



Irish Aid

An Roinn Gnóthai Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Development Education Grants 2020 Call for Proposals

Guidelines for Applicant Organisations

Important Dates

The closing date for receipt of the completed Eligibility Criteria Form is
5pm on Friday 18 October 2019

The closing date for receipt of the completed Grant Application Form is
5pm on Wednesday 27 November 2019

Form to be returned by email to: developmenteducation@dfa.ie

Contents

1.	Policy Context	1
2.	Irish Aid Development Education Funding Modalities	3
3.	Eligibility	4
4.	Application Process	5
5.	Application Form	6
6.	Ineligible Costs and Activities	7
7.	Appraisal and Approval Process	8
8.	Accountability: Monitoring, Evaluation and Reporting	9
9.	Freedom of Information	11

1. Policy Context

1.1 Development Education Strategy

“A Better World” (2019) states that that “Development education and global citizenship will be an important element in our evolving approach to reaching the furthest behind first and will underpin our broader public engagement”.

The Irish Aid Development Education Strategy 2017-2023 aims to advance Irish Aid’s vision for a sustainable and just world, by working with our partners to deepen citizens’ understanding of issues relating to global poverty and development, reflect on their responsibilities as global citizens and take action for a fairer and more sustainable future for all. Our work in development education is a key component of the Ireland’s aid programme.

The long term goal of our Strategy is that through the provision of development education, people in Ireland are empowered to analyse and challenge the root causes and consequences of global hunger, poverty, inequality, injustice and climate change, inspiring and enabling them to become active citizens in the creation of a fairer and more sustainable future for all.

Proposals must align with and contribute to the outcome, outputs and activities outlined in the *Irish Aid Development Education Strategy 2017-2023* and set out clearly defined objectives and results to be achieved. The logic model below sets out the outputs we will deliver to achieve our intended outcome of increased accessibility, quality and effectiveness of Development Education in Ireland.

<u>Outcome of the Development Education Strategy</u>				
Increased accessibility, quality and effectiveness of Development Education in Ireland				
<i>Output 1</i>	<i>Output 2</i>	<i>Output 3</i>	<i>Output 4</i>	<i>Output 5¹</i>
An enabling and coherent policy environment for Development Education at local, national and European levels	Maximised capacity, collaboration, partnership and coherence of Development Education partners to enhance the quality, delivery, impact and communication of Development Education	Further integration and mainstreaming of quality Development Education in formal education curricula, programmes and structures	Increased integration, quality and spread of Development Education in non-formal education curricula, programmes and structures	Increased awareness within the education sector of Ireland’s development cooperation programme and the UN Sustainable Development Goals

The *Development Education Strategy* is accompanied by a Performance Measurement Framework (PMF). The PMF will track the changes envisioned in the strategy and aims to generate a comprehensive dataset on which to evaluate the strategy’s effectiveness, contribute to future decision making and provide a strong evidence base for assessing the impact of our support for development education. The data will be disaggregated by gender, age and geographical

¹ Output 5 guides funding support for the Irish Aid Public Awareness Programme and is not intended to guide funding support under the Development Education Grants Scheme

location. Organisations in receipt of funding under the Development Education Grants Scheme are expected to align their results framework to the **outcome and output indicators** set out in the PMF.

1.2 Sustainable Development Goals

Development education is an essential component in raising awareness of the 17 UN Sustainable Development Goals among the Irish public. Irish Aid requires all partners in receipt of development education funding to support awareness-raising of and engagement with the SDGs among the Irish public, in the course of their project delivery.

Development Education delivers on SDG Target 4.7, which calls on countries to
“ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture’s contribution to sustainable development.”

Irish Aid Development Education Funding Modalities

In addition to multi-annual support for a number of development education strategic partnership programmes, Irish Aid provides annual and multi-annual funding for development education projects to implement specific, innovative, results-focused initiatives that contribute to the achievement of the outcome and outputs of the Development Education Strategy as set out in the Logic Model above.

