Rialtas na hÉireann
Government of Ireland

IRPP – Humanitarian Admissions Programme

A Guide for Sponsors' Settlement Planning

Department of Children, Equality, Disability, Integration and Youth
www.gov.ie/dcediy

Welcome!

Sponsoring and welcoming a beneficiary to your community is a serious undertaking, but with the right preparation and support you are sure to succeed and find the experience rewarding for all involved.

The purpose of the Settlement Plan is to show that you, as a Community Sponsorship Group, are prepared to welcome and support beneficiaries arriving under IRPP Humanitarian Admissions Programme. It should also provide a useful framework for your preparations, helping you to plan for the potential needs of beneficiaries coming to your community. In addition to ensuring access to key services and entitlements, your group will play a vital role in helping beneficiaries to become self-reliant and to develop the capacity to participate fully in Irish life. You can use the questions as pointers to help you focus on different aspects of your preparation.

Your Settlement Plan should outline the details of how your Community Sponsorship Group will support the beneficiary who will be welcomed in your community. It will require you to detail how you propose to meet the outcomes and requirements outlined below under the various headings

The purpose of this guidance document is to assist you in completing the Settlement Plan. You will find guidance text below relating to each question in the Settlement Plan, which should help you to understand the type and level of detail that is required for each question. Please refer to this guidance regularly when completing your Settlement Plan to ensure your Plan is as complete as possible.

Remember, you are not alone; The Open Community will be on hand to answer any questions and to help you compile the Settlement Plan. Your completed Settlement Plan and required documents will be reviewed before being sent to the Irish Refugee Protection Programme (IRPP) at the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) for approval.

Important: before completing the Settlement Plan Form, please ensure that you have read this guidance.

It is important to complete all sections of the plan, as an incomplete plan will be returned and may cause a delay in its processing.

Data Protection

The purpose of this policy is to provide a clear statement of the Department's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts. We place a high importance on the correct, lawful and fair handling of all personal data, respecting the legal rights, privacy and trust of all individuals with whom we deal or interact with.

For full policy click here - Data Protection Policy PDF

Key factors you will need to identify in the plan:

- **Who** in your group will do the tasks you have identified?

- **How** will you all fulfil your assigned roles?
- **Where** will the beneficiaries live, the children go to school, etc.?
- **When** will your group deliver the various supports to the beneficiaries?

When you are completing the plan please ensure you have addressed the full range of things that will be needed to welcome, support and integrate a beneficiary in your community. This includes:

- A home of their own, of an acceptable standard, furnished and with adequate facilities.
- School places for any children.
- Appropriate translation and interpretation services, as required.
- Arrival day plans and a comprehensive welcome and support plan for the first week.
- Accessing Social Welfare Payments and eligibility for the Housing Assistance Payment (HAP) and providing financial support to the beneficiaries until the Social Welfare payments are in place.
- Opening a bank account.
- Registering with a GP, dentist and other medical services.
- English language training, both formal (ESOL training and qualifications) and informal (conversation sessions).
- Planning for moving to more permanent accommodation at the end of the support period.

In the Settlement Plan you will need to show that you can deliver across all aspects of the resettlement process, from welcome to ongoing support and integration. You will need to show that members of the group have the relevant experience or expertise, or that you have linked with other people and organisations in your area who can help. Necessary or useful skills and competencies within your group include:

- Finance – budgeting, accounting, etc.;
- Child Safeguarding knowledge and designation – either as a Mandated Person or Designated Liaison Person (DLP);
- Ability to act as, or to access, interpreters;
- English language tuition e.g. ESOL qualifications;
- Experience as a health practitioner;
- Local authority experience and/or contacts;
- Knowledge of or connections to organisations or groups specialising in supporting refugees or asylum seekers, social inclusion or local development;
- Ability to find employment or training opportunities for the beneficiaries; and Knowledge of or connections to places of worship, cultural centres, or refugee support groups.

