



DEPARTMENT OF JUSTICE AND LAW REFORM  
AN ROINN DLÍ AGUS CIRT AGUS ATHCHÓIRITHE DLÍ



## Project Application for the European Return Fund 2008 – 2013

### Call for proposals Annual Programme 2010

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**Please note:**

- Applicants should refer to the guidance notes when completing this form;
- This application form is applicable to all measures under the European Return Fund 2008 – 2013;
- Five copies (one original and four copies) of this application form should be submitted;
- Reference is made in the guidance notes to the Council Decision regulating this fund, 575/2007/EC, however applicants should be aware of the requirements of this regulation and the rules of its implementation;
- Please address any enquiries about the completion of this form by email to [returnfund@justice.ie](mailto:returnfund@justice.ie)
- **Applications will not be accepted by fax or email**
- **The final date for receipt of Applications is 5.00 p.m. on Friday, 21st January, 2011.**

Completed application forms together with supporting documentation  
should be forwarded to:

**The European Return Fund  
Repatriation (Arrangements) Unit  
Irish naturalisation and Immigration Service  
Department of Justice, Equality and Law Reform  
13-14 Burgh Quay  
Dublin 2**

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## 1. Basic Information

### 1.1. Name of Project: (max 20 words)

### 1.2. Entity applying for funding and contact details:

*NAME*

*ADDRESS*

*TELEPHONE*

*FAX*

*E-MAIL*

*LEGAL STATUS*

## 2. Priorities of the Fund

Please indicate (√) which of the Priorities of the Fund you are targeting (refer to guidelines for details).

Priority 1

Priority 2

Priority 3

### **3. Target Group**

### **4. Objectives and Actions**

#### **4.1. Overall Project Objectives**

#### **4.2. Project Description**

Describe the project (not more than 200 words)

#### **4.3. Actions**

Refer to guidelines for details on actions eligible under the Fund. Please indicate which actions will be covered by this Project.

#### **4.4. Project purpose**

## 5. Budget Breakdown

### 5.1. Budget Breakdown

| Item Code | Items of Expenditure  | 2011    |                     |       | 2012<br>(up to 30 June) |                     |       |
|-----------|---|---------|---------------------|-------|-------------------------|---------------------|-------|
|           |   | Net VAT | VAT (if applicable) | Total | Net VAT                 | VAT (if applicable) | Total |
| <b>A</b>  | Staff Cost  |         |                     |       |                         |                     |       |
| <b>B</b>  | Travel and Subsistence Cost   |         |                     |       |                         |                     |       |
| <b>C</b>  | Purchase/Renting/Leasing of Equipment                                   |         |                     |       |                         |                     |       |
| <b>D</b>  | Purchase/Construction/Renovation of Real Estate                         |         |                     |       |                         |                     |       |
| <b>E</b>  | Consumables and Supplies  |         |                     |       |                         |                     |       |
| <b>F</b>  | Subcontracting (up to 40%)  |         |                     |       |                         |                     |       |
| <b>G</b>  | Expert Fees   |         |                     |       |                         |                     |       |
| <b>H</b>  | Costs deriving directly from the requirements linked to EU co-financing |         |                     |       |                         |                     |       |
| <b>I</b>  | Indirect Costs (20% of the total amount eligible)                       |         |                     |       |                         |                     |       |
| <b>J</b>  | Costs covered by assigned income*                                       |         |                     |       |                         |                     |       |
|           | <b>Total</b>  |         |                     |       |                         |                     |       |

\* A maximum of 50% of the amount contributed by the Beneficiary is allowed to be in the form of work carried out by permanent officials

### 5.2. Please provide details of the match funding your organisation will have available from other (non-EU) sources towards the proposed project

|   |   |
|---|---|
| <b>Details of match funding:</b>              |   |
| .....   |   |
| .....   |   |
| .....   |   |
| <b>Grant aid requested from this Fund</b>     | € |
| <b>Grant aid requested from other sources</b> | € |
| <b>Total cost of project*</b>                 | € |

\*The total cost identified here should correspond with the breakdown of costs at paragraph 5.1

## 6. Disbursement Table

Indicate disbursement of expenditure per quarter

| Disbursement in € | 2011  |       |       |       | 2012<br>(up to 30<br>June) |       |
|-------------------|-------|-------|-------|-------|----------------------------|-------|
|                   | Qrt 1 | Qrt 2 | Qrt 3 | Qrt 4 | Qrt 1                      | Qrt 2 |
| Net of VAT        |       |       |       |       |                            |       |
| VAT               |       |       |       |       |                            |       |
| <b>TOTAL</b>      |       |       |       |       |                            |       |

