

THE BUILDING EVIDENCE FUND

TERMS AND CONDITIONS

All applicants, successful and unsuccessful, will be informed of the outcome of the evaluation process by email. A letter of award and an award acceptance form will issue to successful applicants. Successful projects will be completed within a 12 month period of receiving funding.

Award Acceptance

Acceptance of the award is subject to these Terms and Conditions which, in conjunction with the Letter of Offer, will form the basis for the contract with the grantee. The award is held subject to these Terms and Conditions. If any of these are breached by a grantee, the Department of Children, Equality, Disability, Integrity and Youth (DCEDIY) may suspend or terminate the award and/or may require reimbursement of such payments as have already been made to the grantee. Payments under this scheme will only commence once a signed acceptance form and signed contract have been received by the DCEDIY. **All funding must be expended within a 12 month period from when the funding is awarded.** Funding that has not been fully spent by this date must be de-committed i.e. returned to the Department of Children Equality, Disability, Integration and Youth. Awards may not be held or continued at an organisation, other, than the applicant organisation(s) specified in the application form, except with the prior agreement of the DCEDIY. Funding will only be provided for the proposal as presented in the application form.

Cessation of Award

Should a grantee under this scheme be unable for any reason (including medical reasons) to pursue his/her proposal in accordance with the Terms and Conditions of the scheme, he/she must inform the DCEDIY (whatworks@equality.gov.ie) within two weeks of such a situation coming to their attention. In such situations, the DCEDIY will have regard to the usual conventions of the grantee organisation. However, given the basis on which grants are awarded, DCEDIY reserves the right to withdraw the award. The DCEDIY recognises that, for personal or professional reasons, a grantee under this scheme may wish to terminate the project. This should not be done without prior consultation with the DCEDIY as it may

involve reimbursement by the grantee organisation to the Department of some or all funding made available up to the date of termination. Awards may not be deferred or transferred. It is the responsibility of the grantee to inform the DCEDIY in writing of any change of address, telephone, or e-mail.

Grant Monitoring

At any time, projects may be required to provide updates on the project to DCEDIY throughout the year.

Successful applicants are required to provide the Department with progress updates on their projects throughout the year. This will include a mid-year report that accounts for the steps taken to achieve the outcomes as set out in the application, the reach and impact of the programme to date and preparation for the completion of the programme.

Grantees will be expected to submit a written end of project evaluation report, to include methodology, project achievements, self-evaluation and impact assessment. This final report will include the outcomes, the reach and impact of the programme as well as future planning that has derived from the funding, including the scaling up of the programme or plans to use data or evidence deriving from the programme in future programmes. Any research reports produced should also be submitted to the Department. Reports produced will also be considered for inclusion on the What Works website.

Grantees must submit an end of project financial report, to include the final spending position and accounting officer sign off. All unspent funding accounted for must be returned to DCEDIY by end of month October, 2024

Grantees are expected to submit an end of project, 5 minute video detailing overview of project, methodology, reach, outcomes impact and potential to scale up and disseminate best practice also for inclusion on the What Works Website and presentation of at events/seminars/webinars

A template final report will be provided at the appropriate time by the DCEDIY. The report must be completed and returned to the Department accompanied by a financial report clearly related to the progress of the activities. It is the responsibility of the grantee solely to ensure that the report is filed by the due date. Failure to file report by the required date, or submission of an unsatisfactory report, may result in termination of an award. DCEDIY will

have leave to seek recovery of monies which has been awarded under this Scheme. All awards may be subject to an external research audit and financial audit.

The timely submission of satisfactory reporting by the grantee will be regarded as a condition of holding the award. Failure to do so will oblige the DCEDIY to seek reimbursement of grant monies already paid. The Department reserves the right to terminate awards where necessary and without prejudice.

Acknowledgements

It is imperative that any public statement concerning the project include a statement that the project is supported by DCEDIY as part of What Works, funded by the Dormant Accounts Fund and that any material produced with this funding, including learning material incorporate the DCEDIY, What Works and Dormant Accounts Fund logo and branding.

Grantees are also required to notify the Department in advance of their:

- Participation in any significant events
- Attaining an award of significant merit
- Substantial participation in events of national interest
- Changes in contact details relating to your application should be communicated to the Department

This can be done by emailing whatworks@equality.gov.ie.

Intellectual Property/Knowledge Transfer

The DCEDIY does not make any claim to intellectual property arising from the Award. It is a condition of funding that applicants provide a written report for publication on the *What Works* website, as well as media, i.e. a video report or photographs describing the project and its outcome, which may also be published on the *What Works* website.

Award Funding

Grantees must comply with the Statement of Principles for Grantees of Circular 13/2014, Management of and Accountability for Grants from Exchequer Funds and all relevant procedures and legislation, in particular the Children First Act 2015 and Children First National Guidance, and also including but not limited to:

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012;
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Adults) Act 2012 and any other child protective measures and legislation;
- Public procurement guidelines, including DPER's 05/2023 Circular regarding initiatives to assist SMEs in Public Procurement;
- Taxation legislation including income tax and withholding tax;
- Tax clearance procedures including Dept. of Finance Circular 44/2006;
- Employment and pensions legislation;
- Prompt payment of accounts;
- General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Acts 1988-2018, and any guidelines and codes of practice issued by the Data Protection Commission in Ireland from time to time.

The *What Works* Building Evidence Fund is intended as one off funding. No financial commitments will be made to projects beyond December 2023.

Payments are subject to compliance with the public procurement guidelines. Non-compliance may result in financial sanctions. This measure has been designed to take account of the Dormant Accounts Guiding Principles.