

Funds Administration Unit
Queries and Responses in relation to AMIF 2023 Call for Proposals
Week ending 1st December 2023

Query No.	Query	Response <i>(Note that responses may be edited to protect anonymity of applicant)</i>
1	I see that National Integration Fund Call for Proposals is currently open. Is it possible to apply for both AMIF funding and National Integration funding?	<i>It is possible to apply for both, although the National Funding grant award may not be used as co-funding for the AMIF grant. If funding is approved under both AMIF and National Funding grant awards, it will be important to maintain separate records for each.</i>
2.	I have a query in relation to the AMIF call for proposals: can a proposal include actions and outputs/outcomes under both Specific Objective 1 (SO1) - Common European Asylum System (CEAS) and Specific Objective 2 (SO2) – Integration/Legal Migration? Or does a proposal need to fit within one of the Specific Objectives?	<i>Yes it is possible to include actions under both SO1 and SO2 in your application.</i>
3.	I did just read the revised info document, which says the latest projects should start is March 2024... So I am guessing that makes it more likely it's ok to start from January. But be great to get confirmation.	<i>The deadline for receipt of applications for the current AMIF Call for Proposals is noon, Friday 1st of December. At that point we will commence the appraisal and selection procedures, to be followed by formal ratification of the successful applicants. Our expectation is that these processes are unlikely to be completed before 1st January 2024. Our Application form Part II (the budget planner) is based on a start date of 1st February, and we believe that this is the most realistic start date for applicants to aim for.</i>
4.	We are interested in making an application to the AMIF and I just have a question – is it possible to include volunteering hours under the 25% co-funding criteria? We would envisage making an application for a project that would involve a volunteer team, and we would wish to incorporate these volunteering hours into the co-funding element. One of our potential partners is also querying if staff hours, room hire, facility use and equipment use can also be included?	<i>AMIF funding allows us to fund 75% of eligible costs, the balance of funding needs to be paid by the grantee (either through own funds, or via a third party). While volunteer activity can be a very important and useful element of the project proposal, as there is no cost associated with volunteer activity, that cannot be used as part of the co-funding. As a general rule, co-funding by the applicant themselves can only be based on actual paid costs incurred during the project.</i>

		<p><i>As described at Sections 1.2 ‘AMIF in Ireland’ and 1.3 ‘Call Details’, ‘Co-Funding’, of the ‘Information and Guidance for Applicants’ document, applicants are required to demonstrate that they have access to the required level of co-funding for the project. This would include a formal commitment from a third party providing the funds, or if funded directly by the applicant organisation, confirmation from organisation management that the funds are available and committed.</i></p>
5.	<p>Is there is any rental expenditure allowable through this project scheme?</p>	<p><i>Section 3, ‘Eligible Expenditure’ (Page 22) of the ‘Information and Guidance for Applicants’ document sets out eligibility criteria for costs incurred by projects. Rental costs are permitted, provided they comply with the eligibility criteria.</i></p>
6.	<p>I am working with some other organisation in applying for the AMIF funding and this activity is covering both objectives SO1 and SO2.</p> <p>Please let me know if we have to make 2 applications or one application under the main objective SO1 will suffice</p>	<p><i>One application covering the planned activities under both SO1 and SO2 will be sufficient. Also, if the application is on behalf of a number of organisations, it will be necessary to apply under a lead organisation, as set out in ‘Applicants’ section of 1.3 ‘Call Details’ of the ‘Information and Guidance for Applicants’ document.</i></p>
7.	<p>Could you indicate if further calls will be made under the programme and if so when these might be?</p>	<p><i>The current Call for Proposals is for 4-year projects, expected to complete late 2027/early 2028. We currently have no plans for further Calls of this nature for the remainder of the AMIF 2021-2027 Programme (although, depending on circumstances, other Calls for Proposals could be run if circumstances warrant).</i></p>
8.	<p>With regards to the AMIF, could I ask if public agencies, such as local authorities, are eligible to apply for funding through the AMIF?</p> <p>In addition, am I correct in my understanding that there will be a yearly open call for applications?</p>	<p><i>The ‘Information and Guidance for Applicants’ sets out the background to AMIF, eligibility rules, and the process for applying. Included in that document, at Section 1.3 ‘Call Details’, ‘Applicants’ the document advises “Public, Private and Voluntary Bodies are eligible to apply.”</i></p> <p><i>The current Call for Proposals is for 4-year projects, commencing early 2024 and completing late 2027/early 2028. It is not expected that there will be annual Calls of this nature.</i></p>
9.	<p>Page eight details that €300,000 is the minimum grant size. Page seven indicates that up to €10m “may be committed under this Call”. Does this mean that an individual application could be up to €10m or is it that the total pot of funding available, combined, for all successful grants is €10m?</p>	<p><i>The total pot of funding available under this Call for Proposals is up to €10m, for all projects being funded under the Call. While there is a minimum grant amount of €300,000, there is no maximum grant amount. Having said that, as mentioned in ‘Geographical Scope’ under Section 1.3 ‘Call Details’ of the ‘Information and Guidance for Applicants’ document “The selection of projects</i></p>

