

The Social Inclusion and Community Activation Programme (SICAP) 2018-2023

Guide for Local Community Development Committees (LCDCs) for 2023 Annual Planning

This document sets out a guide to preparing and approving the 2023 Annual Plan, and associated timelines. The information outlined is based on the funding agreement and the SICAP Programme Requirements, with additional information and clarifications where necessary. Sections 7 (Annual Planning and Performance Reviews) and Section 8 (Financial Requirements) of the SICAP Programme Requirements provide further detail to support this process. The **Guidance on Annual Plan** document, (See appendix 2), provides further detail on what should be contained in a good quality plan.

The SICAP Annual Plan

Local Development Companies are required annually to submit a SICAP annual plan to the LCDC, setting out their proposed SICAP plan for the coming year. The annual planning process provides LDCs with an opportunity to reflect on their work and identify emerging trends to be addressed in the Lot area.

The annual plan outlines the proposed actions for the following year and the targets and outcomes that will be achieved as a result and includes costings. The three horizontal themes of the programme (Equality, Community Development and Collaboration) must be incorporated into the planning process. The role of the LCDC is to review and approve the annual plan and assess it to ensure it is in line with local priorities and with the SICAP Programme Requirements.

In light of last year's announcement by the Minister of a one-year extension to SICAP and the outcomes of the Mid-Programme Review, it is expected that the Annual Plans will continue in 2023 to address the national programme priorities and focus on the agreed lot priorities as submitted in the Statement of Priorities in 2021. For further details on the Mid-Programme Review & Statement of Priorities please refer to the LCDC/LDC guidance issued by Pobal on 26/7/21.

Timeline for uploading and reviewing the Annual Plan 2023

2023 Targets

In light of challenges in delivering the programme in recent years, due to COVID 19 and the Ukrainian crisis, please note that DRCD and Pobal have agreed that KPI targets for 2023 will remain at the 2022 level. However, there is flexibility for LCDCs to engage with their LDC and agree a target increase from 2022 levels, if it is reasonable, for example where an LDC is consistently exceeding KPI targets set. In a situation where a target increase is proposed, it should not go above the 15% programme baseline threshold. Please note the Change Control template only needs to be completed and submitted to Pobal if there is an increase in KPIs targets for 2023.

2023 Budgets

The Department will confirm 2023 budgets to LCDCs as soon as possible once the Programme budget and Ukrainian budget have been agreed. In the meantime, DRCD have advised that LDCs can base their Annual Plan on the 2022 Lot budget and should plan to include actions to support Ukrainians. If there is a delay with confirming Lot level budgets, an extension to the below deadlines will be provided.

1. LCDCs should agree and communicate the 2023 KPI targets and 2023 Emerging Needs group to LDCs and submit to Pobal Development Co-ordinator by Friday **4th November 2022**.
2. LDCs will submit their Annual Plan on IRIS by **Friday 18th November 2022** (LDCs can commence inputting the 2023 Annual Plan from **Friday 14th October 2022**).
3. The LCDC will review the Annual Plan and provide feedback to Pobal on any issues identified by **Friday 2nd December 2022**.
4. Pobal will carry out a high-level review (to ensure compliance with the Programme requirements) and provide feedback to the LCDCs by **7th December 2022**.
5. Final Approval of the 2023 Annual Plan (following approval of the 2022 Annual Performance Review) by **28th February 2023**.

Preparing the Annual Plan

LDCs and LCDCs should engage with each other and commence the annual planning process in early October 2022, considering previous experience in delivering SICAP in 2022, emerging trends, experiences in delivering SICAP to the newly arrived Ukrainian community and in particular the outcomes from the Mid-Programme Review and the agreed Statement of Priority for 2022/2023.

The Annual Plan should

- Be informed by the LDCs understanding of the Lot needs from a social inclusion perspective.
- Reflect the Mid-Programme Review carried out locally in 2022 and the Statement of Priorities.
- Focus on the needs of SICAP target groups and LCGs.
- Focus on the provision of supports to Ukrainian refugees
- Take into consideration other services and schemes already in place in the Lot area and where gaps in provision lie.
- Take into account the views of the LCDC in terms of actions and interventions and any specific target groups or communities requiring additional engagement or supports, in line with the Programme Requirements.

The Annual Planning process provides an opportunity to link SICAP thematic areas and actions with the LECP priorities. LDCs should refer to their SICAP Strategic Plan (as submitted as part of the tender process) and ensure the annual plan continues to reinforce those strategic objectives.