Section 1 – Pre-Arrival *The group has raised sufficient funds and fulfilled preparatory training, child safeguarding prior to the beneficiary's arrival.*	
Question/s	**Guidance**
Fundraising	

1.1. Have you raised the required minimum amount of €10,000 (of which €2,000 may be in-kind donations) in order to support the beneficiaries financially (€5,000 in the case of an individual)? (Please include a group bank statement with your application form) ***YES/NO*** ***Amount raised (in €):***	**Please include here information about the funds you have raised to date and any additional details that you consider relevant.** **You must submit a bank statement that evidences the funds raised, to the Department of Children, Equality, Disability, Integration and Youth along with your Settlement Plan.** Community Sponsorship Groups (CSGs) are required to demonstrate that they have a minimum of €10,000 on hand to support the sponsored beneficiary or €5,000 in the case of an individual, of which a maximum of €2,000 may be in-kind contributions (e.g. a commitment given to provide professional interpretation services, English classes, childcare etc. free of charge). Groups are required to raise funds to demonstrate commitment, support the implementation of their Settlement Plan and cater for unexpected eventualities. CSGs are encouraged to develop a fundraising plan with realistic targets. A broad approach can be useful, mixing fundraising with donations from local businesses for example. A dedicated account should be set up for the purposes of administering and holding in trust any funds raised with appropriate oversight and controls established – for instance a minimum of two co-signatories should be required prior to any withdrawal. **N.B. You should not commence your fundraising until you have received approval to participate in the programme from the Department of Children, Equality, Disability, Integration and Youth.**
1.2. Have you prepared a draft budget for the sponsorship commitment period, based on projected expenses and the amount raised to date? ***YES/NO*** ***Details:***	**Outline here the steps you have taken towards creating a budget for the sponsorship commitment period.** CSGs should develop a feasible budget that outlines how the funds raised will be used to support the beneficiaries.

	Examine the areas that your CSG will be responsible for and how you plan to address this over the course of the sponsorship period. When preparing your budget take into account which resources can be provided in-kind, through donations and which can be covered by social welfare until such time as beneficiaries can access employment. You will also need to ensure you have a contingency plan for any additional or unforeseen costs such as urgent dental work, or any special needs the beneficiaries might have. Back to Education supports for children and adults should also be fully researched and planned for (e.g. childcare arrangements while parents attend classes). You may also need to factor in delays in accessing certain entitlements. **Include the above information and any other relevant budgetary preparations you have made in this section.** **Please outline when you anticipate that the beneficiaries will require various financial supports.** You can outline this here or include it in a supplementary budget template, if you have prepared one. For example, the beneficiaries may require financial support until welfare and rental supports have been processed.
1.3 Have you attended community sponsorship training? ***YES/NO*** Please outline the date the training was undertaken and who from the group attended.	**State here when training was undertaken and who in your CSG attended.** It is essential that group members attend all modules of the Community Sponsorship training. In providing training and support, The Open Community will do their best to prepare you for any challenges ahead and to help you prepare to deal appropriately with challenges when they arise.
Child Safeguarding	
1.4. Have you completed a group Child Safeguarding Policy? (Please submit this with your Settlement Plan) ***YES/NO***	**To complete this section, you must:** - **Demonstrate that you have developed a Child Safeguarding Policy that outlines the procedures which are in place in the case of any suspected or known harm or risk of**

