



Guidelines for applications submitted for projects relating to assisted voluntary return of non-EEA citizens 2024 - 2025

Applicants are advised to have familiarised themselves fully with these guidelines prior to completing applications.

The aim of these guidelines is:

Assist applicants understand the requirements for funding from the Department of Justice

To enable eligible applicants complete and submit proposals.

1. Basic Information

Entity applying for funding and contact details

Submit the details of any entity applying for project. All private and public entities including NGOs are eligible to apply.

Prospective applicants should specify their legal status and attach the statute or articles of association together with the audited accounts of the last financial year.

2. Project Objectives

(i) Name of Project

Title of project should be indicative of what the project aims to achieve e.g. “promotion of assisted voluntary return among applicants for international protection and irregular migrants”. Length of title should not exceed 20 words.

(ii) Project Description

Describe a short summary (not more than 200 words) what the project will be doing including details of the target group and details of actions that will be taken.

The target group shall comprise:

(a) third-country nationals who are without permission in the State

(b) third –country nationals who have applied for or who have been refused protection or permission to remain in the State under the International Protection Act 2015, but who are not yet subject to a deportation order, and who may choose to make use of voluntary return;

- (c) third-country nationals subject to a deportation order where the physical return of the individual concerned has been facilitated by the Department and only the provision of reintegration assistance is in question
- (d) persons who have been identified as suspected victims of trafficking in Ireland.

Actions allowed under this proposal may include:

- (a) measures necessary for the preparation of return operations, such as those leading to the identification of third- country nationals, to the issuing of travel documents and to family tracing;
- (b) cooperation with the consular authorities and immigration services of third countries with a view to obtaining travel documents, facilitating repatriation and ensuring readmission;
- (c) assisted voluntary return measures, including medical examinations and assistance, travel arrangements, financial contributions and pre- and post-return counselling and assistance;
- (d) removal operations, including related measures, in accordance with the standards laid down in Union law, with the exception of coercive equipment;
- (e) measures to launch the progress of reintegration for the returnee's personal development, such as cash-incentives, training, placement and employment assistance and start-up support for economic activities;
- (f) facilities and services in third countries ensuring appropriate temporary accommodation and reception upon arrival;
- (g) specific assistance for vulnerable persons.

(iii) Project Management and Administration

Please list the people who will be directly involved in the management of the project. The project leader is the person who will manage the project and have final responsibility for its overall progress.

Please specify the organisational structure of the people directly involved in the management of the project.

Please explain how this will fit within the current organisational structure i.e. explain whether the structure of the people managing the project will require any major changes within the current structure, the current role of the people involved, what structure of responsibility it will follow etc.

3. Budget Breakdown
(i) Eligible Direct Costs

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

Direct staff costs	All staff costs, including contract staff with a direct role in the project.
Indirect staff costs	Costs of administrative management and support staff
Direct project costs	All costs (not included separately in another category) incurred directly in operating / running the project
Overheads	All shared office costs including light and heat etc. being apportioned to the project.
Administration	All directly attributable administrative expenditure incurred on the project e.g. stationery.
Travel and subsistence	Travel and subsistence costs of Direct Staff
Equipment	All asset purchases
Consumables	All goods (including equipment below minimum asset value) purchased for use in its entirety in the project. No further use / value expected beyond the project.
Accommodation	All office rental cost and project activity room rental costs.

Funding will only be provided once the Grant Agreement is finalised and signed by the applicant and the Repatriation Division of the Department of Justice.

Costs related to the project must be generated and the corresponding payments must be made from the 01 May 2024 and 31 December 2025.

- The expenditure must have been incurred by a beneficiary and paid between 01 May 2024 and 31 December 2025.
- 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. The supporting documents must be retained for a period of 5 years (31/12/2030).
- All expenditure must be provided for in the Grant Agreement and/or the project's annual budget(s).

- All expenditure must be necessary for implementation of the project 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;
- Indirect costs may be restricted to a maximum of 15% of eligible direct staff costs;
- All EU and National Procurement Rules must be stringently adhered to
- Special conditions exist for purchasing equipment in excess of €1,000
- Staff costs must be supported by contracts of employment, payroll records and detailed weekly timesheets (for employees working part time on the project and part time on other projects) completed according to a prescribed template. This will apply both for employees in the organisation and any contract staff working on the project.

All beneficiaries must ensure 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. Beneficiaries will be subject to Department auditing structures which can include on the spot checks.

(ii) Ineligible Expenditure

The following costs shall not be eligible for funding:

- (a) interest on debt;
- (b) the purchase of land not built upon;
- (c) the purchase of land built upon, where the land is necessary for the implementation of the project, in an amount exceeding 10 % of the total eligible expenditure for the project concerned;
- (d) value added tax (VAT), except where it is non-recoverable under national VAT law.

4. Project Selection Process

Applications received by the closing date and time will be subject to an initial check by the Repatriation 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 signed by a person authorised to submit the application on behalf of the applicant organisation;
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Applications that fail to meet this initial test will not be considered. Applications that pass this initial check will then go forward for full assessment by a Selection Committee, according to the following evaluation ranking criteria:

a) **Strength of proposal**

- Project objectives set out;
- Effectiveness of the proposal and of the services to be made available;
- Quality of the strategic approach showing: clear attainable and measurable targets, anticipated outcomes for the Third country nationals (TCNs). **30 marks**

b) **Capacity of applicant**

- Evidence of working with vulnerable migrants;
- Previous delivery of similar or comparable activities;
- Evidence of appropriate governance and financial viability of the organisation;
- Capacity to deliver pre and post return counselling
- Capacity to deliver post return reintegration
- Evidence of ability to manage the project appropriately;
- Capacity to collect, maintain and report monitoring information. **50 marks**

c) **Efficiency and Effectiveness**

- Clear and well structured budget;
- Cost effectiveness;
- Timeframes of actions to be undertaken;
- Readiness - Preparedness of the project (need for work permits etc). **20 Marks**

5. Confidentiality

The Repatriation Division of the Department of Justice and the applicant will undertake to preserve the confidentiality of any document, information, data or other material communicated to them in whatever medium, including electronically and orally, where disclosure of which could harm the other party. However, the Department of Justice wishes to remind applicants that the information supplied on any application form may be made available on request, in accordance with the Department of Justice's obligations under law, including the Freedom of Information Acts.

You are asked to consider if any of the information supplied by you in applying for funding. If this is the case, you should, when providing the information, identify and specify the reasons for its sensitivity. Where an applicant identifies such information, the Department of Justice will consult with the applicant about such sensitive information before making a decision on any FOI request received.