An emerging needs target group can be selected by the LCDC, as a group which the LCDC wishes to see particular engagement with. This group can be included in the Annual Plan and the LDC must identify specific actions to support this group. Please note only one emerging needs target group can be included each year and it is important that the LCDC provide clarity and specific detail where possible on the emerging needs that they have identified. For example, if the Homeless have been identified, then the LCDC need to be clear what specific issue within this target group or the gap in services that the LDC need to focus on. Please note the emerging need can be named in addition to or linked to the priority statement.

Actions within the Annual Plan should clearly demonstrate how the Annual Plan will support the National Priority groups, as agreed by the LCDC and LDC as part of the Mid-Programme Review and the Lot Statement of Priorities.

Ukrainian budget-please note the following

- LDCs can carryover 5% of the 2022 Ukrainian budget into 2023. This is in addition to the carryover already agreed with Pobal related to long term contracts, salaries etc.
- The carryover into 2023 should be noted within each action.
- The 2023 Staffing Sheet should only reflect the 2023 SICAP budget and 2023 Ukrainian budget and not the Ukrainian carryover from 2022.

Drafting and uploading the Annual Plan by the LDC

Pobal will clone the core information on the 2022 Annual Plan on IRIS for 2023, which will allow the majority of the action detail to be carried across - goal, action name and action description.

New actions and initiatives (from those delivered in 2022) can be developed for 2023, based on experiences of delivering SICAP in 2022 and considering emerging trends, continuance of supports to Ukrainians and in particular the outcomes from the Mid-Programme Review and the agreed Statement of Priority for 2022/2023. Any new actions must be in line with the SICAP Programme Requirements.

The LDC must ensure that:

- The annual plan includes a maximum of 20 actions, with a minimum of 8 allowed (four actions for each of the two Goals).
- Each action must be linked to a thematic area.
- LDCs select relevant outcome(s) expected to be achieved by each action. The LDC must ensure that robust and appropriate outcomes are selected for each action that will reflect the level of activity and supports for the action (please refer to Section 5 of the SICAP Programme Requirements).
- KPI targets for LCGs and Individuals must be set for each action, where relevant.
- A primary target group for each action is identified, and if applicable, a secondary target group. Where “people living in disadvantaged communities” is named as a primary target group, then the LDC must name the designated disadvantaged areas that the action will target, in the Location field or the action description field.

LDCs must submit an annual plan budget, which outlines the action (direct), and administration (indirect) costs. When preparing the costings for the Annual Plan, the LDC must adhere to the SICAP Programme Requirements (see sections 7 and 8).

The following documents for 2023 must be uploaded to the relevant SharePoint document folder on IRIS by the LDC:

- Staffing Cost Sheet (Annual Plan folder).
- List of LDC Staff Members (printed from IRIS) (Annual Plan folder). The LDC must ensure that this list is up to date on IRIS. The names of staff members no longer funded by SICAP should be deactivated. Please refer to the following user guide [UG1.4 IRIS User Guide: How to Add New LDC Staff Member Records](#)
- CVs for each new staff member (Annual Plan -Staff CVs folder).

The proposed Annual Plan must be approved by the LDC board before submission. The Plan can be input on IRIS and marked as at “Draft Stage”, printed, and presented to the LDC board for approval. Once the LDC board approves it and all documentation required is on IRIS, the LDC can move the Annual Plan to “Submitted Stage” on IRIS.

The deadline for LDCs to submit their Annual Plan on IRIS is **Friday 18th November 2022**.

Please refer to Section 7 of the SICAP Programme Requirements for further detail on the Annual Planning process.

Review of the Annual Plan by the LCDC

The LCDC is responsible for reviewing and approving the annual plan, and ensuring the following:

- Budgets and KPI targets are as per the agreed Lot budgets and KPIs.
- Action detail is in line with the Programme Requirements and the LECP and local priorities.
- Where an emerging needs group has been identified, they are aligned to specific action(s).
- Action detail should clearly show where and how selected national priorities will be supported.
- Action detail should clearly show where and how the Ukrainian community will be supported.
- All costings must be in line with the Programme Requirements.
- Proposed actions must meet KPI targets and match the Lot budget.
- An LDC can carryover 5% of an underspend of the SICAP budget and / or 5% of an underspend of the Ukrainian budget (as well as the agreed longer term contract flexibility pertaining to the Ukrainian budget for e.g. salaries). Where the LDC is carrying over an underspend from 2022, it should be made clear in the action detail where the underspend will go and noted if the underspend relates to the SICAP budget and/or the Ukrainian budget.