	harm to a young person or child by a member of the group and; - **Demonstrate that all group members are aware of who the Designated Liaison Person and Deputy Designated Liaison Person are, what their roles are , and the steps you have taken to ensure this.** **A Child Safeguarding Policy for your group must be submitted to the Department of Children, Equality, Disability, Integration and Youth along with your Settlement Plan.** Consider that, as a group you will be working with children. It is vitally important that Children First guidance and legislation is strictly adhered to by your group, in the implementation of Community Sponsorship. Consider how, as a group, you will keep children safe from harm while they are being supported by your group. Each Community Sponsorship Group is asked to appoint a Child Safeguarding Designated Liaison Person (DLP).
1.5. Are all group members familiar with the contents of the group Child Safeguarding Policy, and able to easily access it? ***YES/NO***	**Please state here whether your group's Child Safeguarding Policy is readily accessible to all group members.** **Describe the steps you have taken to make sure that every group member has reviewed the Child Safeguarding Policy and is familiar with its contents and how to access it.** For example, it is a good idea to hold a meeting as a group to ensure that every group member is familiar with the group's Child Safeguarding Policy.
1.6. Has each group member completed Tusla's e-learning module, 'Introduction to Children First'? (Please provide certificates of completion with the Settlement Plan. These will	**Please verify that all group members have completed Tusla's Children First E-Learning Programme, which is available free online.** Every group member who completes the E-Learning programme will be issued with a downloadable certificate. **Please submit all group members'**

be emailed to group members on completion). ***YES/NO***	**certificates alongside this Settlement Plan to the Department of Children, Equality, Disability, Integration and Youth as evidence of completion.**
1.7. Have you appointed a point of contact within your group for matters concerning child safeguarding? (Please provide name) ***YES/NO***	**It is necessary to appoint a relevant person to be the first point of contact in respect of the group's Child Safeguarding Policy.** **Name that person here, and outline briefly their role.** It is important that all group members know who this person is and know when and how to contact them if necessary.

Additional Resources

- Tusla Children First E-Learning Programme Website

Section 2 – Post-Arrival *Beneficiary members feel welcome in Ireland and can quickly adapt to life in their new home.*	
Question/s	**Guidance**
2.1. Who in the group will meet and greet the arriving beneficiary at the airport? 2.2. How will you ensure you can communicate with the beneficiary on arrival? Have you prepared for an interpreter to be with you at the airport? 2.3. How will you escort the beneficiary and their belongings to their new home, and what arrangements will you make around this?	**Outline here the arrangements you have for greeting the beneficiary at the airport and escorting them to their new home.** **When describing your plan, mention:** - **Who will go to the airport to greet the beneficiary;** - **How you will make sure that the welcoming team features a gender balance;** - **The things you will bring, for instance a small banner or a letter of welcome in the main language of the beneficiaries;** - **Efforts you have made to ensure that an interpreter will be present at the airport to translate between the group and the beneficiaries, if necessary (consider gender balance and the possible need for male and female interpreters at the airport);**

	- **Your plan for the journey from the airport to the beneficiary's home;** - **Considerations such as child seats and** - **Sourcing a vehicle with sufficient space for the beneficiaries' luggage** The beneficiaries' arrival at the airport will have a lasting impression on them as they arrive in Ireland for the first time. Keep the group attending the airport small. Remember that the beneficiary will probably be tired after the long journey, so it is important that they are not overwhelmed by being greeted by too many people. Other considerations might include reassuring the beneficiaries that their belongings are secure and planning to ensure that they are not separated from them on the journey from the airport to their new home.
2.4. Have you prepared and translated a welcome booklet providing information about the beneficiaries' accommodation to assist them settling in? This booklet should include information about the purpose of the Community Sponsorship Group, accommodation and the operation of household appliances, lease obligations, health and safety information, contact details for your group and information about what to do in case of an emergency. Who will be responsible for preparing this booklet?	**For this section, please provide details of any preparations you have made to make an informational welcome booklet for the beneficiary.** Consider what initial information the beneficiary will need to know about their new home, community, and life in Ireland. **If you have already prepared a welcome booklet at the time of submitting this Settlement Plan to the Department of Children, Equality, Disability, Integration and Youth, you can submit a copy of the booklet as well.** **If not, set out what information will be included in the welcome booklet.** The welcome booklet should include: - The basic safety and orientation information relating to the beneficiaries' new home (e.g. telephones, how-to guides for appliances, other household equipment and objects that might be new to the beneficiaries), - Names, contact details and photos of group members (as long as group members are happy to provide this information), - Household services and utility information, e.g. contacts for service providers, information on bills etc. - Health and safety information, - Emergency contact person,