2.1 Development Education Grants Scheme

Organisations working in the **formal and non-formal education sector** can apply to the Development Education Grants Scheme to implement development education projects of between one or two years in duration. Applications can be submitted for either one year or two-year funding. Applications to the Development Education Grants Scheme are expected to contribute to the achievement of the outcome and outputs of the Development Education Strategy 2017-2023 and the associated Performance Measurement Framework.

In each year, the minimum grant available under this grant modality is €10,000, while the maximum grant amount is €180,000. Grants are available for a maximum **two-year period**, and will be limited to one per organisation for the duration of each grant.

2.2 Development Education Partnership Funding Scheme

Irish Aid views an effective partnership as a collaborative process between organisations that brings mutual benefits where ownership of the project is shared. Partnerships are welcomed on the basis that greater opportunities for learning, capacity building, efficiency, cost effectiveness, and ultimately stronger results, may be achieved.

A separate application form is available for Development Education Partnership Funding Scheme and will need to be requested from Irish Aid and jointly completed by the partners. This application form will also include a flow of funds template which must be completed and is a requirement for funding. In a partnership application, one of the organisations will act as the 'lead partner' and must comply with all eligibility criteria. Other members of the partnership are required to comply with all eligibility criteria with the exception of organisational dependency on Irish Aid. Partnership arrangements setting out clear roles and responsibilities of participants should be included in the application. Under the 2020 Development Education Grants Scheme, an organisation may submit a Development Education partnership application in addition to an individual Development Education funding application. If the organisation is successful in both its partnership application and its individual application, then the organisation is eligible to receive both grants.

In each year, the minimum grant available under this grant modality is €10,000, while the maximum grant amount is €20,000. Grants are available for a maximum **two-year period**, and will be limited to one per organisation for the duration of each grant.

2.3 DEAR (Development Education and Awareness Raising) Co-Funding Scheme

An organisation in receipt of European Union funding for a Development Education and Awareness Raising (DEAR) project can apply to Irish Aid for DEAR co-funding. A separate application form is available for DEAR co-funding and will need to be requested from Irish Aid. An organisation may apply for DEAR Co-Funding in addition to other development education funding applications. If the organisation is successful in both its DEAR Co-Funding application and a development education funding application, then the organisation is eligible to receive both grants.

In each year, the maximum grant available under grant modality is up to 10% of total funds received from the European Union. Grants are available for a maximum **two-year period**, and will be limited to one per organisation for the duration of each grant.

2. Eligibility

A call for proposals will issue on 3 October 2019. The closing date for receipt of completed eligibility forms is 5pm on Friday, 18 October 2019, while the closing date for receipt of completed application forms is 5pm on Wednesday, 27 November 2019. All applicants will be notified of their eligibility status by Monday, 28 October 2019. If you do not hear from Irish Aid by this date, please ensure you make contact to confirm the status of your eligibility request.

3.1 Eligibility Process

- If an organisation wishes to apply, organisations must first contact developmenteducation@dfa.ie to request the appropriate Eligibility Criteria Form and appropriate Application Form. Requests must contain relevant contact and organisation information.
- Please note that the appropriate Eligibility Criteria Form must be completed and returned to Irish Aid by the deadline of **5pm Friday 18 October 2019**. *Organisations that do not meet this deadline will not be considered for the call.*

3.2 Eligibility Criteria Form

The criteria for eligibility for applicant organisations to apply for the Development Education Grant in 2020 are set out below. Applications will be considered only from organisations which meet the eligibility criteria. Ineligible applicants will be notified as soon as possible.

