employment more suited to their qualifications/experience.
9.	Please could you clarify how the response to question 1.5 will be evaluated where the bidder is intending to deliver the project directly, without the use of subcontractors? Should we just answer to that effect, or should we describe the subcontractor management processes that we use for other programmes?	If an organisation is planning to deliver the project directly, i.e. without a partner organisation, then tick 'No' under question 1.5.1, and move to Section 2. In that circumstance, there is no need to describe the subcontractor management process. However, if it is intended to procure a sub-contractor to deliver some activities under the project (i.e. as a supplier to the lead organisation, rather than as a partner), then it will be important to describe the sub-contractor management process, including the process to be used to procure the services.
10.	There seems to be an error in the Budget Spreadsheet, the summary budget tab is picking up additional costs for years 2024 and 2025.	This is correct. A revised Application Form Part II has been uploaded onto the web-site https://www.gov.ie - AMIF and ESF Funding (www.gov.ie). Please use this revised document.