

G6

GENERAL GUIDANCE ON PROJECT SELECTION

This Guidance note covers the key aspects of project selection. These guidance notes supersedes guidance note G1/01.

This Guidance Note should be applied immediately, except where such application would compromise the fairness of an on-going selection process. In such cases this Guidance Note should be applied at the earliest possible opportunity, which does not compromise the fairness of on-going selection.

1. **Language:** Implementing Bodies should apply the principles provided in the Council of Europe Charter on minority languages. This specifically refers to Irish and Ulster Scots. In the event that applications are submitted in other languages guidance should be sought from the SEUPB on the appropriate mechanism to be applied.
2. **Receipt of Applications:** Only those application forms, which have been properly completed, signed and received by the relevant closing date, will be considered.

In some Measures, applications will be considered on an ongoing basis, in such cases a closing date will not apply. If it is subsequently decided to impose a closing date on such measures, sufficient notice should be given to potential applicants to ensure that they have sufficient time to submit an application. Such notice will not normally be less than 4 weeks.

3. Eligibility Criteria: Projects will be eligible for consideration if they:

- meet the PEACE II Distinctiveness Criteria which uniquely distinguish this Programme (Appendix1).

They must score a minimum of 5 points in at least one category (a to c) via targeting.

They must also score at least 4 points for reconciliation. Appendix 1 must be applied as detailed. Implementing bodies must not amend Appendix 1 in any way.

- meet any measure specific eligibility criteria.

4. Scoring Criteria: Projects meeting the eligibility criteria will be scored as detailed in Appendix 2.

i. The peace distinctiveness score will be carried forward.
(Maximum 24%)

ii. The following horizontal principles will be scored
(maximum 8% / 10% border region);

Economic and Social Sustainability,

New Targeting Social Need / Impact of Poverty,

Environmental Sustainability,

Balanced Intervention/Equal Opportunities,

Impact on Rural Development (Border Region),

The aspects of the horizontal principles which should be scored are detailed in section 5.2.4 of the Programme Complement.

In addition all projects must subscribe to obligations as outlined in the guiding principles;

Publicity / Transparency

Accountability

If the horizontal principle is replicated in the measure criteria the scores can be merged to facilitate scoring in the selection panel.

(iii) The Measure specific criteria (maximum score 62% / 60%)

SUMMARY OF SCORING

Element	Weighting	Notes
Distinctiveness	24%	Score awarded at stage 1 to be carried through
Reconciliation	6%	Score awarded at stage 1 to be carried through
Horizontal Principles	8% / 10%	North / South *
Measure specific criteria	62% / 60%	North / South *

* *The minor difference in weighting is due to the existence of 4 horizontal principles in Northern Ireland compared with 5 horizontal principles in the Border Counties.*

5. **The Assessment Process:** The Implementing Body must design and document an assessment process which takes into account these guidance notes and is appropriate for the measure under consideration.

The assessment process will normally involve the staff of the Implementing Body reviewing the application prior to consideration by the selection panel. Implementing Bodies are encouraged to include a visit to the applicant as part of the assessment process. Such visits should be used to seek clarification on any responses given in the application form.

Implementing Bodies are also encouraged to seek the views of key stakeholders before the Selection Panel meets. Such stakeholders may include other Implementing Bodies, statutory agencies, representative organisations. Where such views are obtained they should be made known to the Selection Panel.

The Assessment Process must be rigorously fair and objective. The process must be fully documented and should be sufficiently robust to withstand independent scrutiny.

6. **Selection Panel:** A selection panel comprising of at least 3 people will make decisions on project applications. The panel should:
- normally include a representative external to the Implementing Body with relevant experience.
 - be independent of those applying and of those who may assist in developing the projects within the Implementing Body,
 - be broadly based reflecting as far as possible the section 75 groupings.

- have an appropriate range of expertise and have been properly trained to undertake the task. (The training can take the form of a briefing, which should include the Horizontal Principles, section 75 requirements)
- have clear procedures for dealing with potential conflicts of interest
- ensure that staff of the Implementing Body involved in delivering development support or completing assessments are not members of the panel

The Managing Authority, the European Commission and the relevant Accountable Department will have the right to send observers to any selection panel, including those looking at Cross-border Measures, where they deem it appropriate.

All meetings of the selection panel should be minuted.

7. Project Selection

- i. Applications must first meet essential eligibility criteria including the Peace Distinctiveness criteria. If the panel's judgement is that the applicant has failed this hurdle, then a letter of rejection will be issued, giving the reason for the decision.
- ii. The second stage is a competition between eligible applications for funding from the specific measure as it is described in the Programme Complement. To ensure a transparent selection, the selection panel must develop a measure specific marking frame for projects based on the Measure specific selection criteria as defined in the Programme Complement. Such criteria will normally include value for money/unit costs, realistic achievability of outcomes, viability, the promoter's capacity to deliver.

This marking frame must be developed to produce a percentage score for each project. As a general principle only the best projects will be supported, so funding should normally be made available only to those projects which achieve a score of not less than 65%.

Panels should consider how they will ensure that funds are retained for good quality projects arising from a second call if appropriate.

Scoring systems applied in the selection of projects should be demonstrably transparent, fair and fully documented. They should be logical, defensible and applied uniformly in accordance with the guidance provided in the attached appendices.

