

## Application Procedure

We accept applications throughout the year. The first step would be to receive a concept note of 2 pages (including a budget), from a Delhi NCR based NGO, outlining the problems of poverty against a local context of causes and suitable solutions proposed along with a clear implementation plan, budget and measurable outcomes. Eligible Delhi-based NGOs may send a concept note as an email attachment in Word or pdf format to: [ndemirishaid@dfa.ie](mailto:ndemirishaid@dfa.ie)

NGO-applicants will only be contacted if they are successful. If you do not receive a response, your application has not been successful. We cannot engage with detailed discussion with unsuccessful applicants. Applications will not be discussed over the phone. If the concept is found viable Irish Aid's application review team, an application pack will be sent to the NGO. If a full-fledged application (Project proposal) merits financial assistance, they are forwarded to the Department of Economic Affairs, Ministry of Finance (Government of India) for their clearance before funding can be granted. In the case of NGOs in Bangladesh, Nepal and Sri Lanka, prior approval of relevant ministry or department of government dealing with NGOs or development funding, will be required before funds can be released.

A visit may be arranged before funding is considered. After funding, the Irish Aid supported projects will be inspected and audited periodically to ensure funds are utilised properly. Successful projects will work closely with the Embassy of Ireland and Irish Aid on all reviews. Documents, including application forms and annexes, any report submitted to Irish Aid and any other written communication with Irish Aid, automatically become records of the Department of Foreign Affairs and Trade and as such, are subject to the provisions of the Freedom of Information Act 2014.