



Irish Aid

An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Eligibility Criteria

Humanitarian Programme Plan (HPP) and the Emergency Response Fund Scheme (ERFS), Humanitarian Unit, Irish Aid, Department of Foreign Affairs and Trade

Overview

The Humanitarian Unit of Irish Aid, Department of Foreign Affairs and Trade, provides humanitarian funding for emergency response and early recovery programmes based on core humanitarian principles and in line with good practice of Humanitarian Donorship. Funding is provided under special partnership arrangements to invited NGO partners for two funding schemes: (i) the Humanitarian Programme Plan (HPP), and (ii) the Emergency Response Fund Scheme (ERFS).

The **HPP** is designed to provide funding for predictable humanitarian related interventions in situations of protracted, predictable and recurring crises. It is intended that the HPP addresses acute humanitarian needs in a way that builds resilience and lays the groundwork for sustainable development.

The specific objective of the **ERFS** is to promote early action and response to reduce loss of life in sudden onset humanitarian crisis. The scheme is particularly geared towards the initial weeks after the onset of an emergency when the bulk of the expenses for the immediate response phase for the agency is incurred and pre-positions a defined amount of funds with participating NGOs.

The criteria for eligibility for funding from the Humanitarian Unit for these two funding schemes are set out below for invited NGO partners. **Only organisations which meet these criteria will be eligible for HPP and ERFS support.** Final decisions regarding funding will be made following a full appraisal of the proposals and subject to approval from the Minister of State for Development, Trade Promotion and North-South Cooperation.

Eligibility

1. **Country of origin:** The applicant organisation must be Irish-based.
2. **Organisational Status:** The applicant must be a non-governmental, non-profit, civil society organisation. It must have legal status and must have received charitable tax exemption from the Irish Office of the Revenue Commissioners i.e. be the holder of a charity reference (CHY) number for a minimum of two years prior to the date of application. An equivalent exemption will be required for non-Irish organisations.

3. **Governance:** Applicants must have a formal decision-making structure (e.g. a board of trustees) which can take legal responsibility for the administration and use of Irish Aid funds. All Irish applicants must have such a structure legally recognised in Ireland.
4. **Accounts:** Applicants must have annual audited accounts comprising at a minimum the Balance Sheet, the Income and Expenditure Statement, and Cash Flow statement for the two financial years prior to application¹. These accounts must be externally and independently audited and must be available on the organisation's website.
5. **Organisational Income:** The applicant's average annual organisational income over the preceding three year period (for their Irish office) must have been a **minimum of €800,000**.
6. **Dependency on Irish Aid:** Income received from Irish Aid, either directly or indirectly, must not exceed 60% of the overall organisational income of the applicant. This should be calculated based on the last two years accounts.
7. **Focus of Work:** The areas of intervention by the agency must meet the OECD DAC definition of Official Development Assistance and take place in a country classified as eligible for assistance. See www.oecd.org/dac/stats/methodology for details.
8. **Humanitarian Expertise:** Applicants must (a) have an organisational humanitarian policy; (b) have dedicated humanitarian staff at HQ to support emergency programming; (c) have a demonstrated track record in emergency programming; and d) design projects and programmes which meet internationally accepted standards and good practice and which address the issues highlighted.
9. **Track record with Humanitarian Unit:** a) Organisations must have been in receipt of a grant from the Humanitarian Unit for at least two of the previous three years; b) The average annual funding received from the Humanitarian Unit over two of the preceding three years must have been a **minimum of €500,000**.
10. **Child Protection:** Applicants must have a Child Protection Policy in place.
11. **Security:** Applicants will be expected to make every reasonable effort to ensure the safety and security of their staff and to conform to Irish Aid's Guidelines for NGO Professional Safety and Security Risk Management.
12. **Record of Compliance:** Applicants, previously in receipt of Irish Aid funds, must have a record of compliance in terms of the administration and use of such funds. Applicants which have a previous record of non-compliance with the terms of an Irish Aid contract(s) may not be considered for funding.

¹ The organisation's own financial year can be used here.

Points to Note

- ❖ Different eligibility criteria apply for humanitarian funding under the 'Call for Proposals' mechanism.
- ❖ Irish Aid has separate funding – including from the Development Education and Civil Society Section - to cover preparedness, longer term recovery work, disaster risk reduction and development work.

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