	- List of emergency numbers, including information on 999 and 112, - Nearest hospital and walk-in clinic. This booklet should be translated into the beneficiaries' language. The inclusion of visual representations (e.g. pictures, graphics and symbols) in the welcome booklet would be advisable in case a member of the beneficiary is illiterate. The booklet could also include welcome cards, maps of the local area, international calling cards, bilingual and pictorial dictionaries as well as the names, contact details and times of availability of the group members. Consider having a few copies of the booklet available for the beneficiaries when in the house or out and about. **Outline here, who in the group will be responsible for this.**
2.5. What essential items (e.g. basic, culturally appropriate groceries, toiletries and other household items) will be purchased in advance of the beneficiaries' arrival? What additional non-essential items, e.g. in the form of a welcome pack for the beneficiary, will you provide? Who will be responsible for getting these items?	**Describe here what essential items you will stock in the house in advance of the beneficiaries' arrival.** **Set out how you will accommodate basic food and hygiene needs, and how you will prepare for any specific dietary requirements, e.g. Halal, vegetarian etc.** **Outline any other items you will provide for the beneficiaries, including a welcome pack. Please add who will be responsible for getting these.** When completing this section, consider what basic and practical items the beneficiaries might need for the first few days after arrival. For example, it is a good idea to stock the fridge and provide food that can be easily heated up upon arrival. If the beneficiary will arrive in winter, some extra warm clothing may be needed. Other requirements might include basic kitchen items, bedding, towels, toilet roll, basic stationery, plug adaptors, mattress protectors for children, sanitary products, toothbrushes, and toothpaste etc. We also encourage groups to prepare a welcome pack, the content of which should take into account the culture and nationality of the beneficiaries. This welcome pack should help make the beneficiaries feel more at home upon arrival. This might include things like slippers, a coffee and tea set, maps and information

	on the local area, toys for children, scented candles and so on.
2.6. How will you provide the beneficiaries with cash equivalent to their social welfare entitlements for initial expenses including groceries, toiletries, and clothes while social welfare payments are being processed? Who will take responsibility for this?	**Describe how you will make sufficient money available to the beneficiaries until Social Welfare payments are received. Outline how you intend to communicate this to the beneficiaries when they arrive.** **Outline who will take responsibility for this.** **Outline how long you anticipate this will be necessary for and how frequently you intend to provide these payments.** This money will need to cover basics, including groceries, toiletries, and clothes. Also note that the beneficiaries may require more than the basic social welfare allowance in the first month following their arrival due to initial set-up expenses. Consider how you will build flexibility into your budget to ensure that you can assist the beneficiaries to cover any additional set-up costs.
2.7. Are you able to provide information on budgeting assistance if required? (Please provide any information or research you have done around this, e.g. contacting the Monetary Advice and Budgeting Service (MABS)). Who will take responsibility for this? 2.8. How will you help the beneficiaries become familiar with the value of the Euro currency and how much things are worth?	**Describe here how you will help the beneficiaries to become familiar with the Euro currency and what things cost in Ireland. Also, describe how you will communicate to the household bill amounts, payment methods and payment schedules, while ensuring that you come up with a plan that suits the household.** **When do you intend to speak with the household about this? For how long do you anticipate that you will support the household to pay for bills and other household expenses?** **Set out here if you have made any efforts to research the services available at your local Monetary Advice and Budgeting Service (MABS) office. How will you make the beneficiaries aware of MABS if required?** **Outline who in the group will take responsibility for this.** Consider as you complete this section how you will start to encourage the household to take autonomy over their own finances as quickly as possible.

