



DEPARTMENT OF JUSTICE, EQUALITY AND LAW REFORM
AN ROINN DLÍ AGUS CIRT. COMHIONANNAIS AGUS ATHCHÓIRITHE DLÍ

Guidelines for applications submitted for projects under Asylum Migration and Integration Fund under the AMIF national programme 2014-2020

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

The aim of these guidelines is to summarise Council Decision No. (EU) No 1042/2014 and to assist applicants understand the requirements for funding under the Asylum Migration and Integration Fund 2014-2020 and to enable eligible applicants complete and submit proposals. While every effort has been made to provide as much accurate information as possible, applicants are advised that the guidelines may be subject to change from time to time to comply with European Commission or Irish Government requirements. A maximum of 75% of the total cost of the project can be co-financed. Completed applications must be submitted by 09 December 2016.

Abbreviations

FB – Final Beneficiary
MS – Member State
TCNs – Third Country Nationals
VAT – Value Added Tax

1. Basic Information

1.1. Name of Project

Title of project should be indicative of what the project aims to achieve e.g. “promotion of assisted voluntary return among asylum-seekers”. Length of title should not exceed 20 words.

1.2. 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. National Objectives of the Fund

In this section the applicant should indicate which of the National Objectives the project is targeting.

National Objective 1: Accompanying Measures

National Objective 2: Return Measures

National Objective 3: Co-operation

3. Target Group

The target group shall comprise:

- (a) third-country nationals who have not yet received a final negative decision in relation to their request to stay, their legal residence and/or international protection in a Member State, and who may choose to make use of voluntary return;
- (b) third-country nationals enjoying the right to stay, legal residence and/or international protection within the meaning of Directive 2011/95/EU, or temporary protection within the meaning of Directive 2001/55/EC in a Member State, and who have chosen to make use of voluntary return;
- (c) third-country nationals who are present in a Member State and do not or no longer fulfil the conditions for entry and/or stay in a Member State, including those third-country nationals whose removal has been postponed in accordance with Article 9 and Article 14(1) of Directive 2008/115/EC. EN 20.5.2014 Official Journal of the European Union L 150/181

4. Actions

4.1 Overall Actions

Actions should contribute to the Fund's objectives as detailed in Article 3.2 of the AMIF Regulation No 516/2014 of the European Parliament and of the Council and in particular the activities set out in Chapter 4 of the AMIF regulation 516/2014

4.2 Project Description

Describe in some detail (not more than 200 words) what the project will be doing.

4.3 Actions

The applicant should state what action(s) his/her project will be taking. Actions allowed under this Fund are listed under Article 12 and 13 of the AMIF Regulation No 516/2014 of the European Parliament and of the Council.

These 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) specific assistance for vulnerable persons;
- (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) the training of staff to ensure smooth and effective return procedures, including their management and implementation.

Project Purposes

The applicant should describe what he/she will do to achieve the overall project objective.

5. Eligible Direct Costs

Costs related to the project must be generated and the corresponding payments must be made between 1st February 2017 and 31st January 2018.

	Cost Category	Eligible Costs	Requirements for Claims
A	Staff Cost	Costs of staff are only eligible for persons that have a key role in the project, such as project managers and other staff operationally involved in the project. Functions, number of staff and names have to be indicated in the annex. Costs are based on the actual salaries and comprising social security charges and other statutory costs included in the remuneration. Support staff costs are not eligible as Direct Costs	Filled in "Declaration on Staff Costs", time sheets and payslips
B	Travel and Subsistence	Travel costs are eligible on the basis of the actual costs incurred and only for the staff whose costs are eligible as defined in point A. Reimbursement rates must be based on the cheapest public transport. Daily subsistence shall be eligible on the basis of real costs or per diem.	Beneficiary has to provide as supporting evidence: <ul style="list-style-type: none"> - The invitation to the seminar/training conference from the hosting agency. - The agenda of the seminar/training/conference. - Relevant boarding passes - Travel agency invoices and other supporting documents including receipts in case of reimbursement of real costs)
C	Purchase/Renting/Leasing of Equipment	Equipment must be related directly to the realisation of the project and having the technical characteristics necessary for the project. Costs incurred can be co-financed on the full or partial cost. Costs incurred have to be in accordance with national procurement rules. Equipment has to remain in use for the same objectives pursued by the project for a minimum duration of three years or more for ICT equipment, five years or more for operating equipment and ten years for helicopters, vessels and light	The invoices and receipts in relation to the purchase, renting or leasing of equipment must be produced to support the claim.