The LCDC should ensure that the quality of the Annual Plan is in line with the **Guidance on Annual Plan** document (appendix 2). A suggested Review Checklist for LCDCs (appendix 1) also accompanies this document and sets out what needs to be reviewed.

The LCDC may contact the LDC to seek clarification or discuss particular points in the plan during the review process. Where necessary, the Annual Plan can be referred back to the

LDC for further information/clarification and then resubmitted if it is considered there is a need for further adjustment.

The LCDC may wish to invite the LDC to give a presentation of its proposed Annual Plan when it is uploaded on IRIS, providing an overview of the actions and target groups proposed. This provides the LCDC an opportunity to raise questions directly and discuss the focus of the plan.

Once the LCDC has reviewed the Annual Plan, any issues identified should be made known to the Pobal Development Coordinator (in advance of the Pobal High Level Review). The Annual Plan Stage should be moved to “LCDC Reviewed”.

Pobal High Level Review

Pobal will carry out a high-level review on behalf of the Department and will include the following:

- Review of actions to ensure they are in line with the SICAP Programme Requirements.
- Review of actions to establish to what extent they are informed by the outcomes of the Mid-Programme Review and the Statement of Priorities.
- KPIs set are in line with agreed Lot targets and targets set at action level will result in their achievement.
- Adherence to financial rules and thresholds.

Once the LCDC has confirmed the outcome of their review to the Pobal Development Coordinator, Pobal will provide feedback to the LCDCs by **Wednesday 7th December 2022**. Any items identified must be addressed by the LDC and confirmed with Pobal. Once this has been completed, Pobal will move the Annual Plan Stage to “Pobal Reviewed”.

Approval of the Annual Plan

The LCDC must make a decision on the formal approval of the 2023 Annual Plan by **28th February 2023**. The final approval of the Annual Plan is subject to the outcome of the end of year (2022) review process, which will be carried out in Quarter 1 2023.

Once the End of Year (2022) review is completed and satisfactory, the LCDC can formally approve the Annual Plan and move the stage on IRIS to “Approved” and tick “LCDC Formally Approved”. The approved plan forms part of the Funding Agreement and must then be inserted into the relevant Schedule in the Agreement.

The Annual Plan may not be approved by the LCDC if any aspect of the Annual Plan is not deemed satisfactory. The LCDC should engage promptly with the LDC in the first instance and agree appropriate changes. In these circumstances, immediate engagement with Pobal and the Department will be required.

Further information

If you would like further information on anything outlined here, please contact your Pobal Development Co-ordinator.

Appendix One SICAP 2018- 2023 LCDC Review Checklist for 2023 Annual Plan

Guidance note:

This Review Checklist should be used by the LCDC when assessing each LDCs SICAP 2021 Annual Plan. It is designed to help LCDCs with carrying out the appraisal process and will ensure greater consistency of approach nationally. It covers all the areas that should be included within the assessment. The LCDC should ensure that the Annual Plan has been set to “submitted” on IRIS by the LDC before beginning your appraisal.

The LCDC is responsible for the appraisal and approval of plan. Each LCDC will determine its own process for how to complete this appraisal template. Regardless of what process is used, the responsibility is on the LCDC to ensure that there is transparency and no conflicts of interest.

The checklist includes 5 sections that should all be completed, a Y/N column and space to provide a comment beside each. Under each section there is an overall assessment of satisfactory/not satisfactory one of which should be selected accordingly, and a comment box and space for the LCDC to provide a response or areas for follow up if necessary.

Please refer to the following user guide [UG 3.2 SICAP IRIS User Guide How to Review and Approve and Annual Plan](#)

Annual Plan Review Checklist for LCDCs:

LDC:	
Lot Name & Number:	
Lot Budget:	

Section 1: Document Checklist

Item	Y/N / N/A & Date Uploaded on IRIS	Comment (if any)
1. Staffing Cost Sheet		
2. List of LDC Staff members		
3. CVs for each new staff member		

Section 2: Financial check

The first page of the printed report (or the first sections of the Annual Plan tab on IRIS) shows the headline financial information which should be reviewed below. This is generated by information inputted by the LDC elsewhere in the AP.

