

**Irish Government Emigrant Support Programme**

**Progress and Financial Report Requirements**

**1. Overview and Rationale**

1.1. The Irish Government Emigrant Support Programme (ESP), coordinated by the Department of Foreign Affairs and Trade, provides funding to non-profit organisations to support Irish communities overseas, and encourages closer links between these communities and Ireland.

1.2. The ESP has four key objectives:

1. Support for projects which address the needs of disadvantaged and vulnerable Irish emigrants, in particular the elderly;
2. Support equitable access for Irish emigrants and Irish community organisations to local statutory and voluntary services;
3. Support projects which foster a more vibrant sense of community and Irish identity amongst the Irish abroad; and
4. Support projects and initiatives which encourage closer links between Irish communities abroad and Ireland, to the benefit of both

1.3 All recipients of ESP grants must submit a **narrative report** and a **financial report** to the Department of Foreign Affairs and Trade, outlining progress since the award of the grant, and detailing how the use of the grant has contributed to the achievement of some, or all of the above objectives. Organisations should note that no subsequent grants applications will be considered until outstanding Progress Reports have been received.

1.4 As with all public monies, the Department of Foreign Affairs and Trade has a responsibility to ensure that ESP funds are being used **effectively** and **efficiently**. The Department must ensure that projects supported through the ESP are contributing to the achievement of the programme’s objectives in a cost effective manner. The **narrative progress reports** and **financial reports**, which all grant recipients are required to submit, are a key part of this accountability process.

1.5 The reports are also intended to capture and promote **learning from experience** and **best practice**. The Department of Foreign Affairs and Trade recognises that ESP grant recipients implement innovative programmes and projects; documenting and sharing these experiences is important to ensure that learning from these experiences can be shared with a wider audience, to ensure the greatest benefit for our overseas communities.

1.6. This document provides grant recipients with templates for the completion of both reports, and explains what is required and expected of grant recipients in both cases. It also provides background to the Emigrant Support Programme, which grant recipients should refer to in completing these reports.

**2. Reporting Requirements**

2.1. Organisations receiving grants under the Emigrants Support Programme (ESP) are required to submit, for each project:

* Narrative Progress Report (Annex 1of this document)

**AND**

* Financial Report (Annex 2 of this document)

**AND EITHER (i) or (ii)**

1. Where the ESP grant **is less than €100,000,** a copy of the organisation’s accounts accompanied by an independent (practising) accountant’s statement.
2. Where the ESP grant **exceeds €100,000,** a copy of the organisation’s most recent audited financial statements

2.2. Where an organisation has received funding for more than one project (i.e. for a specific welfare project, a heritage project and a capital project), a separate narrative report and financial report must be completed in respect of each project. Where funding is given for a post, the report should be completed in respect of the project to which the post contributes.

2.3. The audited financial statements or accounts accompanied by an independent accountant’s statement must show the ESP grant as a separate entry. The audited financial statements will also include a statement of reconciliation of the movement in restricted funding, analysed by funding agency. This statement will show (for each agency): opening balance, grant received during the year, expenditure against the grant and closing balance.

2.4. Grant recipients should retain invoices, receipts, employment contracts and other relevant supporting documentation for each item of expenditure towards which the ESP grant was directed. The Department of Foreign Affairs and Trade may ask organisations to produce such documentation.

2.5. A hard copy of the signed narrative progress report(s) and financial report(s) must be submitted to the local Embassy or Consulate (or in the case of Ireland, directly to the Irish Abroad Unit) by the date specified in the letter of offer.

**3. Financial Report**

3.1. Financial reports should be completed in the format set out in annex 2. Figures should be provided in the grant recipients’ local currency.

3.2. The financial report should include details of all funding secured for the project (incoming resources) includes:

* the Emigrant Support Programme grant;
* the organisation’s own resources (i.e. internal fundraising activities); and
* funding / grants secured from sources (for example, local authorities, national lottery etc).

3.3. The financial report must provide a breakdown of total project expenditure, measured against the original project budget. For each budget item, you should indicate:

* the total expenditure on this item;
* the amount of this total item expenditure which was covered by the ESP grant;
* the total expenditure originally budgeted for this item; and
* the variance (difference) between the budgeted total expenditure and the actual total expenditure.

**ANNEX 1**

NARRATIVE PROGRESS REPORT

The narrative report provides an opportunity for the ESP grant recipient to describe what is being, or has been, achieved by the use of the grant, whether the objectives of the project are, or have been met, to highlight difficulties or challenges that have arisen during implementation and explain any changes to the project design. The report also allows the grant recipient to explain how their project is contributing to achieving some or all of the objectives of the ESP (see section 1).

Narrative reports should be completed using the form below (annex 1). All questions on the form should be answered fully. They should be presented in electronic format, not handwritten.

