



**Irish Government Emigrant Support Programme
Covid-19 Response Fund for Irish Communities Abroad
Application Form**

1. Covid-19 Response Fund for Irish Communities Abroad

- 1.1. The Covid-19 Response Fund for Irish Communities Abroad is intended to help Missions respond rapidly to the evolving challenges caused by the outbreak of the Coronavirus crisis among the communities they serve.
- 1.2. Currently the Government, through its Emigrant Support Programme, supports over 250 Irish welfare, community and other related organisations globally to deliver services to our communities abroad. Many of these organisations have responded impressively to refocus their efforts and develop contingency plans aimed at ensuring continuity of services to the most vulnerable members of our diaspora communities, in particular to the elderly.
- 1.3. The Government has earmarked €2.5 million for a dedicated Covid-19 Response Fund for Irish Communities Abroad. This Fund is intended to support new, once-off and time-bound projects designed to respond to the immediate crisis and to the needs of our communities. These projects are separate to normal ESP activity.
- 1.4. Missions may decide the scope of their projects but these may include initiatives which:
- protect our elderly and mitigate the impact of social isolation;
 - meet the needs of vulnerable and newly vulnerable communities;
 - provide additional mental health supports and bereavement counselling;
 - offer innovative ways to provide services online.
- 1.5 Projects will be Mission-led but may be delivered through existing community welfare organisations and charities.
- 1.6 Given the benefits of collaborative projects, particularly at this time, joint projects between missions and local community organisations are encouraged.
- 1.7 Projects will be exceptional, time-bound and once-off in nature. Missions may reapply for additional funding for a project should that become necessary.

1.8 Missions may submit applications for a number of separate projects. Applications should not normally exceed €50,000, but larger projects may be submitted on an exceptional basis.

2. How to Apply

2.1 Applications must be made by Missions under this funding stream . This allocation is not intended to be a substitute for the Emigrant Support Programme. Where an external organisation is involved in a Mission-led project the extent of that involvement and the costs involved should be detailed in the application.

2.2 Project plans, including a cost breakdown are required to be submitted with each application form. A report (template provided) is required to be submitted to the Irish Abroad Unit within one month of the completion of the project.

2.3 Commitments should not be entered into unless and until funding has been approved by IAU. IAU will endeavour to turn around decision as quickly as possible to facilitate Mission planning.

2.4 Missions may collaborate with an organisation or a number of organisations in the delivery of a project. The details of what that organisation will deliver, the agreed costs and the timelines for delivery should all be included in the application to Irish Abroad Unit. It is the responsibility of the Head of Mission to ensure that the appropriate financial procedures and monitoring of expenditure are in place and compliant with the requirements of the Department and, where applicable, that records of quotes, etc., are retained locally.

2.5 There are two report templates, one for missions to complete for projects designed and delivered by a mission, and the other for projects delivered by a local organisation or group of organisations. In both cases, reports should be completed by within a month after the completion of the project and submitted by the mission to IAU.

2.6 All grant funding allocated by the IAU is subject to the principles and procedures outlined in The Department of Public Expenditure and Reform Circular 13/2014. The overall principle of Circular 13/2014 is that there should be transparency and accountability in the management of public money, in line with economy, efficiency and effectiveness.

2.7 All expenditure by Missions under these budget lines will be subject to ordinary Departmental procurement and financial guidelines. Where projects include working with an external organisation, the Head of Mission is responsible for ensuring adequate oversight of any expenditure, including that costs charged represent good value for money in the local market and for ensuring that full details of expenditure are submitted.

2.8 Where relevant to a particular project, it will be the responsibility of each Head of Mission to ensure that any Departmental obligations e.g. with respect to adherence to Covid-19 and local public health regulations; data protection, child protection, equality and diversity, etc. are met.

Covid-19 Response Fund for Irish Communities Abroad

Application Form

Please note:

- This application should be completed by the lead mission. Applications for Covid-19 Response Fund for Irish Communities Abroad will be accepted up to 29th May.

Lead mission and (for joint projects/proposals) other missions	
Lead Mission Contact Person:	
Title of project/event:	
Timeframe: estimated dates of commencement and completion	<p>START Click here to enter a date.</p> <p>FINISH Click here to enter a date.</p>
Funding Amount Sought (in local currency):	
Is this project/event to be undertaken with a community organisation:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of organisation:	
Contact person in organisation:	
Role of organisation:	
Has the organisation received ESP funding in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so please give details:	
<p>Please provide the main objectives of the project, and an indicative project plan including costs and timeline The project plan should include details of how the outcomes and impact of the project/event will be measured:</p> <ul style="list-style-type: none"> Please note that all project plans will be retained and kept on file by IAU to share with other missions who wish to run similar events. The appropriate procurement processes should be adhered to by all Missions as per existing general guidelines and records of quotes etc. retained locally. 	
Project Plan & Timeline:	
Breakdown of costs:	

What are the expected outcome(s) of this project? How will this project respond effectively to the current crisis? How will this will be measured?

Please outline the Embassy proposals for monitoring and control of the funding, if provided?

Has funding been sought for this project from elsewhere (e.g. Consular Division, Finance Unit, Trade Division, sponsorship, fundraising):

If funding is provided by Irish Abroad Unit, a detailed report will be required. This narrative and financial reporting template is included in this document and should be completed by each organisation.

Prepared by:

Date: [Click here to enter a date.](#)

For Use by Irish Abroad Unit Only:

Date Received: [Click here to enter a date.](#)

FUNDING GRANTED: YES **NO**

OBERVATIONS & RATIONALE FOR DECISION:

Approved by :

Grade:

Date: [Click here to enter a date.](#)

Sanctioned by:

Grade:

Date: [Click here to enter a date.](#)

Date Sanction Expires: [Click here to enter a date.](#)

Amount of Funding Granted: