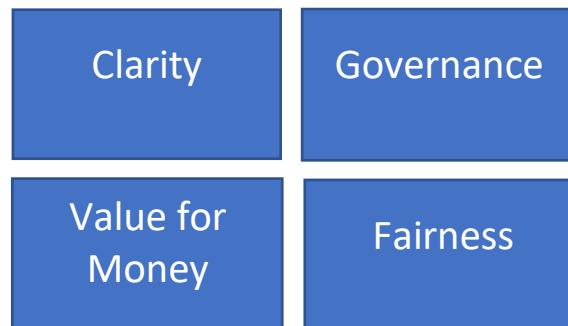


Per the requirements of [DPER Circular 13/2014](#) – *Management of and Accountability for Grants from Exchequer Funds*, BIM would like to draw to your attention the Statement of Principles for all Grantees in receipt of grant aid from Exchequer sources and Grantees Requirements in relation to this circular. Please note all BIM grants are funded solely or in part by the Exchequer. These requirements are in addition to the scheme specific terms and conditions.

Statement of Principles for Grantees

Are you in receipt of public funding?

This Statement outlines the 4 principles which apply in the case of bodies in receipt of grant funding provided directly or indirectly from Exchequer sources.



If you are in receipt of Public Funding you should:

<p>Clarity</p> <ul style="list-style-type: none"> • Understand the purpose and conditions of the funding and the outputs required. • Apply funding only for the business purposes for which they were provided. • Apply for funding drawdown only when required for business purposes. • Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements. 	<p>Governance</p> <p><i>Ensure appropriate governance arrangements are in place for:</i></p> <ul style="list-style-type: none"> • Oversight and administration of funding. • Control and safeguarding of funds from misuse, misappropriation and fraud. • Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. • Accounting for the amount and source of the funding, its application and outputs/outcomes.
<p>Value for Money</p> <p><i>Be in a position to provide evidence on:</i></p> <ul style="list-style-type: none"> • Effective use of funds. • Value achieved in the application of funds. • Avoidance of waste and extravagance. 	<p>Fairness</p> <ul style="list-style-type: none"> • Manage public funds with the highest degree of honesty and integrity. • Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages). • Procure goods and services in a fair and transparent manner. • Act fairly, responsibly and openly in your dealings with your Grantor.

DPER Circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds Grantee Requirements:

Grantees should submit their audited financial statements to the grantor without delay after the end of the financial year. Grantees must notify BIM and make their books and accounts available to the Office of the Comptroller and Auditor General, when 50% or more of their total income (in any 12 months period) is sourced from Exchequer Funds.

Grantees must report in their financial statements:

1) Name of Grantor (Circular 13/2014 Section 5, subsection 21 (a))

The name of the grantor, specifying (e.g. Department of Environment, Community & Local Government). Where the grant making agency is not a Government Department e.g. Pobal, the sponsoring Government Department must also be recorded. *For Bord Iascaigh Mhara grants you must reference the Department of Agriculture, Food and the Marine.*

2) Name of Grant (Circular 13/2014 Section 5, subsection 21 (b))

The actual name of the grant programme / scheme e.g. Rural Water Development Programme, Seafood Capital Investment Scheme.

3) Purpose of Grant (Circular 13/2014 Section 5, subsection 21 (c))

The purpose for which the funds are applied under the following headings:

- a) Pay and general administration
- b) Service provision / charitable activity
- c) specified others, including such expenditure as advertising, consultancy etc.

4) Accounting for Grants (Circular 13/2014 Section 5, subsection 21 (d)):

- a) The amount and term of the total grant awarded;
- b) The amount of the grant taken to income in the current financial statements;
- c) Where (b) immediately above differs from the cash received in the relevant financial period, a table showing:
 - (i) The grant taken to income in the period
 - (ii) The cash received in the period, and
 - (iii) Any grant amounts deferred or due at the period end.

5) Capital Grants (Circular 13/2014 Section 5, subsection 21 (e))

The amount of money provided, and the conditions/milestones being used in relation to current and future instalments. Grantees should also provide an undertaking that the State's investment is protected and will not be used as security for any other activity without prior consultation with the parent Department and sanction of DPER.

6) Employees (Circular 13/2014 Section 5, subsection 21 (f))

In a table accompanying the report, the number of employees whose total employee benefits (excluding employer pension costs) for the reporting period fell within each band of €10,000 from €60,000 upwards and an overall figure for total employer pension contributions. (This applies even if salaries are not being funded by the Exchequer).

7) Restrictions (Circular 13/2014 Section 5, subsection 21 (g))

Whether and how the use of the grant is restricted (i.e. is it for a particular project, or for the delivery of a service).

8) Tax Clearance (Circular 13/2014 Section 5, subsection 21 (h))

Whether compliant with relevant Circulars, including Circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar Type Payments".