



Rialtas na hÉireann
Government of Ireland



Communicating Europe Initiative 2023

Applications are invited for funding under the Department of Foreign Affairs *Communicating Europe Initiative (CEI)* from voluntary organisations, educational bodies and civil society groups and bodies. **The theme of CEI 2023 is EU50** (see below).

Please email cei@dfa.ie for application forms

Alternatively, application forms can be downloaded at:

<https://www.dfa.ie/our-role-policies/ireland-in-the-eu/communicating-europe-initiative/>

Application Deadline: 6 January 2023

Purpose of funding

Projects should deepen public awareness of the role that the European Union plays in our daily lives, and improve the quality and accessibility of public information on European issues, at local, regional or national level.

For 2023, successful projects will focus on Ireland's 50th anniversary of EU membership (EU50). The EU50 programme began in January 2022 and will conclude at the end of May 2023.

Reflecting the EU50 timeline, CEI 2023 is being launched earlier than usual and it is envisioned that successful applicants will receive funding in January 2023. As such, applicants are encouraged to engage in projects, where possible and relevant, up to Europe day/week, 9th May 2023, before the end of the EU50 programme.

Projects with a longer life span will, of course, still be considered.

You can find out more about EU50 on our dedicated website: www.ireland.ie/eu50

Qualification and evaluation criteria

Applicants will have to confirm compliance with the conditions of the scheme on funding and timescale for delivery.

The evaluation criteria will include:

- The quality and relevance of the proposal.
- The likely impact of the project relative to the size of the grant sought.
- The nature of promotional activities planned.

Unless otherwise agreed with DFA, projects must be carried out before the end of 2023.

Proposals should take account of Government guidelines on responding to Covid-19, available at www.gov.ie

Please note: Applicants who have received CEI funding in previous years must identify how their planned project under the 2023 CEI scheme builds on, adds value to, or is separate from previously funded projects.

Budget and grants available

The allocation for the CEI in 2023 is €200,000. While decisions on the number and level of grant will be dependent on the number and range of proposals received, it is envisaged that the maximum individual grant awarded will be in the order of €10,000.

Timeline CEI 2023

- **November 2022** : Applications open
- **Friday 6th January** : Applications close
- **Mid/end January**: Successful applications notified
- **May**: Conclusion of EU50 programme
- **8th December**: Final Reports

Application process

Step 1: Application Form

- Please email cei@dfa.ie for application forms
- Alternatively you can find the application form here: <https://www.dfa.ie/our-role-policies/ireland-in-the-eu/communicating-europe-initiative/>

Step 2: Submission

- Please return your completed application (saved as a PDF) via email to cei@dfa.ie.
- The closing date for funding applications is **noon on Friday 6th January 2023**

Step 3: Notification of funding decision

- It is intended that applicants will be notified of funding decisions by mid-late January 2023.
- Unsuccessful applicants will be notified shortly thereafter

You can also contact us via email at cei@dfa.ie or laura.guild@dfa.ie if you have any queries.

Canvassing will disqualify.

Tá leagan Gaeilge den fhoirm seo ar fáil ach é a iarraidh.

**Communicating Europe Initiative
EU Institutions and Coordination Unit
Department of Foreign Affairs
22 Clare Street
Dublin 2
November 2023
cei@dfa.ie**

Communicating Europe Initiative 2023

Standard terms and conditions

- The grant should only be used in support of the project as set out in the funding application. Any proposed substantial amendment to the programme or to its timing should be notified in advance to the Department of Foreign Affairs and agreed in writing.
- Financial support is given on the understanding that the grant is properly administered, that activities funded under the budget shall be recorded fully and accurately and that funds shall be assigned to the project only by persons whom you have empowered to do so.
- As the Department cannot fund projects retrospectively, the work to be funded must begin after the Department's offer is accepted. As the Department cannot roll over funding from one year to the next, all projects must, if at all possible, be completed by 8 December 2023, unless previously agreed with DFA.
- The Department does not specify the number of projects to be funded or the individual grant amounts. €200,000 will be available for CEI projects. The amount granted may be lower than the amount sought and, in this event, applicants should have contingency plans to enable the project to proceed.
- The assistance of the Communicating Europe Initiative and the Department of Foreign Affairs must be acknowledged in all publicity relating to the project. The Communicating Europe and EU50 Logos will be provided for downloading.

Reporting requirements

- Grantees are required to submit a concise report to the Department of Foreign Affairs, **not later than one month after completion of the project**, describing the activities undertaken and not later than 8 December 2023.
- The report should include the following:
 - An assessment of the impact of the activity/event on public awareness and understanding of the European Union in Ireland (including statistics on attendance, reach to target audience, promotional activities undertaken etc.).
 - Any other information which you consider relevant or feedback on the project generally.
 - For event-based projects, digital links and media files (pictures, video, website links etc.) should be provided for use on the Department's website or for other publicity purposes. These will be particularly welcome.

Payment arrangements

- Grants will be paid up-front.
- Any part of the grant paid which has not been spent must be refunded to the Department of Foreign Affairs within one month of completion of the project (or if the project is cancelled for any reason). The Department reserves the right to charge interest, at ECB base rate, on any outstanding monies from the date of project completion.

Accounting requirements

- Grantees are required to submit a financial statement detailing all expenditure and originals of all invoices, vouchers and supporting documentation, to the Department of Foreign Affairs, not later than three months after completion of the project.

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