		<i>to receive funding under this Call will have regard to the desirability of achieving a geographical spread of activities.”</i>
10.	Can the 25 % [Co-Funding] come from several partners or can it only be one organization?	<i>The 25% co-funding can come from the applicant themselves, and/or one or more organisations. It is important that the applicant provides a formal commitment from each of the co-funders, confirming that their portion of the funding is committed and will be available for the project.</i>
11.	In relation to same, it would be very helpful if you could outline what forms the 25% match funding can take e.g. if a project partner values their staff etc. contribution at €XX to achieving the aims of the proposal, will this qualify as match funding?	<p><i>In order to pass the Initial Check, applications must include evidence of the co-funding commitment (as per Section 1.7 Initial Check of the ‘Information and Guidance for Applicants’ document).</i></p> <p><i>Evidence of co-funding commitment will vary as per the following two scenarios:</i></p> <ol style="list-style-type: none"> <i>1) Applicant provides co-funding themselves: If an organisation is applying for AMIF funding and is providing the co-funding on its own then two pieces of information are required to satisfy the initial check. They are (i) Letter of commitment, that is a formal confirmation from management of the applicant organisation, confirming that the funding is committed and will be available throughout the period of the grant agreement and (ii) a copy of their audited accounts (if applicable) or income and expenditure statement for the past 3 years.</i> <i>2) Applicants sourcing funding from one or more third parties: If an organisation is sourcing co-funding from one or more third parties to apply for AMIF funding, then two pieces of information are required to satisfy the initial check. They are (i) Letter of commitment from all organisations that are providing the co-funding, that is a formal confirmation from management of each applicant organisation, confirming that the funding is committed and will be available throughout the period of the grant agreement and (ii) a copy of the lead applicant’s audited accounts (if applicable) or income and expenditure statement for the past 3 years.</i> <p><i>Please note;</i></p>

		<ul style="list-style-type: none"> - <i>If an application passes the Initial Check, the formal appraisal process will ensue and applications will be appraised according to Section 1.8 Project Assessment Criteria of the 'Information and Guidance for Applicants' document.</i> - <i>If an applicant is successful, evidence of co-funding commitment will be required at each stage of the payment schedule with evidence taking the form of bank statements showing match funding related to that tranche of funding is available in the Applicant's Bank Account.</i> - <i>If a project partner conducts project activities as part of the co-funding, that is acceptable, on the following basis:</i> <ul style="list-style-type: none"> o <i>The costs incurred must be actual costs, and comply with the expenditure rules set out in Sections 1.6 and 3 of the 'Information and Guidance for Applicants' document</i> o <i>The costs incurred by the partner are subject to the same expenditure rules, and must be available for verification, in the same way as the Lead applicant's costs</i> o <i>Any services to be delivered by the project partner must be procured in accordance with National and EU procurement rules</i>
12.	<p>Does the entire 25% need to be kept in reserve over the four period, ie for a 400,000e grant 100.000 has to be available from existing funds for the four years or can it be shown as being available on the basis of 25,000e per year each year, ie. having the capacity to commit 25,000e yearly to the project.</p>	<p><i>I would refer you to the updated FAQ document on our webpage (gov.ie - AMIF and ESF Funding (www.gov.ie)), where you will find a number of queries and responses dealing with the practicalities of co-funding and how it is managed.</i></p> <p><i>Specifically, with your query, there are 2 points which are relevant:</i></p> <p><i>Firstly, the grant application must include a formal commitment from the applicant organisation (or from third parties if they are supplying co-funding) committing to making the full amount of co-funding available over the term of the project.</i></p>