Item	Y/N	Comment (if any)
The Annual Budget is as per the Lot budget		
The Overall Costs equal the Annual Budget		
Subcontractor costs are not greater than 30% of the annual budget (ticked).		
Total grant costs do not exceed 7.5% of total action costs budget (ticked)		
The % of administration costs not greater than 25% of the annual budget		
Total costs for each goal are between 40% and 60% of the total action costs budget. (Alternative % split between the Goals requires approval from the LCDC)		
The LDC has detailed in the Annual Plan where any underspend carryover will be spent (Action Costs – salary and non - salary only i.e., SICAP budget and / or Ukrainian budget)		
Do the costs on the Staffing Cost Sheet agree with the salary costs on IRIS for each of the Administration, Goal 1 and Goal 2 salary budget headings?		
Satisfactory/Not satisfactory:		
Comment box:		

Section 3: Targets

Item	Y/N	Comment (if any)
Are the KPI 1 and KPI 2 targets on IRIS in line with the agreed Lot targets?		
Is the target for % KPI2 in disadvantaged areas in line with the agreed target for the Lot?		
Satisfactory/Not satisfactory:		
Comment box:		

Section 4: Proposed Actions

Read all the proposed Goal actions and the information on each. There will be a maximum of 20 actions across the plan, with a minimum of 4 actions per goal. The LDC will have given information on each of the actions, including costs, a description, the expected outcomes, the target groups, which LECP objectives it meets etc. Please refer to Appendix 2 **Guidance on Annual Plan** document for guidance on what should be included in the action detail.

Use your judgement and local knowledge, and your experience of SICAP and the types of actions supported under it, to assess the quality of each action proposed and whether it fits with the programme and priorities for the Lot. There is an appraisal box for each of the 2 goals below to allow you to review the actions under each.

GOAL 1	Y/N	Rationale/Comment
Check there are at least 4 actions under this goal with a maximum of 10.		
Have all fields been completed for the actions and is enough detail given on each action i.e. What, why, where and how?		
Are the actions eligible under SICAP and are they appropriate to the goal?		
Are the actions informed by the outcomes of the Mid-Programme Review and the agreed Statement of Priorities?		
Are there any new actions outlined?		
Are the SICAP target groups selected for each action the most appropriate groups for the type of actions outlined?		
Do the proposed actions sufficiently target groups in the Lot and are they prioritising SICAP work in the right areas?		
Where the action has "People living in Disadvantaged Communities" named as the primary target group, does the location field or action description clearly name designated disadvantaged areas?		
Has the LDC satisfactorily demonstrated how any carryover underspend from 2022 will be spent including both SICAP and Ukrainian budget, within each action?		
Where an emerging needs target group has been identified for the Lot, has it been selected as a primary or secondary target group for at least one action (if relevant under Goal 1)?		

Where an emerging needs target group has been identified for the Lot, are there actions that will support this group?		
Has a KPI 1 target been assigned to each action (where relevant)? Will the KPI targets set at action level result in the overall KPI targets being achieved?		
Are the thematic outcomes selected for each action relevant and reflective of the level of activity and supports for the actions?		
Are the actions in collaboration with partners and do these appear to be most appropriate partners? Is it clear what the partners role in the action is?		
Have RAPID areas been named, where relevant, to the Lot and action focus?		

Does each action have at least one LDC staff member assigned to it?		
Do the actions support priority needs and issues emerging from the LECP (if applicable)?		
Are there any gaps in actions proposed that need to be incorporated, or new actions to reflect the LECP and location priorities? If so, name these in comment box below.		
Will the horizontal themes of community development, equality and collaboration be delivered through the proposed actions?		
Satisfactory/Not satisfactory:		

Comment:

Provide an overall comment on the quality of the actions under this goal i.e. are the actions a priority for the Lot, are they well structured, realistic and support the priorities of the LECP

GOAL 2	Y/N	Rationale/Comment
Check there are at least 4 actions under this goal with a maximum of 10.		
Have all fields been completed for the actions and is enough detail given on each action i.e. What, why, where and how?		
Are the actions eligible under SICAP and are they appropriate to the goal?		
Are the actions informed by the outcomes of the mid-programme review and the agreed Statement of Priorities for the remainder of SICAP.		
Are there any new actions outlined?		

