



An Roinn Leanaí, Míchumais
agus Comhionannais
Department of Children,
Disability and Equality

ciste na
gcuntas díomhaoín
the dormant
accounts fund



WHAT WORKS ENHANCING QUALITY FUND

Terms and Conditions

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Award Acceptance

- 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.
- Lobbying any Department of Children, Disability and Equality (DCDE) or Department of Rural and Community Development (DRCD) officials or representatives at any point throughout the application or assessment process will lead to immediate disqualification.
- Acceptance of the award is subject to these Terms and Conditions which, in conjunction with the letter of award and the Guidance Note, 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, DCDE 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 has been received by DCDE. **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 DCDE.
- 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 DCDE.



- Funding will only be provided for the proposal as presented in the application form. Capital costs are not eligible costs as set out in the Guidance Note. DCDE reserves the right to recoup monies that are not in line with the eligible costs as set out in the scheme.

Cessation of Award

- Should a Grantee under this scheme be unable for any reason (including medical reasons) to pursue their proposal in accordance with the Terms and Conditions of the scheme, they must inform DCDE (whatworks@dcde.gov.ie) within two weeks of such a situation coming to their attention. In such situations, DCDE will have regard to the usual conventions of the Grantee organisation. However, given the basis on which grants are awarded, DCDE reserves the right to withdraw the award.
- DCDE 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 DCDE 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 DCDE in writing of any change of address, telephone, or e-mail.

Grant Monitoring

- Grantees must comply with the [Statement of Principles for Grantees of Circular 13/2014](#), Management of and Accountability for Grants from Exchequer Funds.
- At any time, projects may be required to provide updates on the project to DCDE throughout the year.



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- Successful applicants are required to provide DCDE with progress reports on their projects. These will include:
 - A mid-year report (due 7 months from date of receipt of funding).
 - An end-of-project evaluation report (due 14 months from date of receipt of funds).
- The **mid-year report** should account 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. It should also include detail on spend to date.
- The **end-of-project evaluation report** should include an assessment of the methodology, project achievements, and anticipated impact. 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. This report should include an end-of-project financial review, to include detail on all costs, the final spending position and accounting officer sign-off.
- Any other research reports produced as part of the project should be submitted to DCDE. Reports produced will also be considered for inclusion on the *What Works* website.
- All unspent funding accounted for must be returned to DCDE by end of October 2026.



- Grantees may also consider the creation of other resources, such as images and videos, for inclusion on the *What Works* website and presentation of at events/seminars/webinars.
- Templates for the mid-term and final evaluation reports will be provided at the appropriate times by DCDE. It is the responsibility of the Grantee solely to ensure that the report is filed by the due date. Failure to file the report by the required date, or submission of an unsatisfactory report, may result in termination of an award. DCDE 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 DCDE to seek reimbursement of grant monies already paid. DCDE reserves the right to terminate awards where necessary and without prejudice.
- All funding must be expended within 12 months of signing the letter of award. DCDE reserves the right to recoup monies that have been expended on ineligible costs which are stated in the Guidance Note.
- The Grantees are required, on request, to provide access to relevant records including expenditure profiles, cash profiles, regular management accounts and annual audited accounts if requested. Submission of evidence of spend may also be required by DCDE including relevant invoices, receipts and other back-up documentation.



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- Applicants should be available to work with DCDE to contribute to an overall evaluation of the Enhancing Quality Fund once their projects are complete. This may involve the completion of a survey, participation in an interview/focus group, or involvement in some other method of information-gathering conducted by DCDE or a contracted researcher.

Acknowledgements

- It is imperative that any public statement concerning the project include a statement that the project is supported by DCDE as part of *What Works* and funded by the Dormant Accounts Fund. **Any material produced with this funding, including reports, videos, press releases, speeches, social media posts, advertisements, learning materials, or any other assets, must incorporate the DCDE, *What Works* and Dormant Accounts Fund logos.**
- The *What Works*, DCDE and DAF logos should be used in any public notice, advertisement etc. relating to a supported project. The logo should be reasonably prominent, and at least the same size as any other logos.
- Any organisation or project supported by this fund should display a notice acknowledging that the project is supported by *What Works*, DCDE and the DAF.
- 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 an application should be communicated to the Department by emailing whatworks@dcde.gov.ie.



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Intellectual Property/Knowledge Transfer

- DCDE does not make any claim to intellectual property arising from the Award. It is a condition of funding that Grantees provide a written evaluation report for publication on the *What Works* website.
- All resources, tools and publications developed as a result of the funding will be made freely available for use by all Government Department and State Agencies. Representatives of the benefitting from the fund may be required to attend relevant learning events/workshops to promote best practice in the future pro bono at a time that is mutually convenient for all parties.

Data Protection

- Any data collection or processing undertaken for the project must be GDPR compliant. DCDE requests that all applicable national and EU data protection laws, regulations and guidelines are adhered to.
- Information and data security should be managed with reasonable efforts to restrict unauthorised access in accordance with relevant legislation. Please ensure that personnel in your organisation who are working on this project are fully aware of the risks associated with information and data security issues in compliance with relevant legislation.

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;
 - 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 Protected Disclosures Act 2014 \(amended 2022\)](#).
- The *What Works* Enhancing Quality Fund is intended as one-off funding. No financial commitments will be made to projects beyond the amount awarded.
 - **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.**