1. **Organisation Status:** Applicant organisations must have a charitable tax exemption from the Irish Office of the Revenue Commissioners i.e. be the holder of a charity reference number (CHY), or hold a current Tax Clearance Certificate.
2. **Governance:** Applicant organisations must have a formal decision-making structure which can take legal responsibility for the administration and use of Irish Aid funds.
3. **Financial Accountability:** Applicant organisations must have annual accounts available on their organisation's website for the two most recent financial years which are both;
 - i. externally and independently audited, in cases where the annual organisational income exceeds €100,000;
 - ii. available on the organisation's website on 18 October 2019.
4. **Dependency on Irish Aid:** Income received from Irish Aid, either directly or indirectly, must not exceed 90% of the overall organisational income of the applicant organisation.² In respect of the Partnership Eligibility Form, applicants are required to comply with all eligibility criteria with the exception of the co-applicant's organisational dependency on Irish Aid.
5. **Funding Status:** Applicant organisations in receipt of a Programme Grant from Irish Aid, or who are Strategic Partners of the Global Citizenship Unit, are not generally eligible to apply for the development education grants, except in the case of applications for DEAR Co-funding.

² As per the Department of Public Expenditure and Reform Circular 13/2014 where funding is being provided as part of a co-funding arrangement, grantees are required to provide annually to each grantor, as a condition of grant, a declaration as to the source, amount and purpose of all other funding they receive and a declaration that there will be no duplication of funding for the same activity/project. This declaration should also state if the Exchequer funding from all sources exceeds 50% of total income.

6. **Focus of Work:** Applicant organisations and/or institutions that are undertaking development education activities or education activities must include a development education perspective aimed at members of the Irish public.
7. **Record of Compliance:** Applicant organisations previously in receipt of Irish Aid funds must have a record of compliance in terms of the administration and use of such funds, i.e. have submitted financial and narrative reports as per agreed schedules in previous contracts, and a signed Certificate of Assurance. Applicants which have a previous record of non-compliance with the terms of an Irish Aid contract may not be considered for funding.
8. **Child Protection:** Organisations who work with children and young adults under the age of 18 must have child protection policies in place that are in compliance with the Children First Act 2015. The website of the Department of Children and Youth Affairs may be informative in this regard.

3. Application Process

4.1 Application Process

All applicants will be notified of their eligibility status by Monday, 28 October 2019. If an organisation is eligible, organisations should then proceed to complete the relevant application form. Applications from organisations which meet the eligibility criteria will be forwarded for appraisal.

Applications will be accepted by email only to the designated address, developmenteducation@dfa.ie, by the closing date of 5pm on Wednesday, 27 November 2019. Late applications will not be accepted.

Irish Aid will endeavour to complete the appraisal and approval process by the end of March 2020 at which stage notification of funding decisions to applicants will be provided and contracts will be issued to successful applicants, subject to the receipt of timely responses by applicants.

4.2 Key Reference Documents

All applicants are advised to read the following key reference documents before completing and submitting an application form:

1. <https://www.irishaid.ie/media/irishaid/allwebsitemedia/20newsandpublications/publicationpdfsenglish/Development-Education-Strategy-2017-2023.pdf>
2. <https://www.irishaid.ie/news-publications/publications/publicationsarchive/2017/september/performance-management-framework/performance-measurement-framework-for-the-development-education-strategy-2017-2023.html>
3. <https://www.irishaid.ie/media/irishaid/aboutus/abetterworldirelandspolicyforinternationaldevelopment/A-Better-World-Irelands-Policy-for-International-Development.pdf>
4. [2020 Development Education Grant Funding Frequently Asked Questions](#)
5. [2020 DEAR Co-Funding Frequently Asked Questions](#)

4.3 Queries and Clarifications

Questions can be addressed to developmenteducation@dfa.ie

A FAQ (Frequently Asked Questions) document will be posted on the Irish Aid website. Queries will be responded to up to two weeks prior to the application deadline.

Please note that any attempt to either directly or indirectly influence the outcome of the decision-making process in relation to grant applications will result in disqualification. As such, please ensure that no representative of your

organisation seeks individual meetings with any representative of the Department of Foreign Affairs and Trade in connection with the application once the Call for Applications issues.

4.4 Grant Duration

Applications with a start date on or after 1 April 2020 will be accepted. Any delay in completion of project must be agreed with Irish Aid in advance. Projects must start not later than 1 September 2020 and one year must be completed by 31 August 2021.