2.9. How will you help relevant beneficiary members to set up a bank account? Who will take responsibility for this?	**Demonstrate here the research you have conducted into local banks; the paperwork and criteria the beneficiaries will need to complete and fulfil to set up an account; and any information you have received from the bank.** **When will you assist the beneficiaries to establish a bank account? Outline who will take responsibility for this.** The beneficiaries should be given a choice in how they receive and spend their money.
2.10. How will you provide information to the beneficiaries around local shops and transport? Who in the group will be available to show the beneficiaries the local amenities and shops etc.?	**Please outline:** **- How the beneficiaries will become acquainted with their local area;** **- Whether you will provide maps / transport / information on fares and;** **- How you will make the household aware of the different local shops.** **Outline who will take responsibility for this.** **When do you intend to introduce the beneficiaries to the local community and amenities?**
2.11. How will you assist the beneficiaries to access mobile phone services on arrival (including sim cards) and the internet?	**Describe the arrangements you have made to ensure that the beneficiaries will have access to a phone, computer and WIFI. For example, describe the preparations you have made around providing mobile phones and Irish sim cards, and an internet and landline connection in the house.** **If a beneficiary is not computer literate, or not able to function independently online, describe what support or training you could put in place and the research you have done around this.** **Also consider language supports here. Outline the supports you could provide if a beneficiary needed assistance, for example with Roman alphabet keyboards or translation of online services where necessary.**

Additional Resources

- The Money Advice and Budgeting Service (MABS)

Section 3 – Ongoing Supports: Establishing a Life in Ireland *The beneficiaries can make a life for themselves in Ireland, including accessing community activities, medical care, language skills, education and employment.*	
Question	**Guidance**
Irish Residence Permit (IRP)	
3.1. How will you assist the beneficiaries to register for their Irish Residence Permits (IRPs) as soon as possible, ideally within 7 days of arrival? (Note that you may have to arrange the appointment before their arrival)	Beneficiaries 16 years and older will be required to register with the Immigration Service Delivery (ISD) part of the Department of Justice within 7 days of arrival. **Describe the steps you have taken to prepare for this and the research you have done around it.** **Outline:** - **The steps you have taken to facilitate travel to Dublin (from 13 January 2025, all first-time immigration registrations across Ireland must be completed in person at the Burgh Quay Registration Office in Dublin);** - **The travel arrangements you have made or will make for appointments;** - **Who from the group will be able to accompany members of the household to appointments;** - **Who can explain the requirement / purpose / limitations of the Residence Permit if necessary and;** - **How an interpreter will be sourced.** **Outline who will take responsibility for this.**
Personal Public Service Number (PPSN) Registration	
3.2. How will you assist the beneficiary to register for their Personal Public Service Numbers (PPSNs) as soon as possible, ideally within 7 days of arrival? Where will the beneficiaries	**Describe here the research you have done and preparation you have made around assisting the beneficiaries to access PPS Numbers.**

have to go to do this and who will accompany them?	**Please outline:** - **Efforts you have made to contact and identify your nearest PPS Number Allocation Centre, which will be an Intreo office;** - **Efforts you have made to obtain and familiarise yourself with the required processes, forms and documentation;** - **The address of your local Intreo office;** - **When, following the beneficiaries' arrival, you hope to arrange an appointment for them;** - **Who will make the initial appointment;** - **Who will accompany the beneficiaries on the day and;** - **How you will source an interpreter if required.** N.B. the beneficiaries cannot access Social Welfare Payments without a PPS number. It is therefore imperative that they obtain PPSNs as soon as possible. It is a good idea to contact your local Community Welfare Officer and Citizens Information office in advance for advice on processes and documentation, especially personal documents e.g. passports. **Describe here your efforts to do this.** **Outline who in the group will take responsibility for this.**
Social Welfare Support *Please note that when researching the below supports, it is advisable to contact your local Community Welfare Officer and Citizens Information service for guidance and up to date information. Please describe your efforts to do so, where relevant, in support of each section.*	
3.3. Have you identified the nearest social welfare branch office or Intreo centre to where the beneficiary will live? ***YES/NO*** ***Details:***	**Please provide the address of your nearest social welfare branch office or Intreo centre.** **Describe how you will assist the beneficiaries to access the social welfare branch office or Intreo centre, especially if they are not easily accessible from the beneficiary's accommodation.** **Outline who in the group will take responsibility for this.**

