



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration

Guidelines for Applications

For Projects Relating to the Provision of Representatives to Unaccompanied Minors in the International Protection process

Pilot Programme

2026

Closing Date: 21st May 2026
Submissions to info@ipo.gov.ie
Prepared by the International Protection Office
ipo.gov.ie

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1 Basic information

Entity applying for funding

Submit the details of any entity applying for the 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 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.

(ii) Project Description

Please see the project description in the Grant Information Booklet, prior to completing the application form

The International Protection Office is seeking proposals from organisations to support the Government of Ireland with the provision of representatives for unaccompanied minors who enter the State and seek international protection. This grant is on a pilot basis and will run for a total of six months.

The objective of the project is to ensure that unaccompanied minors entering the State to seek international protection:

- have the support they need to understand the process,
- are supported with clear, accessible information about the international protection process, and
- are given meaningful opportunities to express their views in a manner appropriate to their age, development and individual needs.

This section of the application form should contain a description of actions that will be taken to deliver the project.

(i) Project Administration

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.

In section 2.4, you are required to specify the organisational structure of the people directly involved in the management of the project. In section 2.7 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 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 the 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 if applicable

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 not be provided until the Grant Agreement is finalised and signed by the applicant and the DOJ.

Costs related to the project must be generated during the lifetime of the agreement.

4 Project Selection Process

Applications received by the closing date and time will be subject to an initial check by the IPO Reception Team 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;

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 the 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

30 marks

b) Capacity of applicant

- Evidence of working with unaccompanied minors/migrants (if any)
- Previous delivery of similar or comparable activities
- Evidence of appropriate governance and financial viability of the organisation
- 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

20 marks

5 Confidentiality

The International Protection Office (IPO), as part of the Department of Justice Home Affairs and Migration, 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 IPO 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, Home Affairs and Migration’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 should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify and specify the reasons for its sensitivity. Where an applicant details such information, the Department of Justice, Home Affairs and Migration, will consult with the applicant about such sensitive information before deciding on any FOI request received.

