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Description automatically generated**

**Project Application for**

**Assistance with the administration of applications for**

**Temporary Protection for Ukrainian Nationals**

**Call for Proposals to support the registration of Applicants for Temporary Protection**

*(Contract to run from 1 November 2023 to 1 November 2024 with option to cease at 3 months notice)*

**Please note:**

* Applicants should refer to the guidance notes when completing this form

Please submit completed application form by email to [temporaryprotection@justice.ie](mailto:temporaryprotection@justice.ie) and ensure to enter “Call for proposals – assistance with registration” in the subject line.

**The final date for receipt of Applications is 5:00pm on Friday 22nd September.**

**Data protection statement**

1. The Immigration Service Delivery, a part of the Department of Justice, collects the data you provide in this form. The data controller for the information you provide is the Department of Justice. The data controller’s contact details are Ukraine Response team, Immigration Service Delivery, the Department of Justice, Chapter House, Lower Abbey Street, Dublin 1, D01 C7W6.
2. You can contact the Data Protection Officer for the Department of Justice by writing to:

The Data Protection Officer, the Department of Justice, 51 St Stephen’s Green, Dublin 2 D02HK52 or by email to [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie).

1. We will use the personal data you provide in this form for the following purposes:

* To assist in the assessment of eligibility of applications submitted for funding from the Department of Justice.

1. The personal data provided here would be stored securely in ISD’s databases. It may be shared if necessary with the Internal Audit Unit, Department of Justice.
2. You have the right to access to, and a copy of, your personal data that we process. You can do this by filling in a subject access request form available online at [www.justice.ie](http://www.justice.ie) and sending it to [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie) You may be required to verify your identity before we send the information to you.
3. You have the right to request us to rectify any errors in our data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Ukraine Response team, Immigration Service Delivery, the Department of Justice, Chapter House, Lower Abbey Street, Dublin 1, D01 C7W6 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to the processing of your data.
4. You have a right to lodge a complaint with the Data Protection Commission if you believe we are processing your personal data unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie).

**The full text of DOJ’s Data Protection Policy can be found at** [**http://www.justice.ie/dataprotection**](http://www.justice.ie/dataprotection)

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Basic Information**

Details of Organisation:

*Name*

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|  |

*Address*

|  |
| --- |
|  |

*Telephone number*

|  |
| --- |
|  |

*Email address*

|  |
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|  |

*Legal name (if different from above)*

|  |
| --- |
|  |

Date of establishment of organisation --/--/----

Organisation category

|  |  |
| --- | --- |
| 1. Organisation Category | Which of the following best describes your organisation:  󠅵 (i) Public Body  󠅵(ii) Private Company  󠅵(ii) Voluntary Organisation |

Are your accounts audited annually? Yes 󠅵󠅵 No 󠅵󠅵

1. **Project Objectives**
   1. **What is the name of your project?**

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* 1. **Provide a description of your project including objectives.**

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* 1. **Provide a summary of the proposed project expenditure and the reason for this expenditure**

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* 1. **How do you consider that your proposal represents good value for money and is cost effective?**

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* 1. **Organisational structure of persons involved in the management of the project**

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* 1. **Please list persons directly involved in the Project either on a full time or part time basis (provide name, current position, role and salary)**

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* 1. **Please outline details of previous experience delivering a similar project (if any)**

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* 1. **Please describe the project management governance and operational control arrangements that exist or that you plan to put in place for your project.**

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* 1. **Please 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.**

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1. **Budget Breakdown – Please provide a detailed breakdown of expenditure**

When drawing up your project budget you should seek to allocate cost to the most appropriate category as set out below.

|  |  |
| --- | --- |
| Direct staff costs |  |
| Indirect staff costs |  |
| Direct project costs |  |
| Overheads |  |
| Administration |  |
| Travel and subsistence |  |
| Equipment |  |
| Consumables |  |
| Accommodation |  |

**Total cost of the project**

**Please provide bank account details**

|  |
| --- |
| Name of Bank:  Address:  Account name:  Sort Code:  Account number:  BIC:  IBAN: |

1. **Declaration**

**The person to whom all correspondence will be addressed should complete this.**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Organisation) I, the undersigned, apply for a grant of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_ towards the full development of the project and declare that all of the information given is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used for the purpose stated and should not be used to replace existing funding. I also understand that information supplied or accompanying this application may be made available on request under the Freedom of Information Acts 2014. The project sponsors are agreeable to have the project monitored by the Immigration Service Delivery and the Department of Justice and will submit an implementation report setting out how the project has achieved its’ targets as necessary for that purpose.

|  |  |
| --- | --- |
| Contact name for all correspondence in connection with this application |  |
| Name of Group |  |
| Signatory: (block capitals) |  |
| Signed: |  |
| Date: |  |
| Position in Group: |  |
| Address: |  |
| Phone number: |  |
| Email address: |  |