		<p><i>Secondly, our normal practice is to pay grants to approved projects on the basis of 30% up-front on signing of the grant agreement, followed by 2 further tranches of 30% (when the project has demonstrated that 80% of the previous grant tranche has been spent on eligible expenditure), and a final payment of up to 10%, when all returns are in and the final payment can be calculated. Our procedure is that we require the project to produce a bank statement to confirm that the co-funding for each tranche of funding is actually in the project bank account before we will make the payment.</i></p>
13.	<p>Also can the operation costs of this project i.e. office equipment, rent , utilities etc be considered as co-funding so long as they are incorporated into the overall budget?</p>	<p><i>The expenditure eligibility rules allow for Indirect Costs (i.e. costs not directly involved in delivering the project) to be included in the project budget and as part of actual costs for approved projects (see Sections 1.6 and 3 ‘Eligible Expenditure’ of the ‘Information and Guidance for Applicants’ document). Any such indirect costs must not exceed 15% of the amount of Direct Staff Costs (the sum of Direct Salary Costs and Direct Staff Costs). Indirect Costs can include a portion of overheads, but any overheads apportioned to the project must be based on an overhead apportionment policy agreed with Funds Administration Unit, and is subject to verification as with all other costs.</i></p>
14.	<p>Can you let me know if the 300000 euro AMIF funding is set for the fund limit for only one year, Or if it will be given in total over the next few years?</p>	<p><i>The figure of €300,000 is the minimum total grant amount over the 4 years of the project (75% of total minimum budget of €400,000). The payment arrangements are that a first tranche of 30% of the grant amount is paid on signing the grant agreement. There are then 2 further payments of 30% when the project has incurred 80% of the previous grant amount on eligible expenditure. The final payment of up to 10% of the grant amount is paid when the final returns are received and verified by Funds Administration Unit, and the final amount is known. At each payment stage, the project will need to demonstrate to Funds Administration Unit that the co-funding, for that tranche of funding, is in the project bank account.</i></p>
15.	<p>[XX] member companies who have engaged in this would like to continue with this programme BUT, according to Guidance for applicants “the applicant organisation will be required to source,</p>	<p><i>The cap of 75% of eligible expenditure to be funded under AMIF is similar to the cap which applied in previous AMIF Calls for Proposals (under the 2014-2020 AMIF Programme), in 2016 and again in 2019. The current Call for Proposals, stipulates that ‘Public, Private and Voluntary Organisations are</i></p>

	<p>either from own resources, or from a third party the 25% remaining co-funding necessary for the project. The arrangements for sourcing this co-funding must be confirmed at application stage. Co-funding cannot be sourced from any other EU Fund” This would mean that an applicant would have to find almost €20,000 per year to contribute towards the programme at the minimum funding level.</p> <p>We would like to ask the Minister if he is aware of the burden this puts on applicants to run this worthwhile programme, particularly as many – not alone [XXs] – will have no resources from which to fund this match funding requirement. It may result in a drop in organisations willing to take up the opportunity, at a time when our migrant population is growing significantly, and reducing the supports they receive is counterproductive.</p> <p>If any guidance can be provided in respect of the match funding requirement, and whether there is any possibility of that being supported through the exchequer, we would appreciate it.</p>	<p><i>eligible to apply.’ The majority of applicants for AMIF funding tend to be Non-Governmental Organisations, who usually source co-funding from their own resources, or via third parties, including philanthropic donations.</i></p> <p><i>Alternatively, eligible applicants can organise for 2 or more organisations to submit a single application, with each organisation delivering some elements of the project, and sourcing a portion of the co-funding (in such circumstance, the project should appoint a Lead Applicant organisation, as set out in Section 1.3 ‘Call Details’ of the ‘Information and Guidance for Applicants’ document). The ‘Information and Guidance for Applicants’ document and the FAQ document provide further clarity on the terms of the call.</i></p>
16.	<p>Just to clarify, if we were successful in being awarded the grant based on an application for 400,000e, on signing, the fund would pay an initial tranche of 90,000e (being 30% of 300,000e) and we would add 30,000e (being 30% of 100,000 co-funding). During the period of the following 4 years the fund will provide two similar payments when we show that we have expended 72,000e (80%) and we will add two tranches of 30,000e at the same time . The fund will pay the balance of 30,000e (10%) and we will add 10,000e. once the paperwork etc is completed.</p> <p>Indirect costs can be included in expenditures for the project up to a maximum of 15% of staff salary plus employer costs i.e., pension,</p>	<ul style="list-style-type: none"> - <i>In the scenario you mention of a €400,000 total funding application being successful, Funds Administration Unit (FAU) will pay a first tranche grant amount of €90,000, being 30% of €300,000, as you suggest. However, in order to receive the first tranche grant amount payment, the organisation must demonstrate (by bank statement normally) that the €30,000 co-funding amount is in the organisation’s bank account.</i> - <i>The second and third tranche of funding (€90,000 each time) will be paid when the organisation submits 1) financial and operational returns showing at least €96,000 eligible expenditure has been spent (ie 80% of the most recent grant tranche of €120,000 being total funding amount of €90,000 plus €30,000)</i>

