



**CVSP 1/2021**

**2 March 2021**

**PPN Funding arrangements for 2021**

**For the attention of PPN Members, PPN Secretariats, Resource Workers and Local Authorities**

DRCD issued a Financial Controls document providing guidance to all PPNs along with Circular Letter [CVSP 7/2020](#), which informed PPNs that the Department intended to offset any underspend in the 2019 and 2020 funding from PPNs in 2021. This exercise will begin with the 1<sup>st</sup> Tranche payment of this year, whereby underspend from calendar year 2019 will be offset.

Underspend from calendar year 2020 will be partially offset in the 2<sup>nd</sup> Tranche of this year's funding, and may carry through to the 2022 funding where necessary. Further details on the 2<sup>nd</sup> Tranche of funding will issue later this year. However, please note that no PPN will be left entirely without funding in any tranche regardless of the level of unspent funding accumulated in preceding years.

After the 1<sup>st</sup> Tranche payment has been made, DRCD will issue a letter to each PPN outlining the level of underspend that has been offset.

As set out in the Financial Controls document, we require the submission of the following documents no later than 31 March 2021.

- MOU/SLA (the latter only where necessary; please refer to the [PPN Handbook](#))
- Income & Expenditure 2020 report

In the Financial Controls document the Annual Report response was also listed as a funding requirement. However, as the upcoming Annual Report requires comprehensive changes (particularly in respect of the software used for reporting), this funding requirement will be waived for the 1<sup>st</sup> Tranche of funding this year in order to prioritise the timely provision of funding to PPNs. Submission of the report from each PPN will be a funding condition from 2022 onwards subject to timely issue of request. Details on the Annual Report template for the 2020 Annual Report will follow in due course.

PPNs who return these documents to the Department before or on the 12<sup>th</sup> of March will receive their 1<sup>st</sup> Tranche payment in the first week of April.

PPNs who return these documents to the Department after the 12<sup>th</sup> of March will receive their 1<sup>st</sup> Tranche payment in the first week of May. However, documents are to be returned no later than 31 March 2021.



When filling out the Income & Expenditure report for your PPN, please note that the opening balance stated for 2020 should include both the LA and DRCD's unused contribution to PPN Income from 2019.

We would like to take this opportunity to remind Local Authorities that funding provided in any given period is intended to support the work of the PPN in the calendar year (Jan– Dec) in which said funding is provided.

We would also like to remind both Local Authorities and PPNs that, in normal circumstances, unused amounts from the DRCD portion (including the ring-fenced Support Worker funding) cannot be carried forward to future calendar years without the express written permission of DRCD.

Given the exceptional impact on PPN operations experienced as a result of the Covid-19 pandemic, DRCD is granting PPNs the opportunity in respect of the upcoming funding tranche to present a case whereby funding received in 2020 that was budgeted to support a specific piece of work that was delayed into 2021 can be carried forward and will be outside the reconciliation exercise. In order to present their case, PPNs will need to provide a copy of a signed 2020 workplan featuring the activities in question.

Please note that this provision does not apply to the ring-fenced Support Worker funding provided by DRCD in the amount of €25,700, which will be subject to reconciliation.

However, under normal conditions, PPNs that wish to carry forward an unused amount must provide a written submission to the Department outlining the reasoning behind such a carryover. The Department reserves to right to determine whether this reasoning is sufficient.

Any queries in relation to this the above should be addressed to [ppn@drcd.gov.ie](mailto:ppn@drcd.gov.ie).

Yours sincerely,

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To: each Director of Service (Community)  
CC: PPN Resource Worker for onward transmission to the PPN Secretariat.