Are the SICAP target groups selected for each action the most appropriate groups for the type of actions outlined?		
Do the proposed actions sufficiently target groups in the Lot and are they prioritising SICAP work in the right areas?		
Where the action has “People living in Disadvantaged Communities” named as the primary target group, does the location field or action description clearly name designated disadvantaged areas?		
Has the LDC satisfactorily demonstrated how any carryover underspend from 2022 will be spent including both SICAP and Ukrainian budget, within each action?		
Where an emerging needs target group has been identified for the Lot, has it been selected as a primary or secondary target group for at least one action (if relevant under Goal 2)?		
Where an emerging needs target group has been identified for the Lot, are there actions that will support this group?		
Has a KPI 2 target been assigned to each action (where relevant)? Will the KPI targets set at action level result in the overall KPI targets being achieved?		
Are the thematic outcomes selected for each action relevant and reflective of the level of activity and supports for the actions?		
Are the actions in collaboration with partners and do these appear to be most appropriate partners? Is it clear what the partners role in the action is?		
Have RAPID areas been named, where relevant, to the Lot and action focus?		
Does each action have at least one LDC staff member assigned to it?		
Do the actions support priority needs and issues emerging from the LECP (if applicable)?		
Are there any gaps in actions proposed that need to be incorporated, or new actions to reflect the LECP and location priorities? If so, name these in comment box below.		
Will the horizontal themes of community development, equality and collaboration be delivered through the proposed actions?		
Satisfactory/Not satisfactory:		

Comment:
Provide an overall comment on the quality of the actions under this goal i.e. are the actions a priority for the Lot, are they well structured, realistic and support the priorities of the LECP

Section 5: Outcome

Item	Y/N
Has the 2023 Annual Plan been approved?	
Comment:	

Appendix Two

Guidance on Annual Plan SICAP 2018-2023

The SICAP Annual Plan covers a 12-month period and should detail actions to be delivered by the LDCs under both SICAP goals, which link into the monitoring framework as outlined in the programme requirements and be reflective of the needs of the Lot area. Each annual plan should include a minimum of four actions under each goal so a minimum of eight and a maximum of twenty actions across the Annual Plan. The LDC inputs the annual plan on to IRIS in November each year.

Targets- The AP should include agreed overall targets for KPI-1 and KPI-2 and the percentage for working with individuals from disadvantaged areas.

Budget- The AP should include the agreed annual budget with administration cost not exceeding 25% of the Lot annual budget and all actions (direct) costs must be divided across as non-salary or salary costs, with an approximate 40%-60% split between both goals in line with programme requirements. Each action within the annual plan should include non-salary costs associated with that specific action under both goals.

Subcontracting should not exceed 30% of the annual Budget and Grants 7.5% of the total action costs budget.

Actions-

- Each action should include a target for KPI 1 and 2 (where relevant) under the relevant Goals.
- Each action should indicate which Goal the action is being delivered under and should include, where relevant, non- salary costs related to that specific action.
- If the action is focused on Disadvantaged Communities, then named designated disadvantaged communities should be included in the Location field or the Action Description field.
- The LDC should include the following information within the description field for each action: ➤
 - Brief overview of action
 - Details of where the action will be delivered
 - How the action will be delivered including timeframe
 - Rationale for why the action is being delivered, for example a new action based on research or analysis carried out, demonstrating local need within the Lot area. If actions are being carried over from a previous year the LDC need to include a justification for the

continuation of the action/support, for example building on work/support undertaken in the previous year, demonstrating progress.

- Action descriptions should provide details on activities being undertaken with non-caseload as well as any collaborative activities.
- Action description should also include information on the type of grants/support which may be provided for LCGs/Individuals.
- Information should be included on the role of the collaborative partners named in the collaborative partner field.
- If the LDC is carrying over any underspend from the previous year, the LDC should specify in the relevant action(s) detail where this underspend will go.

Target Groups- primary target groups and, if applicable, secondary target groups should be named for each action in line with SICAP programme beneficiaries and emerging need target groups identified by the LCDC.

Expected outcomes each action should include information on the expected outcomes for LCGs/Individuals/collaborative work, which outline what the action hopes to achieve at a local level. It can also include the numbers involved and likely impact on target groups, which may not be reflected in the SICAP monitoring framework indicators. This section can also include the number of non-caseload attending events or the number of workshops being held. Expected outcomes should be realistic and achievable within the timeframe stated.

SICAP Outcomes- each action should be linked to a thematic area and SICAP outcome indicator. Additional actions can be split across goals and these actions should include thematic areas and outcomes for both goals.

Rapid- If an action will be delivered in a Rapid area, then the relevant Rapid area should be named within the action.

Collaborative Partners- names of collaborative partners should be included for each action, where relevant, and these should link directly into the focus of the action and expected outcomes. The role of Collaborative Partners should be stated in the Action Description section.

LECP objectives- actions should be linked, where relevant, to the LECP objectives uploaded on to IRIS by the LCDC