In the case of Multi-Annual (2 year) funding, the project must start not later than 1 September 2020 and must be completed by 31 August 2022

4. Application Form

This section is applicable to organisations applying for funding to the Development Education Grants, Partnership Funding, and DEAR co-funding.

5.1 Application Form

There are 4 sections to be completed in the application form as follows:

- a) Section 1 – Organisation Details
- b) Section 2 – Proposed Project
- c) Section 3 – Strategic Approach
- d) Section 4 – Evidence of change
 - Annex A – Project Results Framework
 - Annex B – Project Budget

Organisations should ensure that the content of the application form is clear and complete, as only the application form and associated annexes should be submitted. No other documentation received will be reviewed as part of the appraisal process.

5.2 Annex A: Project Results Framework

Irish Aid places a strong emphasis on results. Planning for results requires supportive, comprehensive and integrated systems for budgeting, monitoring and reporting which are appropriate for the organisation concerned, taking size, scale and focus of the project into account. Management for results involves demonstrating clear and measurable results following a comprehensive planning process to agreed strategies and objectives of the project and the selection of the key indicators that will be used to track progress and measure impact.

Partners must demonstrate in Annex A of the application that there is a clarity of understanding on how the activities of the proposed project will lead to the achievement of the project's desired outcomes and the strategy outputs. There must be a clear logic of intervention between: (i) the intended target group; (ii) how the intervention will address the target group; and (iii) what change the intervention is expected to achieve. This process of analysis should lead to the prioritisation of the results which the organisation has chosen to strive for in the proposed project.

For 2 year projects, goals and outcomes for the two-year period should be agreed at the outset. An updated Project Results Framework, outlining proposed actions for Year 2 will be required at the end of Year 1.

5.3 Annex B: Project Budget

A budget for the entire project (1 or 2 years) must be submitted as Annex B of the application, with a breakdown of the proposed Irish Aid funding included. The budget should clearly show direct and indirect costs. Irish Aid will support indirect costs to a maximum of 10% of the Irish Aid direct costs.

- **Direct Costs** are those costs that can be specifically associated with the project (for example project activities/outputs, project personnel salaries). Direct project costs should be set out at objective and associated output level and should include a breakdown under the following headings;
 - Project personnel costs
 - Event costs (i.e. venue hire, equipment hire, refreshments etc.)
 - Project transport costs
 - Material costs/fees (i.e. printed materials, FETAC/QQI fees or other course/qualification fees etc.)
- **Indirect Costs** are costs that are in support of project objectives but not necessarily incurred for the project and so cannot be readily associated with the project (for example administration, audit, financial services, monitoring and evaluation, travel and subsistence costs). Irish Aid will support overhead costs (up to 10% of the total direct costs requested from Irish Aid) under this category. Please note that it will be considered a serious compliance issue if indirect costs exceed 10% of the Irish Aid grant.
- **In-Kind Contributions**
Please do not include in-kind contributions in your budget. Should an organisation wish to indicate in-kind contributions (e.g. volunteering) to the project, a brief outline should be provided below the table (project income).
- **Own Contribution to the Project**
The organisation should set out the income sources for the project including own contribution, and also from other funders e.g. for delivery of specific elements of the project. The status of funding should also be indicated in the case of other funders e.g. secured /applied for/to be applied for.

5. Ineligible Costs and Activities

The following costs will not be eligible for funding support under this scheme:

- Cost incurred outside the project timeframe
- Capital or equipment costs (unless justified as essential to the delivery of the project)
- Consultant fees to prepare applications
- The purchase, repair or furnishing of buildings
- Servicing debts or loans
- Contingencies

The following activities will not be eligible for funding support under this scheme:

