



DEPARTMENT OF JUSTICE AND EQUALITY
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Project Application for the Asylum Migration and Integration Fund

Call for proposals for Voluntary Return 2017

Please note:

- Applicants should refer to the guidance notes when completing this form;
- This application form is applicable to Voluntary Return measures under the Asylum Migration and Integration Fund 2014-2020
- 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. Applicants should be aware of the requirements of this regulation and the rules of its implementation;
Please see http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/asylum-migration-integration-fund/index_en.htm
- **Applications will not be accepted by fax or email**
- **The final date for receipt of Applications is 12.00 p.m. on Thursday, 15th December, 2016**

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

**The Asylum Migration and Integration Fund
Repatriation Unit
Irish Naturalisation and Immigration Service
Department of Justice and Equality
13-14 Burgh Quay
Dublin 2**

1. Basic Information

(1) Name of Organisation	
(2) Date of establishment of organisation	
(3) Organisation Category	Which of the following best describes your organisation <input type="checkbox"/> (i) Public Body <input type="checkbox"/> (ii) Private Company <input type="checkbox"/> (iii) Voluntary Organisation
(4) Organisation Legal Form	Please tick one box only <input checked="" type="checkbox"/> <input type="checkbox"/> Statutory Body <input type="checkbox"/> Company <i>Please specify type:</i> <i>Enter CRO Number:</i> <input type="checkbox"/> Other (please specify):
(5) Are your accounts audited annually	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Project Objectives

What is the name of your project? Word limit is 10

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What is your project timeframe? Enter your project start date and end date and total in months. Please note that the maximum funding period for a project under this call is 3 years.

Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	In months

What is the geographical scope of your project? Word limit is 50

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What National Objectives is your project seeking funding under? Please mark the most appropriate National Objective under which you are applying for funding for the project.

	National objectives (NO)
	<input type="checkbox"/> Accompanying Measures
	<input type="checkbox"/> Return Measures
	<input type="checkbox"/> Co-operation

Provide a short summary of your project. Word limit is 100

Explain how your project will contribute to the achievement of the objectives set out in the Call. Word limit is 200

Describe the need for your project and how you have identified this need. Word limit is 200

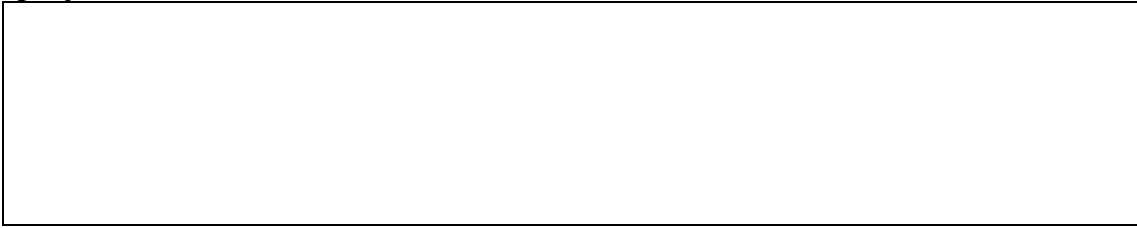
3: Budget Breakdown

Item Code	Items of Expenditure	01 February 2017			2018 (up to 31 January)		
		Net VAT	VAT (if applicable)	Total	Net VAT	VAT (if applicable)	Total
A	Staff Cost						
B	Travel and Subsistence Cost						
C	Purchase/Renting/Leasing of Equipment						
D	Consumables and Supplies						
E	Expert Fees						
F	Costs deriving directly from the requirements linked to EU co-financing						
G	Indirect Costs (Up to 15% of eligible direct staff costs)						
	Total						

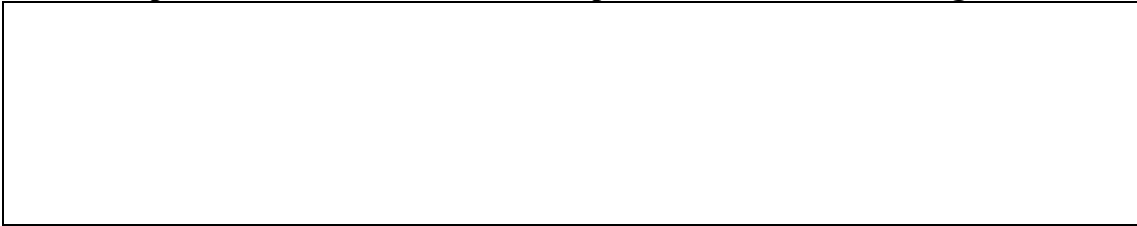
Total Cost of project

Please note that the project will receive 75% funding from the EU and the remaining 25% from the Exchequer