		aircraft. Expenditure in relation to renting and leasing of equipment is eligible for co-financing for the purpose and duration of the project implementation.	
D	Consumables and Supplies	Eligible if identifiable and directly necessary for the implementation of the project, excluding office supplies and all kinds of small administrative consumables, supplies and general services such as telephone, internet and postage.	The invoice and receipts in relation to the expenditure must be produced to support the claim.
E	Expert Fees	Legal consultancy fees and costs of technical and financial experts, if they are directly linked to the project and are necessary for its preparation and implementation	The invoices and receipts must be produced to support the expenditure carried out
F	Costs deriving directly from the requirements linked to EU co-financing	Costs necessary for meeting the requirements linked to EU co-financing, such as publicity, transparency, evaluation of the project, external audit, bank guarantees, translation costs etc.	The invoices and receipts of these measures must be produced to support the expenditure incurred.
G	Eligible Indirect Costs	Indirect costs may be restricted to a maximum of 15% of eligible direct staff costs	The invoices/receipts of any expenditure must be produced to support the claim.

Ineligible Expenditure

The following costs shall not be eligible for a contribution from the Union budget under Article 19 of the European Parliament and Council Regulation (EU) 514/2014 (Horizontal Regulation)

- (a) interest on debt;
- (b) the purchase of land not built upon; EN L 150/126 Official Journal of the European Union 20.5.2014
- (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.

6. Disbursement Table

A quarterly forecast of the expenditure to be carried out must be indicated in the table. This is necessary to enable the Delegated Authority to plan availability of funds.

7. 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 7.2.1. you are required to specify the organisational structure of the people directly involved in the management of the project. In section 7.2.2. kindly 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.

8. Involvement of any other organisations

Explain how other organisations, if any, will be involved in the project e.g. will they be involved in the management of the project, to what extent, what role will they have. The entity from which the project leader is appointed will be the representative organisation and will have the ultimate responsibility for the coordination of the project.

9. Procurement

Divide the actions you intend to take in the project into tenders/direct calls (if required).

10. Time Scale

Specify the activities that will be required to complete the project, including a breakdown of the time required to carry out each activity (see sample below):

Activities	2017				2018			
	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4
Prepare implementation plans	→→→↓ ↓							
Prepare procurement documents	↓ →	→→→↓ ↓						
Publish documents		→	→→→→	→→→→↓				
Procure material				↓	→→→↓			
Start actual implementation						→→→→	→→→→	→→→→

11. Results (Performance Indicators)

Performance indicators are utilised to specify the different results that are planned through implementation of the project.

Projects are expected to comply with the Common Monitoring and Evaluation Framework.

Results should be measurable in accordance with a specific timeframe.

Indicators must be realistic. These indicators are binding and will be used to measure the success of the project, whether the implementation of the project is within the stated time schedule and if there are any necessary amendments that need to be made to the project in order to reach its full objectives.

Output Indicators: These are utilised to indicate what the funds will be spent on, e.g. leaflet in three languages about assisted voluntary return (AVR), information sessions on AVR and individual assistance for those interested.

Result Indicators: These describe the direct effects created through implementation of the project e.g. 200 asylum seekers participated in information sessions.

Impact Indicators: These describe the net effects that are caused beyond the direct and planned effects of the project e.g. potential number of asylum seekers taking up assisted voluntary return option.

12. Sustainability of the Project

Explain how, after the completion of the project, the benefits will continue to be reaped .e.g. how will the purchased material, and experience gained, from the information campaign be used in the future?

13. Readiness

Explain at what stage the preparations for the project are e.g. is the management structure already in place; is the project manager already employed; in the case of real estate to be purchased, has it already been identified?

14. Matching Funding

Under this call selected projects will be co-funded on the basis of : 75% by the European Union under the AMIF (via the Department of Justice and Equality), and 25% by a matching funding arrangement to be put in place by the Applicant prior to the application being made. All applicants are required to provide evidence of matching funding as part of their application. Matching funding may not be sourced from any EU fund.

Project Selection Process

Every project submitted within the timeframe – applications submitted after the closing date will not be considered.

The projects will be adjudicated by a Selection Committee, according to the following evaluation ranking criteria.

- a) **Capacity** – (expertise and role (in organisation) of the staff; sufficiency of the staff managing the project; experience in managing projects co-funded by the EU) - 20 Marks
- b) **Relevance** – (to the asylum/illegal migration situation in Ireland; -20 Marks
- c) **Readiness** – (preparedness of the project; need for permits, studies etc.) - 20 Marks
- d) **Efficiency and Effectiveness** – (budget, cost effectiveness, timeframes of actions to be undertaken) - 20 Marks
- e) **Indicators** – (realistic, reachable, clarity and measurability) - 20 Marks

15. Confidentiality

The Department of Justice and Equality 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 and Equality 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 and Equality'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 under the Asylum Migration and Integration Fund 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 identifies such information, the Department of Justice and Equality will consult with the applicant about such sensitive information before making a decision on any FOI request received.

