



EU Programme
for Peace and Reconciliation

PEACE II EXTENSION APPLICATION & ASSESSMENT PROCESS



An Intermediary Funding Body as part of
the EU Programme for Peace and Reconciliation

Measure 2.2 “Developing Children and Young People”

ASSISTANCE

If you need assistance at any point during the application process, please contact the SELB at (028) 37 41 5404 or 5405 - (formal education sector) or YouthNet at (028) 90 237744 - (non-formal education sector). Also, let us know if you have any special communication needs and we will make every effort to provide you with an application form and guidance notes in the most appropriate format. We have placed guidance notes on the YESIP website www.yesip.org which clarify our definition of a ‘project’ and our organisational capacity assessment.

All parts of the application support pack are available through the YESIP website. Please contact us if you need a paper version posted out to you.



Southern Education and Library Board
(IFB - Lead Organisation)
Belfast Education & Library Board
Council for Catholic Maintained Schools.
North Eastern Education & Library Board
Northern Ireland Youth Forum
Western Education & Library Board



YouthNet
(Sectoral Partner - Youth)
Comhairle na Gaelscolaíochta.
Governing Bodies Association
Northern Ireland Council for Integrated Education
South Eastern Education & Library Board
Youth Council for Northern Ireland

THE APPLICATION FORM – Part A & Part B

Part A can be completed via the website at www.eugrants.org. If you do not have access to the internet, contact us and we will supply you with a paper copy.

Part B is a paper based form, in that it requires a signature, but a Microsoft Word version of the Measure 2.2 Part B form is available via email from peace2applications@selb.org.

Both Parts A & B must be completed, in full, and received by the closing date before the application will be considered complete.

To help you complete the Part B form, YESIP has published its “Scoring Framework” as a guidance note on its website www.yesip.org. Please contact either of the YESIP offices if you require a paper copy.

OTHER INFORMATION

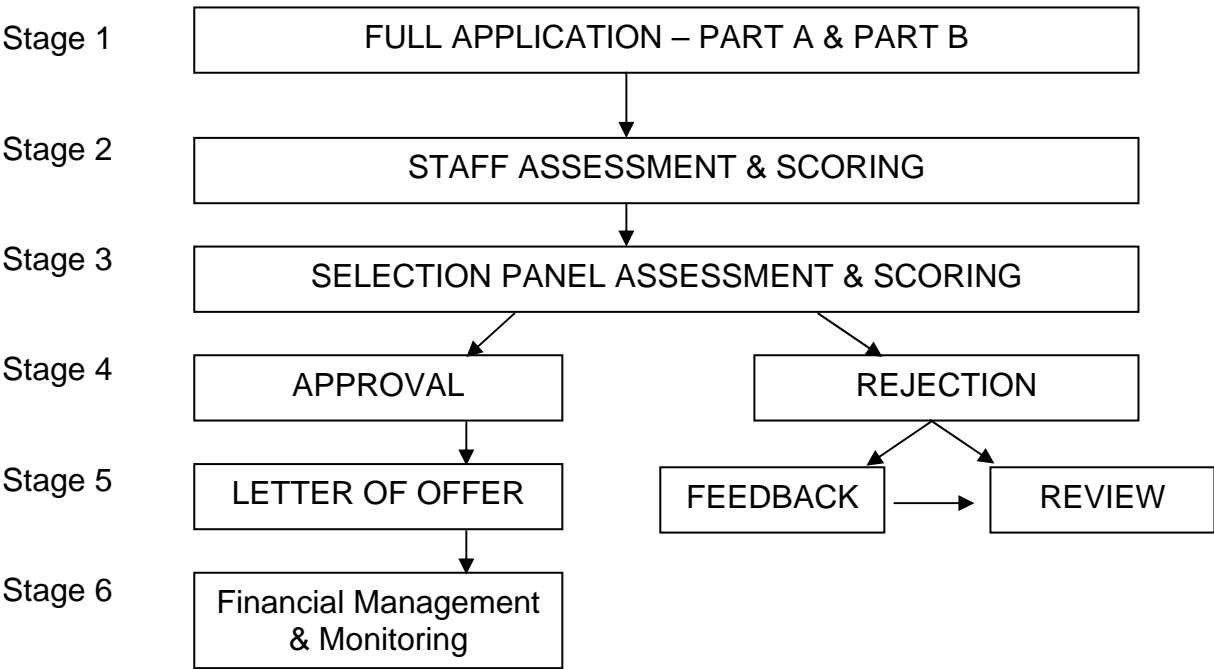
The Special EU Programmes Body (SEUPB), the Managing Authority for the Programme, has published a number of guidance documents which you may consider useful. They are:

1. **“A Guide to Applying for Funding”**, this provides general information on the Peace II Extension Programme including which Measures or funding strands are available, who can apply and a list of the bodies and organisations involved in distributing funding in the extended period.
2. **“Service Delivery Standards”**, this provides guidance on the length of time applications can take to be processed, the review (or appeals) process if you are unhappy with the outcome of your application and a complaints procedure should you be dissatisfied with the level of service provided by a funding body.