- Projects aimed at post-primary schools (support for development education aimed at post-primary schools is provided through the Irish Aid WorldWide Global Schools Programme www.worldwiseschools.ie)
- Proposals confined to individual schools are ineligible.
- Campaigning and advocacy projects which do not adequately demonstrate development education content
- Cultural events, unless part of a wider development education project and demonstrating adequate development education content
- Projects which are exclusively or mainly concerned with issues from an Irish/local perspective in Ireland e.g. anti-racism, intercultural education or environmental education
- Projects with a primary aim to raise the profile of an organisation or to raise funds
- Projects with a development studies rather than a development education focus
- Organisational development
- Exposure visits overseas, including flights and other associated costs in country
- Research
- Printing (other than materials required for example, for workshops)
- All DE resources developed with funding support from Irish Aid should be informed by the following:
 - [The Guideline for Producing Development Education Resources](#)
 - [The Audit of Irish Development Education Resources](#)
- All resources should be shared with www.developmenteducation.ie
- Libraries or resource centres unless part of a wider development education project.
- Welfare projects (i.e. provision of language classes or information on legal and social welfare rights)
- Retrospective expenditure, i.e. costs incurred prior to the agreed project start date/signature of the contract with Irish Aid.

6. Appraisal and Approval Process

7.1 Appraisal Process

Applications which meet the eligibility criteria will be appraised with the assistance of external consultants, against the assessment criteria set out below. The Development Education Grants Committee draws its membership from the Department of Foreign Affairs and Trade, the Department of Education and Skills, the National Council for Curriculum and Assessment and independent consultants. It is chaired by the Director of the Civil Society and Development Education Unit. The Development Education Grants Committee will make recommendations for funding to the Minister of State for the Diaspora and International Development and the Minister for Foreign Affairs and Trade.

7.2 Application, Appraisal and Approval Timeline

- | | |
|---------------------------------------|---|
| • Friday, 18 October 2019: | Submission of Eligibility Form and Accounts |
| • Wednesday, 27 November 2019: | Submission of Application Form |
| • End of March 2020: | Appraisal and Notification of Funding Decisions |

7.3 Appraisal Criteria

Irish Aid will continue to require that all interventions funded have a strong focus on results for development education. The appraisal process will test for evidence that the organisation is operating from a reasonably sound strategic, policy and financial basis, relative to its size and capacity. Proposals will be assessed under the following

headings:

1. Evidence that the organisation operates from a sound strategic, policy and financial basis
2. Evidence of project capacity to deliver and track results
3. Contribution to the achievement of the results outlined in the Development Education Strategy and PMF
4. Evidence that the project can deliver development education content, practice and methodologies
5. Evidence of change achieved from previous projects (Irish Aid funded, if applicable)

Organisations will be informed of the outcome of the appraisal process in writing. Prior to the signature of contracts and payment of grants, successful organisations will be required to meet a number of conditions, including but not limited to, the receipt of satisfactory reports on previous projects and submission of a revised budget, flow of funds, results framework, if required following the appraisal process. As such, the grant offer should be considered provisional until the Department confirms that the relevant conditions have been met.

7.4 Contract

Irish Aid will issue a contract to successful applicants and 100% of the grant will be paid on receipt of a signed contract. The contract will outline the terms and conditions of the grant.

Notwithstanding the obligations set out in any future contract with Irish Aid, applicants should note that if they receive a grant from Irish Aid they will be required to:

- Cooperate fully with any external evaluations or audits, which may be commissioned by Irish Aid from time to time and at its complete discretion;
- Respond in a timely manner to ad-hoc requests by Irish Aid for information updates regarding project progress, should these arise; and
- Respond to any requests for information made by organisations authorised to do so by Irish Aid. It is expected that such requests will be exceptional.

7. Accountability: Monitoring, Evaluation and Reporting

8.1 Accountability

Accountability is one of Irish Aid's core values. Recipients of funding under the Development Education Grants Scheme are entrusted with public funds, to be spent strictly for the purposes presented in the funding proposal and within the relevant timeframe. The primary responsibility for demonstrating accountability rests with the governance and management bodies of the organisations funded by Irish Aid. Failure to comply with this obligation will render the recipient liable to reimburse Irish Aid the full amount of the grant.