- 8.** Decisions referring to the selection of applications must be fully documented and kept until 2013, as this documentation is subject to review procedures, controls and audits. This includes: -
- Minutes of selection meetings
 - All assessment notes
 - Applications, which have been rejected or re-directed to other PEACE Measures or other EU Programmes;
 - Letters of Offer for projects approved for funding (see Guidance Note G2/01 for details).

PART 1 DISTINCTIVENESS

Selection Criteria		Targeting Distinctiveness points awarded (maximum 8 in each category)*
Category	Addressing the legacy of the conflict and / or taking the opportunities arising from peace	
(a)	By targeting / benefiting an area(s) ¹ showing the effects of conflict and / or community polarisation as a result of the conflict or where there are opportunities to build on peace and promote a stable and normal society	
(b)	By targeting / benefiting a sector(s) ² adversely affected by conflict and division or experiencing structural adjustment or new opportunities for growth and development as a result of peace	
(c)	By targeting / benefiting a community(ies) / group(s) ³ economically or otherwise disadvantaged by the conflict or who have a wider range of development opportunities as a result of peace	

Notes

- **A minimum of 5 points is required in at least one category (a to c) via direct targeting for an application to be considered for funding under Peace II*
- 1,2,3 In awarding scores for such targeting please consider the lists overleaf which give examples of the types of areas, sectors and groups / communities which have been envisaged would meet these criteria (a to c).
- When awarding the score(s) above, please indicate in the table overleaf which of the groups / areas / sectors are being targeted.
- Please indicate all the groups / areas/sectors being targeted.
- In addition, selection panels should give a qualitative assessment of the impact the project is expected to have on the examples listed overleaf or any other relevant factors, and, explain how they reached the direct assessment score(s) for each of the three categories.

Detailed examples of each of the selection criteria (a to c)	Targeting	Qualitative Assessment of the project's likely impact
Areas	<i>Please tick all that are relevant</i>	
Disadvantaged area(s) experiencing or which have experienced relatively high levels of violence		
Area(s) such as sectarian interfaces where inter-community conflict and dispute is high and community relations are correspondingly poor		
Disadvantaged area(s) whose image and attractiveness as an investment location has been adversely affected by local violence or community tension		
Area(s) suffering the effects of physical dereliction (including damaged infrastructure) as a consequence of the conflict		
Area(s) isolated by border closures		
Area(s) with high concentrations of displaced persons as a result of the Troubles		
Area(s) where social and economic development has been inhibited by the conflict, illustrated by demographic and labour market patterns / structures, and low levels of income, skills and qualifications, and consequently display relatively high levels of multiple deprivation		
Other area(s) not included above but which are clearly relevant to the framework for the application of the Peace II programme. Provide details		
Area category score from page 1		

Detailed examples of each of the selection criteria (a to c)	Targeting	Qualitative Assessment of the project's likely impact
Sectors	<i>Please tick all that are relevant</i>	
Tourism relating to actions to address the negative image of the region by appropriate marketing activities, facilitating the development of the tourism product and by complementary skills enhancement		
Entrepreneurship including ICT and business services particularly in the context of those areas, groups/communities also targeted in the programme		
The Arts and Sport particularly in the context of those areas, groups / communities also targeted in the programme		
Other sector(s) not included above but which are clearly relevant to the framework for the application of the Peace II programme. <i>Provide details</i>		
Sector category score from page 1		
Groups / Communities		
Victims of conflict, i.e. the surviving injured and/or disabled – either physically or psychologically – of violent, conflict-related incidents and those who care for or are related to them, along with close relatives who mourn their dead		
Ex-prisoners and their families, i.e. qualifying prisoners who were or would have been released under the terms of the Good Friday Agreement		

Detailed examples of each of the selection criteria (a to c)	Targeting	Qualitative Assessment of the project's likely impact
Displaced persons, i.e. those who have involuntarily moved from areas of violence or from interface areas, or communities in which there is a concentration of such displaced persons		
Young people, women and older workers insofar as they have been prevented from fulfilling their potential in society or in the labour market		
Former members of the security and ancillary services facing additional employability needs		
Other groups / communities not included above but which are clearly relevant to the framework for the application of the Peace II programme. <i>Provide details</i>		
Group category score from page 1		

PART 2 RECONCILIATION

Selection Criterion	Reconciliation points awarded* (maximum 6)
Developing reconciliation, mutual understanding and respect between and within communities and traditions	

** Minimum of 4 points required*

Selection criteria	Targeting Tick as appropriate
Actions promoting cross-community links, i.e. projects for which co-operation or joint action between different parts of the community is one essential feature, in particular those projects in favour of groups/communities, areas and sectors which have been identified in part 1.	
Actions promoting reconciliation through single community identities, i.e. projects which focus on a single identity community should demonstrate how the project will ultimately contribute to improving cross-community relations. Project promoters should at least be ready to participate in cross-community initiatives (networks, exchanges of best practices, etc) organised by the Programme's implementing bodies in their respective fields.	

Selection panels should give a qualitative assessment of the impact the project is expected to have on the examples above or any other relevant factors, and, explain how they reached the assessment score.

OVERALL ELIGIBILITY ASSESSMENT

Is this project eligible for consideration for funding under PEACE II:

Yes

No

Reasons for the above assessment:

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If the project is eligible for consideration under Peace II please proceed to stage 2.

