

Funding Process & Governance

Background

Following publication of the Mulvey Report, [Dublin North East Inner City - Creating a Brighter Future](#), a Programme Implementation Board was established in June 2017 to drive implementation of the recommendations contained in the Report. Led by an independent chair, Michael Stone, the Board comprises community and business stakeholder representation, and Government departments and agencies with statutory responsibility for delivery of key services. The [NEIC Strategic Plan 2020 – 2022](#) was approved by Government and published in December 2019.

The Programme Implementation Board has established six Sub Groups reflecting the priority workstreams identified in the NEIC Strategic Plan 2020-2022, with each Sub Group assigned a range of time-bound actions. The six Sub Groups comprise key stakeholders from across the statutory, commercial, community and voluntary sectors, with a member of the Programme Implementation Board selected to chair each Sub Group.

- Sub Group 1 – Enhancing Policing
- Sub Group 2 – Maximising Educational, Training and Employment Opportunities
- Sub Group 3 – Family Wellbeing
- Sub Group 4 – Enhancing Community Wellbeing and the Physical Environment
- Sub Group 5 – Substance use, misuse and inclusion health
- Sub Group 6 – Alignment of Services

The Board is supported in its work by a Programme Office located in the Dublin City Council Offices on Seán McDermott St.

Core Funding Principles

A number of core funding principles should be adhered to by the Programme Office, Sub Groups, the Budget Group and the Programme Implementation Board:

- All funding must be subject to final approval by the Programme Implementation Board - the role of the Sub Groups and Budget Group is to evaluate and make recommendations to the Board for approval.
- There must be a sound basis and clear record of the funding decision from initial proposal to final approval.

- All funded proposals must have a clear connection to the delivery of actions in the NEIC Strategic Plan / Mulvey Report and must be aligned with the NEIC Vision and Values set out in the NEIC Strategic Plan 2020 - 2022.
- Recipients of funding must ensure probity, accountability and effective use of public funds informed by best practice.
- A strategic approach should be taken when identifying initiatives to be funded.
- The initiatives identified should be sustainable – i.e. there should be the potential to mainstream the initiative if successful [NEIC funding can be used to prove the concept].
- Credit should be given to initiatives that will operate within an integrated framework.
- Credit should also be given to consortium proposals or initiatives that deliver outcomes across multiple services / NEIC Strategic Plan / Mulvey Report actions.
- Initiatives should be quality-focused and add value to the existing service infrastructure in the NEIC.
- Initiatives should indicate how they meet unmet or emerging needs and be outcomes-focused.
- Initiatives should clearly outline (in their application for funding) the metrics / indicators that will be used to measure the outcomes of the initiative and provide detailed feedback to the relevant Sub Group on those outcomes at the end of the funding term and account for their spending.
- Initiatives receiving funding must undertake to regularly update the NEIC Map of Services.
- Organisations receiving funding should explicitly acknowledge NEIC support (e.g. on their website, social media and literature) and should demonstrably support over-arching NEIC initiatives e.g. action against litter / dumping, etc.

Sub Group role

- Create a Cover Sheet¹ for the relevant funding proposal.
- Scrutinise funding proposal – rationale, evidence base, value for money and expected outcomes. Seek further information or clarifications and, when necessary, request that proposal be amended.
- In cases where funding is provided for a pilot project or where a proposal might give rise to future funding requirement, the Sub Group should agree the appropriate long-term funding Department/Agency and obtain its views prior to making a recommendation.

¹ See Appendix 1

- Explore opportunities for the appropriate funding body to fund or part-fund the proposed action or to take on the responsibility as channel of NEIC funds if this is more appropriate.
- Document the Sub Group recommendation for funding in the note of the meeting and on the relevant Cover Sheet and communicate same to the Budget Group including the following detail - body to draw down funding, funding amount and period, activity being funded, expected outcomes and any conditions attached.
- Maintain a role in oversight of the funded activity either by way of formal oversight arrangements, if appropriate, or by review at Sub Group to discuss progress, reported outcomes and learning. The Sub Group may also manage any tender process arising.

