



**CVSP 1B/2023**

**13<sup>th</sup> February 2023**

**PPN Funding arrangements for 2023**

**To: Each Director of Service, Community**

As previously advised in CVSP 5/2022 all PPNs will receive an increase in funding in 2023. The Department will provide total funding of €85,700 to all PPNs broken down as follows-

- Core funding- €60,000
- Support Worker funding (ring-fenced) - €25,700

This payment will be made in two tranches as follows-

Tranche 1 (approx. April) €65,700  
Tranche 2 (October) €20,000.

Please note that unspent funding from 2021 and 2022 will be offset against the 2023 funding (see 'Treatment of unspent funding' below).

As set out in the Financial Controls document, in order for the first tranche of funding to be processed, the following documents must be returned to the Department no later 31<sup>st</sup> March 2023.

- MOU/SLA (the latter only where necessary; please refer to the [PPN Handbook](#))
- Income & Expenditure 2022 report (template enclosed)
- Any travel and subsistence expenses policy held by the PPN
- The workplan and agreed budget for 2023 (including timeframes for plenary meetings)

Any delay in a return of the Income & Expenditure 2022 report and/or relevant documentation listed above will result in a delay to the 1<sup>st</sup> tranche payment due to be paid in April 2023.

In the Financial Controls document, submission of the Annual Report from each PPN is also listed as a funding requirement. Details on the Annual Report template for the 2022 Annual Report will follow in due course. As DRCD is currently completing a procurement process for production of the Annual Report, in 2023 submission of each PPN's Annual Report will be linked to the release of tranche 2 funding.

Please note that the Income & Expenditure Report 2022 has been revised and is now an excel document.



There are also 12 financial questions, which were previously asked as part of the Annual Report questionnaire, that will now require completing as part of this report.

We will require a full itemised breakdown of spend for the following:

- Projects/Activities /Events
- Training and Development
- Marketing and Promotion of the PPN.

To ensure clarity in your financial reporting, please follow the guidance for these breakdowns that we have included in the headings of the Income and Expenditure Report 2022. Please avoid generalised descriptions (e.g. 'Inclusivity initiative'). Instead, specify the goods/services purchased (e.g. 'Facilitator to run inclusivity workshop')

### **Local Authority partnership funding**

We would like to take this opportunity to remind Local Authorities of the partnership funding model in agreement with DRCD. Circular 1/ 2015 states-

"The Department will provide a maximum of €50,000 per annum to each local authority, provided it is supplemented by a minimum of €30,000 per annum from each local authority's own resources".

Also taking into consideration Circular 2/2019 which states-

"The Department has, as you are aware, requested authorities to provide an additional financial contribution of €5,000 in 2019 towards the engagement of a Support Worker."

This circular also states that funding is -"ring-fenced specifically for the purposes of engaging a PPN Support Worker and would not be used for any other purposes".

While the Department is providing an increase of €10,000 to each PPN this year, it should be noted that the requirement for funding in the amount of €30,000 for core funding and €5,000 for support working funding as stated above remains in place. It is, of course, also open to the Local Authority to increase its funding to the PPN, should it so wish.

It should also be noted that, where the Local Authority is hosting the PPN and employing the Resource Worker and Support Worker on its behalf, workers being paid from PPN funding should not be diverted to work on other areas; their duties should be restricted to those concerning the PPN only. This has been previously stated in Circular CVSP 1/2015, "funding is ring-fenced and can only be used for the purposes of developing and maintaining the PPN".



## Treatment of unspent funding

Given the exceptional impact Covid-19 had on PPN operations, we have allowed some latitude around carryover of funds in the past two years. However, as public health restrictions are no longer in place, it must be noted that in future if a PPN does not spend its funding allocation within the calendar year, DRCD can no longer accept carryover requests unless they are accompanied by a well-evidenced business case.

In very exceptional circumstances if a PPN has a strong and specific reason why it was unable to carry out particular items on its workplan during the preceeding year, it will be assessed by the Department on a case by case basis. The Department reserves the right to determine whether this reasoning is sufficient.

Unspent Core Funding from 2022 will be assessed and reconciled accordingly by DRCD, taking any carryover agreements into account.

The ring-fenced Support Worker funding provided by DRCD of €25,700, will again be subject to reconciliation. The reconciliation exercise for this year will be carried out on the unspent funds of a Support Worker that were provided in **2021**.

Please note that the updated Financial Controls document issued with Circular CVSP 4/2022 remains valid and should be consulted to ensure adherence to best practice for the use of public funding.

If you have any queries in relation to the above please address them to [ppn@drcd.gov.ie](mailto:ppn@drcd.gov.ie).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ciara Bates', is written over a horizontal line.

Ciara Bates  
Principal Officer  
Community & Voluntary Supports and Programmes  
076 100 6824