## 7. Project Administration

### 7.1. Officials:

*PROJECT LEADER (attach CV of Project Leader)*

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|  |
|--|

*POSITION*

|  |
|--|
|  |
|--|

*LIST OF PERSONS DIRECTLY INVOLVED IN THE MANAGEMENT OF THE PROJECT*

| Name | Current Position | Role |
|------|------------------|------|
|      |                  |      |
|      |                  |      |
|      |                  |      |
|      |                  |      |
|      |                  |      |
|      |                  |      |
|      |                  |      |
|      |                  |      |

### 7.2. Organisation

*7.2.1. Organisational structure of persons involved in the management of the project*

|  |
|--|
|  |
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**7.2.2. Explain how this will fit within the present structure of the organisation**

**8. Involvement of any other organisation**

**8.1. Will any organisation, other than the applicant, be involved in the implementation of the project?**

Yes

No

**8.2. If YES, please fill in the details below:**

|                      | <b>Organisation 1</b> | <b>Organisation 2</b> | <b>Organisation 3</b> |
|----------------------|-----------------------|-----------------------|-----------------------|
| Name of Organisation |                       |                       |                       |
| Contact Person       |                       |                       |                       |
| Role in Project      |                       |                       |                       |
| E-Mail Address       |                       |                       |                       |
| Telephone Number     |                       |                       |                       |
| Fax Number           |                       |                       |                       |

**Please attach a Partnership Declaration signed by each partner organisation**

**8.3. How will the partner organisation(s) be involved?** *(please specify in bullet form – maximum 200 words)*

## 9. Procurement

State the expected number of tenders/calls for proposals and total value of each tender/call for proposal. VAT should be quoted separately. (The total value will be the sum of the European Return Fund and funds submitted by the final beneficiary).

| Name of Tender/Call | Type of Tender/Call | Beneficiary Funds (excl. VAT) € | Sub-Total (excl. VAT) € | VAT € | Grand Total (incl. VAT) € |
|---------------------|---------------------|---------------------------------|-------------------------|-------|---------------------------|
|                     |                     |                                 |                         |       |                           |
|                     |                     |                                 |                         |       |                           |
|                     |                     |                                 |                         |       |                           |
|                     |                     |                                 |                         |       |                           |
| <b>Total</b>        |                     |                                 |                         |       |                           |

## 10. Time Scale

Please specify the activities required to complete the project and the timescale over which these activities will take place

| List of Activities | 2011  |       |       |       | 2012 (up to 30 June) |       |
|--------------------|-------|-------|-------|-------|----------------------|-------|
|                    | Qrt 1 | Qrt 2 | Qrt 3 | Qrt 4 | Qrt 1                | Qrt 2 |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |
|                    |       |       |       |       |                      |       |

## 11. Results (Performance Indicators)

| Output Indicators | 2011 | 2012 (up to 30 June) |
|-------------------|------|----------------------|
|                   |      |                      |
|                   |      |                      |

| Result Indicators | 2011 | 2012 (up to 30 June) |
|-------------------|------|----------------------|
|                   |      |                      |
|                   |      |                      |

| <b>Impact Indicators</b><br><i>(if applicable)</i> | <b>2011</b> | <b>2012 (up to 30 June)</b> |
|--|-------------|-----------------------------|
|  |             |                             |
|  |             |                             |
|  |             |                             |

**12. Sustainability of the Project**

Describe (maximum 200 words) how the benefits of the project will continue to be delivered after grant support comes to an end.

**13. Readiness**

Outline the stage of preparation for the project

**14. Conditionality**

Any conditionality that hinders the progress of the project must be clearly stated here

**15. Checklist of Attachments**

Audited accounts for past 2 years (if applicable)

Statute/Articles of Association (if applicable)

CV of Project Leader

## 16. Declaration

**This should be completed by the person to whom all correspondence will be addressed.**

On behalf of \_\_\_\_\_ (Name of Organisation) I, the undersigned, apply for a grant of € \_\_\_\_\_ towards the full development of the project and declare that all the information given is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used for the purpose stated and not used to replace existing funding. I also understand that information supplied or in accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003.

I also accept as a condition for the award of a grant, that it involves no commitment to any other grants from the European Return Fund. The project sponsors are agreeable to have the project monitored by the Department of Justice, Equality and Law Reform and to allow access to its premises and records, as necessary for that purpose.

|   |  |
|---|--|
| <b>Contact name for all correspondence in connection with this application:</b> |  |
| <b>Name of Group</b>  |  |
| <b>Signatory (BLOCK CAPITALS)</b>   |  |
| <b>Signed</b>   |  |
| <b>Date</b>   |  |
| <b>Position in Group</b>  |  |
| <b>Address</b>  |  |
| <b>Phone No.</b>  |  |
| <b>Fax</b>  |  |
| <b>E-mail Address</b>   |  |