Budget Group role

- The Budget Group (comprising all Sub Group Chairs, a representative from D/RCD and a community representative) will review funding recommendations from Sub Groups and ensure the principles have been observed and will have regard to overall balance and consistency of actions funded across the priority areas.
- The Budget Group may refer recommendations back to Sub Groups with queries or issues to be addressed. It may also make recommendations for funding but with specific conditions such as limiting period of funding or recommending it be referred to a specific agency following evaluation.
- Document the Budget Group recommendation for funding in the note of the meeting and on the relevant Cover Sheet and communicate same to the Programme Implementation Board.

Programme Office role

- Acknowledge receipt of all funding proposals received in the Programme Office and update the requester on the proposal's progress through Sub Group, Budget Group and Programme Implementation Board.
- Advise a requester to seek funding via the Community Grants process if that is more appropriate.
- Forward individual funding proposals (other than those more appropriate to the Community Grants process) to the relevant Sub Group Secretary for consideration by the Sub Group members.
- Draw up a letter/Heads of Agreement setting out in clear terms the amount and purpose of funding and future reporting requirements in terms of evaluation of the work and outcome.

- The Heads of Agreement may, where appropriate, highlight role of the relevant Sub Group in oversight and evaluation. Where a specific Department/Agency has been identified with a specific interest, this may need to be mentioned also.
- The Programme Office will make recommendations to the Board on the audit and reporting requirements to be applied to ensure the process for payments and draw down and accounting is robust, including the requirement for audit checks.

Funding requests requiring urgent consideration

- In exceptional circumstances, a funding proposal may be required to be considered by a Sub Group in between regular meetings. The Chair of the Programme Implementation Board will decide if a funding proposal falls into this category.
- In such a case, the Secretary of the relevant Sub Group should circulate the proposal and relevant Cover Sheet by email to members of the Sub Group allowing a minimum of 2 working days for their consideration of the proposal.
- If the proposal is approved by the Sub Group, the Sub Group Secretary should forward the proposal and relevant Cover Sheet to the Secretary of the Budget Group. The Budget Group Secretary should then circulate the proposal and relevant Cover Sheet by email to members of the Budget Group allowing a minimum of 2 working days for their consideration of the proposal.
- If the proposal is approved by the Budget Group, the Budget Group Secretary should forward the proposal and relevant Cover Sheet to the Secretary of the Programme Implementation Board. The Programme Implementation Board Secretary should then circulate the proposal and relevant Cover Sheet by email to Board members allowing a minimum of 2 working days for their consideration of the proposal. If Programme Implementation Board approval is secured, funding may then be awarded.
- At each stage of the process if no response is received from Sub Group / Programme Implementation Board members, they are deemed to support the proposal.

ENDS

APPENDIX 1

Cover Sheet for Funding Applications	
Title of Project	
Sub Group	
Strategic Priority / Mulvey Action	
Short description of activity to be funded	
Summary of expected outcomes	
Name of body that will draw down funding	
Funding amount	
Funding period	

Date funding application received in NEIC Programme Office [if applicable]	
Date funding application received by Sub Group Secretary	
Consideration of funding application by Sub Group	<p>Discussed at meeting(s) on:</p> <p>Clarifications / Amendments sought? Y/N</p> <p>Recommended to go to the Budget Group for consideration? Y/N</p> <p>Emergency Protocol used? Y/N</p> <p>Forwarded to Budget Group Secretary on:</p>
Consideration of funding application by Budget Group	<p>Discussed at meeting(s) on:</p> <p>Clarifications / Amendments sought? Y/N</p> <p>Recommended to go to the PIB for consideration? Y/N</p> <p>Emergency Protocol used? Y/N</p> <p>Forwarded to PIB Secretary on:</p>
Consideration of funding application by Programme Implementation Board (PIB)	<p>Discussed at meeting(s) on:</p> <p>Clarifications / Amendments sought? Y/N</p> <p>Approved? Y/N</p> <p>Emergency Protocol used? Y/N</p>