**PLEASE NOTE**

**THIS NARRATIVE PROGRESS REPORT SHOULD COVER THE PERIOD 1ST JULY 2014 UNTIL 31ST MARCH 2015.**

|  |  |
| --- | --- |
| **Details of Organisation** | |
| **Name of Organisation** |  |
| **Address of Organisation** |  |
| **Name of Contact Person** |  |
| **Contact Telephone No.** |  |
| **Fax No.** |  |
| **E-mail** |  |
| **Name of Chairperson** |  |
| **Name of Treasurer** |  |

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| **Project Details** | |
| **Name of Project** |  |
| **Date Funding Received** |  |

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| **Project Description** | | | | |
| Briefly describe the project, explaining how it contributes to some or all of the objectives of the Emigrant Support Programme (see section 1): | | | | |
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| Please restate the project’s objectives, as outlined in the ESP grant application form, submitted last year: | | | | |
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| **Progress** | | | | |
| How have the objectives outlined in the ESP grant application form been met? (Please provide concrete indicators/evidence of progress, where possible) | | | | |
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| Is the project complete? (Yes/No) |  | | | |
| If not, is the project on schedule? (Please elaborate, explaining what the current project schedule is) | | | | |
|  | | | | |
| How many Irish clients have benefited from the project, to date? (Please elaborate, explaining how this figure has been measured) | | | | |
|  | | | | |
| Have there been any changes to the project design, since the ESP grant application? (Yes/No) | |  | | |
| If yes, please give details | | | | |
|  | | | | |
| Have any problems arisen (e.g. late start, recruitment issues)? (Yes/No) | | |  | |
| If yes, please give details | | | | |
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| **Financial Management** | | | | |
| Has the ESP grant been used for the purpose allocated? (Yes/No) | | |  | |
| Has there been a cost overrun or under-spend in the project? (Yes/No) | | |  | |
| If yes, please give details | | | | |
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| Has funding been secured from other sources to support the project? (Yes/No) | | | . | |
| If yes, please identify the sources and the status of this funding | | | | |
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| **Lesson Learning** | | | | |
| Please summarise the lessons your organisation has learned from the implementation of the project and describe how these lessons will be used to improve future performance: | | | | |
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| **Next Steps** | | | | |
| What are the next steps planned for the project, if it is not complete? | | | | |
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| **Details of Funded Posts** | | | | |
| Are all of the posts fully/part-funded by the ESP grant currently filled? (Yes/No) | | | | . |
| If no, please clarify the position | | | | |
|  | | | | |
| Have any personnel changes or other related problems arisen during the funding period, e.g. staff leaving, vacancies arising, late filling of posts? | | | | |
|  | | | | |

**If your organisation is receiving funding under the ESP for posts, please complete the table overleaf in respect of each individual Irish Government funded post.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Post** | **Name of Employee** | **Contract Start Date** | **Expected Total Cost of Post to Organisation at end of funding year (30th June)** | **Amount of ESP Grant Awarded to Post** | **Annual Salary as per Employment Contract** | **Salary & NIS Paid as of 31st March 2015** | **Amount of ESP Grant spent as of 31st March 2015** | **Projected Total spend of grant at end of reporting year (30th June 2015)** |
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**ANNEX 2**

**FINANCIAL REPORT**

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| **Name of Organisation** |  |
| **Name of Project** |  |
| **Reporting Period** | 1st July 2014 until 31st March 2015 |

**PLEASE NOTE: ALL FIGURES IN THIS FINANCIAL REPORT SHOULD BE IN LOCAL CURRENCY**

**Section 1: Income**

|  |  |  |
| --- | --- | --- |
| **Incoming Resources** |  | **Amounts in Local Currency** |
| **Emigrant Support Programme Grant** |  |  |
| Own Resources |  |  |
| Other Sources |  |  |
| **Total Funding Other Sources*[[1]](#footnote-1)*** | |  |
|  |  |  |
| ***TOTAL INCOMING RESOURCES[[2]](#footnote-2)*** |  |  |

**Section 2: Expenditure**

Please give full details in the space provided of total project expenditure. Please note that you should be in a position to supply supporting receipts for each item of expenditure towards which ESP grant was directed, if requested.

It is the responsibility of the organisation to provide a breakdown of how the funding was dispersed in the delivery of the project.

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| --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** |
| **Itemised Breakdown of the Total Costs for this Project (as per the application submitted)** | **Organisation’s Budget Allocation (planned spend) as per application** | **Amount of ESP Grant Awarded for project in funding year**  **(1st July 2014 – 30th June 2015)** | **Amount of ESP Grant Spent as of 31st March 2015** | **Difference between ESP funding awarded and actual funding spent**  **(Column B – C = D )** | **Projected Total Expenditure at end of funding year**  **(30th June 2015)** |
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| **Total** |  |  |  |  |  |

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| **Funding** | |
| Total amount of ESP funding unspent as of the 31st March 2015: |  |
| With reference to Section 2 above, if your organisation has a variation(s) between ESP granted funds and actual charges to the ESP, please give an explanation for the variation(s) below: | |
|  | |

I certify that the above financial progress report is correct and accurate.

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| --- | --- | --- |
|  | **Chairperson** | **Treasurer** |
| **Signature** |  |  |
| **Print Name** |  |  |
| **Date** |  |  |

1. Own Resources + Other Sources [↑](#footnote-ref-1)
2. Emigrant Support Programme Grant + Total Funding Other Sources [↑](#footnote-ref-2)