Both are available from the website www.seupb.org, by e-mailing info@seupb.org or by calling (028) 90 266 660.

APPLICATION PROCESS

The stages involved in applying for funding under the Peace II Extension Programme are as follows:



STAGE 1 – FULL APPLICATION PART A & B

When Parts A and B have been received the application will be acknowledged within 7 days. Within 30 days of receipt of your application YESIP will inform you which Officer is dealing with your application and when you might expect a decision (this is normally within 16 weeks). The application will be checked to ensure that:

- (i) All mandatory questions have been answered;
- (ii) It is appropriately signed;
- (iii) The accompanying documents asked for in the Declaration section of the Part B have been supplied.

If any of the above information is missing or incomplete the application is at risk of being rejected.

STAGE 2 – STAFF ASSESSMENT AND SCORING

The application will be assessed and scored by a member of staff not connected to your project or organisation. The Assessing Officer will mark the application in accordance with the YESIP Scoring Framework. At the same time the Officer will check if the project is eligible for consideration under the Peace II Extension.

Projects are only considered eligible if they:

- Meet the Peace II Distinctiveness and Reconciliation Criteria;
- Do not have a negative environmental impact; and
- Are **additional**

Clarification **may then be** sought from project promoters by telephone call or by visit to:

- (i) Clearly establish the capacity of their organisation to deliver the proposed project successfully; and
- (ii) Facilitate the Selection Panel in making its recommendation.

STAGE 3 – SELECTION PANEL ASSESSMENT AND SCORING

All applications will be presented to a Selection Panel for assessment, scoring and prioritisation. In advance of its meeting the Panel will receive a report from Officers based on their assessment of the extent to which:

- (a) The application meets the Peace II Distinctiveness and Reconciliation Criteria, Horizontal Principles and ESF / Measure Specific Criteria;
- (b) The application meets the general selection criteria including:
 - realistic achievability of the proposed outcomes;
 - capacity of the organisation to deliver the proposed project;
 - value for money / cost analysis;
 - project 'fit' with the Measure objectives;
 - degree of TSN and equality of opportunity

Projects failing to meet the eligibility tests or scoring thresholds of the Peace II Extension Programme will be rejected.

Assuming all other factors are equal the Panel will give priority to those applications from groups or areas which have been under-represented in YESIP's Peace II funding.

STAGE 4 – APPROVAL or REJECTION

Having assessed, scored and prioritised all applications with a score the Selection Panel has the power to recommend Approval or Rejection.

STAGE 5 – LETTER OF OFFER / FEEDBACK and/or REVIEW (APPEAL)

If an application is approved, we may contact you to finalise a budget, agree targets, outputs and outcomes for the duration of your project, before issuing a “Letter of Offer” setting out the general and/or special terms and conditions under which an offer of funding is made.

If an application is rejected, you will receive a letter stating why and setting out your right to review. Accompanying this letter will be a sheet with details of the review process, which will include an opportunity to discuss your application either by telephone or at a meeting with a manager in the appropriate YESIP office.

Note: In certain cases the Selection Panel can defer an application pending further clarification, for example, this may be appropriate where an application is considered ‘borderline’ in respect of the total project score required to be considered for funding in the Peace II Extension. In such cases, the application will be presented in full to the next available Selection Panel meeting. Where clarification is requested in hard copy, you will be given a specified time and date by which this should be returned (typically 7-14 days). There is a strong likelihood that failure to meet such a deadline will result in your application being rejected.

STAGE 6 – FINANCIAL MANAGEMENT & MONITORING

Projects approved for funding will be informed of the level and range of financial management and monitoring that they will be expected to undertake and maintain.

LATE APPLICATIONS

Late applications will not be accepted. It is the applicant’s responsibility to ensure that Parts A and B of the application form reach either of the YESIP offices named on the front of the application forms, by 4.00pm on Thursday 16th March 2006.

Faxed or emailed copies of the Part B will NOT be accepted. Proof of postage cannot be taken as proof of receipt.

GENERAL INFORMATION

Project Promoters have the right to withdraw their application at any time. However, this should be done in writing, on the organisation's headed paper and signed by a duly authorised Office Bearer.

Should an application be submitted that falls outside the remit of YESIP, we will endeavour to notify you as soon as possible and, where possible, refer your application to an appropriate funding body. We will inform you of any proposed transfer.