

Guidelines - Additional €5m Ukrainian Support - Social Inclusion and Community Activation Programme (SICAP) 2022

Funding Model:

- Each LDC will be allocated baseline funding of **€20,000** - Where a LDC has not been allocated funding, the most recent published *Ukrainian Arrivals per CSO data* indicates that there are no arrivals in the LDC area. (The LCDC/ LDC will consider and agree how this funding will be allocated by lot for contract change control and updates to IRIS)
- The remaining funding will be distributed proportionally by lot based on the most recent *Ukrainian Arrivals per CSO data*
- All funding should be ringfenced into one or two specific actions and associated administration costs per lot.
- At present, funding is for the purposes of implementing actions in 2022.

*** Where the baseline funding allocation to an LDC is impacting on more than one SICAP lot the LDC will open dialogue with both LCDCs to agree budget splits. If agreement is not reached Pobal/DRCD should be informed.**

Due to the requirement to provide this funding quickly and understanding there will be changes to settlement patterns as time goes on, should any further funding be made available beyond 2022, the funding approach will be revisited.

Arrangements re. budget underspends/ carryover at the end of the year at this point remains as per Programme Requirements (5% allowable to carryover). This will be revisited in Q4 for spend related to Ukrainian supports.

Administration Costs

Administration (indirect) costs are costs that are not directly attributable to the implementation of SICAP supports to Ukrainians and cannot exceed 25% of the total additional budget for this work. These costs are incurred in supporting the implementation of the additional actions and include the following:

- Administration salary costs
- Office and administration costs
- Overhead costs
- Financial and professional fees

IRIS Change: A new field will be added to the cost charge item record (Ukrainian allocation) so that the LDC can tag all costs relating to the Ukrainian allocation.

Action Costs

Action costs are the costs of eligible activities that directly relate to the implementation of the SICAP supports to Ukrainians. This includes both salary and non-salary costs. Action costs relating to SICAP interventions can be divided across the two SICAP goals where required. **Retrospective costs in 2022 linked directly to Ukrainian actions are eligible.**

Typical costs could include:

- Salary for staff to work directly with this community (revised staffing sheet required)
- Transport to and from activities
- Translation services or a translator
- English language supports in addition to existing services
- Events or initiatives to engage with the wider community
- Group development supports under Goal 1
- Counselling supports
- Voucher for food and clothes were deemed appropriate
- Costs associated with hubs or outreach centres specifically set up for Ukrainian refugees
- Any actions consistent with the existing programme requirements
- Small scale capital expenditure

Criteria:

- A maximum of one new action should be added to the plan under each goal.
- Administration costs associated with Ukrainian actions are tagged for reporting on IRIS at the end of year.
- Additional actions do not require targets to be set for the remainder of the year.
- Any actions that currently include activities focused on Ukrainians should not be changed as the additional funding needs to be ringfenced.
- Current SICAP rules and requirement for financial spend apply as normal.
- For clarity on the eligibility of actions contact the Pobal DC for advice.

Process for Updating the Annual Plan Actions and Budget

Change Control Procedure (Clause 3.7)

Additional funding and new actions should be negotiated between the LCDC and LDC through dialogue.

The LCDC and LDC can both propose recommended changes to 2022 plan to take account of the ring-fenced additional funding to support the Ukrainian community. In doing so the LDC and LCDC must prepare a Change Control Notice (See template attached) which outlines the agreed changes, the rationale for the change and how the additional funding will be ringfenced. The notice is then submitted for review to the other party. When the request is agreed the annual plan should be updated on IRIS.

The additional budget and actions can be approved by the Chief Officer or if timing allows the approval can be tied into the mid-year review and approval process by the LCDC.

Timeframe:

Date	Activity	Who
21st June	LCDCs and LDCs agree how the additional funding is best allocated under the programme in 2022	LCDCs and LDCs
1st July	Change Control Notice to be completed, agreed and submitted to Pobal DC	LCDCs and LDCs
	All plans will be moved back to draft by Pobal Annual Budget updated on IRIS	Pobal
8th July	IRIS Updated with additional actions, goal salaries and action costs updated, and changes submitted on IRIS.	LDC
11th July	LCDC review additional actions and budget changes Pobal carries out a high-level technical review	Pobal / LCDC
29th July	LCDC Review completed and approved LCDC update Schedule A of the funding agreement with new budget and issue copy to LDC	LCDC