	<p>prsi etc.eg. an annual salary of 45,000e plus employee costs of 5,000e x 15% creates an annual allowance of 7,500e for rent, utilities, management oversight, admin, bookkeeping etc.</p> <p>In relation to additional expenses, are auditors fees, bank charges, provision of office equipment etc. direct or indirect expenses.?</p>	<p><i>since the last grant payment and 2) bank statement proof that the €30,000 co-funding amount is in the organisation's bank account.</i></p> <ul style="list-style-type: none"> - <i>For the final 10% grant payment to be calculated and paid, 100% of the total funding must have been spent by the organisation and final financial and operational returns issued to FAU. The organisation is therefore funding the remaining up to 10% balance until the final grant is paid.</i> <p><i>Your calculation of the available fund for indirect costs is correct. However, bear in mind that the allocation of overheads must be based on an overhead apportionment policy which is reasonable, and agreed with Funds Administration Unit. The 15% is a cap, it does not convey an automatic entitlement.</i></p> <p><i>A portion of auditor fees, bank charges, apportioned on the basis described above, can be considered eligible. Office equipment depends on the circumstances, for example a laptop purchased for the project manager, to be used only for activities on the project, would be considered a Direct Project Cost. The cost of toner for the printer, assuming the printer is used for other activities, could be apportioned as an indirect cost.</i></p>
17.	<p>On the face of it, it would appear that this fund is not meant for small organizations with limited staff to negotiate the levels of complexity involved.</p>	<p><i>The co-funding requirements can be a challenge for smaller organisations as you say. However, it is possible to partner with one or more similar organisations and submit a single application.</i></p> <p><i>The Department also runs Calls for Proposals for the National Integration Fund, involving grants of between €25,000 and €200,000, over a 3-year period, without any need for co-funding (it is 100% funded by the Exchequer). Unfortunately, the most recent Call for Proposals in this area closed on 1st November 2023. The Department also runs an annual Call for Proposals for the Communities Integration Fund, which offers grant amounts of between €1,000 and €5,000 for local integration initiatives. These grants are also 100% funded by the Exchequer. The most recent Call for Proposals under this heading closed in March 2023, so it is likely that the 2024 Call will be launched</i></p>

