

Sligo Peace IV Programme

Small Grants Initiation Meeting



- **Procurement**
- **Reporting Requirements**
- **Claims Submissions**
- **Publicity & Marketing Toolkit**



Procurement

- Threshold limits & requirements (Annex 1)
- Pre-approval required for tenders/terms of reference when seeking quotations – submit to Peace IV Team in order to get SEUPB approval
- Maintain accurate records – procurement process
- Undertake procurement exercise pre-event
- Ensure quotes are consistent with requirements
- Single Tender Action, in exceptions & must be pre-approved



Reporting Requirements

- Progress reports to be submitted quarterly (retrospectively) with claim submission
- Minimum 26 hours engagement per participant for Building Positive Relations projects
- Equality monitoring survey, will be anonymised
- Perception survey, at start & finish for participants



Claims Submissions

- Quarterly basis (retrospectively) – submit claim and report 14 days after previous quarter end
- Original procurement and expenditure documentation
- Invoices made out to project name & reference Peace IV
- Bank statements detailing payments made
- Standard template Small Grants Claim Form original format signed and dated
- Clear audit trail
- Update claim forecasts with each quarterly claim – forecast required at outset of Project
- Staff Costs - detailing recruitment process (advert/job description/application form/interview process outcome/contract) timesheets & apportionment
- Overheads - 15% of approved Staff Costs



Publicity & Marketing Toolkit

- Peace Logo
- SCC Logo & LCDC logo
- EU Strapline
- Due recognition given to programme
- Use of social media, adhere to guidelines
- Adherence to SEUPB toolkit
- Press releases – boilerplate etc.
- Pre-approval required for all publicity material – send all proofs/drafts to Peace IV Team
- Develop a Communications Plan – template provided



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