5.2.1. Organisational structure of persons involved in the management of the project



5.2.2. Explain how this will fit within the present structure of the organisation



6: Involvement of any other organisation

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

Yes

No

If yes, please complete Annex 1

Please attach a Partnership Declaration signed by each partner organisation (See Annex 2)

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

7: 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 Asylum Migration and Integration fund 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) €
Total					

8: Project Plan

1.1. Outline the specific objectives of your project.

Overall objective of the project	
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1.2. Outcomes

No	Outcomes
1	
2	
3	
4	
5	

1.3. Project Actions and Outputs

Please complete the table below for each project outcome you have identified

Project Outcome:		1.		
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				
5				

Please explain why you think these particular actions will create the project outcome.

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Project Outcome:		2.		
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

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Project Outcome:		3.		
No.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

Project Outcome:		4.		
No.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

9. 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.

10. Readiness

Outline the stage of preparation for the project

11. Relevant Experience

11.1 Give a general overview of the main activities carried out/services provided by your organisation

Word Limit is 200

11.2 Does your organisation have any previous experience in delivering migrant return projects?

If yes, include brief examples of such experience in the below.

If no, move directly to Section 12

12: Checklist of Attachments

Audited accounts for past 2 years (if applicable)

Statute/Articles of Association (if applicable)

CV of Project Leader

13: 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 2014

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

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

Annex 1 - Information on Partner Organisations (Ref. Section 5 Above)

If your organisation proposes to work with one or more partner organisations in delivering this project, please provide the following information with respect to each proposed partner organisation.

(6) Name of Organisation	
(7) Date of establishment of organisation	
(8) Organisation Category	<p>Which of the following best describes your organisation</p> <p><input type="checkbox"/> (i) Public Body</p> <p><input type="checkbox"/> (ii) Private Company</p> <p><input type="checkbox"/> (iii) Voluntary Organisation</p>
(9) Organisation Legal Form	<p>Please tick one box only <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Statutory Body</p> <p><input type="checkbox"/> Company</p> <p><i>Please specify type:</i></p> <p><i>Enter CRO Number:</i></p> <p><input type="checkbox"/> Other (please specify):</p>
(10) Are your accounts audited annually	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Annex 2 - Declaration by Partner Organisation

Each partner in the project must fill in a copy of this declaration on letterhead paper of the organisation.

Title of project:	
Name of the Lead Applicant	
Name of partner organisation (full legal name)	
Contact Details of Partner Organisation: Contact Person Name Address Telephone Email	

I certify that the information in this proposal about my organisation is accurate and complete.

I declare I have read and accept the rules governing this call for proposals. I declare that I am aware and agree that in case of a successful application, the EU Funds Unit, Department of Justice and Equality shall, subject to payment arrangements, pay the grant in full to the lead applicant which is entitled to receive funds from the Department of Justice and Equality and distribute the amounts corresponding to the partners participating in the action.

I declare that I am aware that, except in cases of *force majeure*, I shall make good any damage sustained by the Department of Justice and Equality and the European Commission as a result of the execution or faulty execution of my obligations. In particular, I accept in advance on-the-spot checks and inspections by the EU Funds Unit of the Department of Justice and Equality and the European Court of Auditors

I, the undersigned, certify on my honour that:

The partner organisation is not in one of the situations which would exclude it from taking part in a Community grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Community financial interests;
- is not currently subject to an administrative penalty;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 25 October 2012¹ as last amended by Council Regulation No. 2015/1929 of 28 October 2015², applicable to the general budget of the European Communities, contracts may not be awarded to candidates who, during the procedure:

- are subject to a conflict of interest;
- are guilty of serious misrepresenting the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Authorised signatory of the partner organisation:

Name (BLOCK CAPITALS)

Position/title in organisation

Date

Signature

¹ Official Journal L 298, 26.10.2012, p. 1

² Official Journal L 286/1, 30.10.2015, p. 1.