		<i>early in 2024. All Calls like these are published on the Department’s website and on Twitter/X @DCEDIY.</i>												
18.	<p>I have a query on the following question: “1.3.2 Since 1 January 2018, has your organisation received grant funding from any source (including EU funds)?</p> <p>Yes If yes, supply brief details of these in the following table (add additional rows if required).</p> <p>No If no, move directly to next question”</p> <p>As a [XX] we receive EU funding across many areas, much are which I would think is not relevant. Are you only looking for us to include funding in relation to migrants? For example, we previously received [XX] funding and I would include.</p>	<p><i>We expect to receive applications from a wide variety of organisations, from small NGOs to larger organisations. The primary purpose of this question in the Application Form is to get an idea as to whether the applicant has experience of managing large grant agreements. This will allow our appraisers to assess if the organisation has experience in managing grant projects of the scale and scope applied for, including for example the reporting and verification requirements involved.</i></p> <p><i>I recommend that you input to this question by aggregating smaller grant arrangements and provide information on some of the larger grant agreements you have managed in recent years.</i></p>												
19.	Can you advise if applicants need to attach a copy of company accounts with application?	<i>Yes, as per Section 7 ‘Checklist’ of Application Form Part I, applicants are required to submit “a copy of your audited accounts (if applicable) or income and expenditure statement for the past 3 years..” with their application.</i>												
20.	<p>I have a question about Employer PRSI.</p> <p>It is going up to 11.15% from October 2024, how do we account for this increase in our budget as you have built in a rate of 11.05% in the application?</p>	<p><i>The Employer PRSI rate is increasing from 1st October 2024, as follows:</i></p> <table border="1" data-bbox="1146 1078 1733 1235"> <thead> <tr> <th colspan="3">Employer PRSI Rates</th> </tr> <tr> <th>Category</th> <th>Up to 30/09/2024</th> <th>From 01/10/2024</th> </tr> </thead> <tbody> <tr> <td>Class A</td> <td>11.05%</td> <td>11.15%</td> </tr> <tr> <td>Class A</td> <td>8.80%</td> <td>8.90%</td> </tr> </tbody> </table> <p><i>In addition, the Government has signalled that further increases to Employer PRSI rates will be implemented over coming years. While the planned rate increases are not currently known, applicants may wish to make allowance in</i></p>	Employer PRSI Rates			Category	Up to 30/09/2024	From 01/10/2024	Class A	11.05%	11.15%	Class A	8.80%	8.90%
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		<p><i>their Application Form, Part II (the Excel budget file), for some increases in employer PRSI over the duration of the grant agreement.</i></p> <p><i>The formula for calculating employer PRSI in the tab 'Direct Salary Costs' references the 'EMP PRSI' rate in Column C. I recommend changing the 'EMP PRSI' rate in Column C to 11.24% or 8.99% as appropriate. This assumes an annual increase of 0.1% in both rates, rounded up over the period of the grant agreement. This rate, if used, will result in a small difference between budget and actual salary costs in each year, but any such difference is not expected to be material.</i></p>
21.	Where do we reflect the match funding element in the application form or budget? Or does it just deduct automatically on last sheet of budget	<p><i>When you insert your total budget in the Application Form Part II, the costs will automatically populate the Tab entitled 'Application Form Part II'. The following Cells will be relevant for co-funding:</i></p> <ul style="list-style-type: none"> <i>• Cell J28 shows the total budget for the project</i> <i>• Cell J30 shows the AMIF Grant Amount applied for</i> <i>• Cell J32 shows the total amount of co-funding required.</i> <p><i>Applicants must include with their application forms, formal commitments from themselves and/or any co-funders which amounts to not less than the amount shown in Cell J32.</i></p>
22.	What is the deadline for receipt of applications?	<p><i>The deadline for receipt of applications is 12:00 noon on Friday 1st December 2023. Applications submitted after the deadline will be considered to have failed the Initial Check (see Section 1.7 of the 'Information and Guidance for Applicants' document), and will be considered ineligible.</i></p> <p><i>Applicants are encouraged to submit their applications well ahead of the deadline, to minimise the risk of technical or other issues delaying their</i></p>

		<i>application. Also, Funds Administration Unit will acknowledge receipt of applications, so if you do not receive an acknowledgement within 24 hours of submitting your application, please contact amif@equality.gov.ie to make sure your application has been successfully received.</i>
23.	I would appreciate some guidance under question 2.1.2 the latest date is 31st December 2027, however on pg. 18 in the Information and Guidance for Applicants document reference 4AMIF/01 it indicates the latest date is 31st January 2028, which one should we be guided by?	<i>The end-date of projects must be on or before 31st January 2028, apologies for the confusion. We are aware that the Application Form Part Ia only goes as far as 31st December 2027, so if you have entries for January 2028, I suggest you insert them in the Q4 2017 cells.</i>
24.	In the AMIF spreadsheet Part 1a (Detailed Project Plan) I notice that the totals in Column T are calculated as SUM(D*:O*). But they should be SUM(D*:R*). Also the Instructions sheet refers to totals in Cells P8-P11. It should say Cells T8-T11. How should we address this? Will we change the SUM formulas in Column T and use those numbers in Part 1, section 2.2.3?	<i>Yes, you are correct, the formulas in column T of the 'Detailed Project Plan' tab in the Application Form Part Ia do not capture the inputs in Columns P to S inclusive. I suggest that you amend the formulas accordingly. Please be assured that we will review all Application Forms Ia received to ensure that the entries in column P to S will be included in our assessment of the application.</i>