8.2 Department of Public Expenditure and Reform (DPER) Circular 13/2014

Organisations should be aware of, and strictly adhere to, the requirements of the Department of Public Expenditure and Reform circular (13/2014) relating to the Management of and Accountability of Grants. The Department of Public Expenditure and Reform (DPER) circular 13/2014 outlines public financial management principles and procedures for both Grantors and Grantees of Irish public money and seeks to ensure that there is greater transparency and accountability in the management of public money. Where Irish Aid funding is on-granted to implementing partner organisations, there should be clarity on the flow of funds and how they will be managed.

8.3 Monitoring

Monitoring is an integral part of results-based management and influences the ongoing planning and review of projects as well as our broader support to development education. The recipient organisation will have the primary responsibility for project monitoring as part of a results based management approach. Grant recipients are responsible for an effective, ongoing monitoring system. Each organisation is responsible for its own project implementation and the delivery of results, and will report on progress at the end of the project to Irish Aid. Significant deviations from original expected results must be explained in advance to Irish Aid, in the context of external factors and lessons learned, as well as those factors within the control of the project.

Irish Aid may conduct monitoring visits to selected projects to assess their performance against the agreed project proposal and results framework and to ensure organisations' progress is compliant with contractual obligations. Irish Aid reserves the right to evaluate and audit projects at any time.

8.4 Evaluation

Irish Aid encourages recipient organisations to develop and deepen a culture of lesson-learning that contributes to enhanced future performance and provides evidence of effectiveness. Irish Aid thus strongly encourages organisations to undertake evaluations to rigorously document the results of the project investment. When an evaluation is funded using Irish Aid funds, a copy of the evaluation must be shared with Irish Aid. Where the evaluation recommends changes to the project, these must be agreed in advance with Irish Aid.

8.5 Reporting: Annual Narrative, Financial Report and PMF

In the case of multi-annual funding, an End of Year 1 report will be required 13 months after the start date of the project.

An End of Project Report, covering the duration of the grant period, will be required one month after the end date of the project. **Please note that the late submission of reports is a compliance issue.**

All reports must be accompanied by the following:

- Relevant reporting template(s) from the PMF as an appendix to the narrative report. The reporting templates are aligned to output indicators in the PMF and enable organisations to demonstrate the contribution of their work to the outcome and overall goal of the *Development Education Strategy*.
- Results Framework demonstrating the end of year /end of project's results against the targets agreed with Irish Aid, as well as the project's contribution to achieving the desired results set out in the PMF.
- Financial report (in the prescribed format) on the Irish Aid-supported project. This should show total income (including that from other donors) and expenditure against the original budget. The financial statement and narrative report must be completed so as to clearly illustrate the relationship between objectives and expenditure.
- Certificate of Assurance – signed at management level, certifying that the public money granted was used in accordance with the terms and conditions of the grant.
- Most recent annual accounts for the organisation, in which Irish Aid funding is specifically shown as an item (externally audited accounts are required if the organisation is legally obliged to produce audited accounts

if the organisational income is above €100,000 per annum)³.

The Guidelines for Reporting, Monitoring and Evaluation of Grant Projects for 2020 will issue at the time of payment of the grant.

8. Freedom of Information

Applicant organisations are reminded that documents submitted to the Department of Foreign Affairs and Trade including application forms and annexes, or any report submitted to the Department on foot of a successful funding application, any other written communications with the Department, and any other information that Irish Aid may generate about the organisation, automatically become records of the Department and subject to the provisions of the Freedom of Information Act 2014. In these circumstances, the Department may be required under the terms of the FOI Act to divulge any or all such records to third parties. It is the established policy of the Department of Foreign Affairs and Trade to publish on its website all FOI requests and the records released under the Act. See Department of Foreign Affairs and Trade website, FOI section.

<https://www.dfa.ie/about-us/accountability/how-we-are-accountable>

³ Irish Aid reserves the right to request an auditor's management letter and the management response, as well as management accounts if necessary.