	When do you intend to make an initial visit with the beneficiaries to your nearest social welfare branch office or Intreo centre?
3.4. How will you support the beneficiaries to make a claim for social welfare income when they arrive? Where will the beneficiaries have to go to do this and who will accompany them?	**Please set out how you will support the beneficiaries to make a claim for social welfare income.** **Please outline:** - **How you will ensure that the beneficiaries are able to make a claim for social welfare income as soon as possible after their arrival** (note that they will be required to have obtained PPS Numbers prior to making a claim for social welfare income); - **Who will be responsible for helping the beneficiaries to make the necessary applications and;** - **Who will accompany the beneficiaries to appointments and organise interpretation services as necessary?** You will need to demonstrate here that you have researched and are aware of the application requirements and the sequential order for PPSNs, social welfare supports and HAP and have prepared accordingly. For example, a beneficiary is required to have obtained a PPSN in order to apply for other State supports. **Recall from Section 3.2 that the beneficiary will need to obtain PPSNs as quickly as possible.** This will affect how quickly they can access social welfare and other State services and supports**.** This means that you will need to ensure that they have an appointment as soon as possible; and that they have the required documentation for the application. In some instances, you may be able to book appointments in advance of the beneficiaries arrival or prepare some of the forms in advance.
3.5. What information have you gathered so far around social welfare supports? (e.g. have you familiarised yourselves with relevant forms; made an application timeline; asked	**Describe here the efforts you have made to research the welfare supports the beneficiary may be entitled to.** **If one or more members of the group are familiar with the workings of the Department of Social**

Citizens Information/Intreo/your local social welfare branch office for information?)	**Protection / the welfare system, and can take the lead on this, please mention that here.** You should be aware of and have access to the following forms/supports: - **UP1 – Jobseekers Allowance** – This is the form required for claiming the main benefit for the beneficiary. - **Jobseekers Claim Part B** – This form is connected to the UP1 and further assesses the applicant's situation such as availability of public transport, size of town, etc. - **Application for Jobseekers Allowance Means Test** – This form assesses assets held by the beneficiary in order to determine claim. - **Supplementary Welfare Allowance (SWA.1) and Request for Nominated Payment (SWA.22.A)** – The Supplementary Welfare Allowance will help to provide a beneficiary with income before their jobseekers claim is processed. N.B. Beneficiaries may be eligible for other supports and therefore require other forms, depending on their individual circumstances.
3.6. How much social welfare income do you calculate the beneficiaries are likely to receive each week? (€) (Please provide detail, e.g. Job Seekers Allowance, Supplementary Welfare Allowance, etc.)	**Please outline the projected weekly income and type of welfare payments you have calculated for the beneficiary.** Note that this is only an estimate. **Outline how you have calculated this amount.** **Please detail here when you anticipate that the beneficiaries will be able to access this income, based on your arrangements and projected processing times for PPSN etc.**
3.7. What steps will you take to ensure that any Child Benefit Payment will go directly to the mother?	**Child Benefit is normally paid to the child's mother or step-mother. In certain circumstances it can be paid to the father, for example if the mother is deceased or if the child does not live with their mother or step-mother.** It is important that the mother of the beneficiary family is aware of this and made aware that the benefit can cover some of the costs of raising a child in Ireland.

	Please briefly outline how you will ensure that the mother is aware of this.
Healthcare supports	
3.8. How will you support the household to register for medical cards? Who in the group will take responsibility for this?	**Describe here how your group will help the household apply for medical cards. Outline the research and preparation you have made towards assisting the household to apply for medical cards.** **When do you intend to assist the household with their application for medical cards?** **Outline who in the group will take responsibility for this.**
3.9. What steps have you taken/will you take to identify and contact local GPs in advance of the beneficiaries arrival? 3.10. How will you assist the beneficiaries to register with a local GP, ideally within one week of arrival? Who will accompany them to the GP? 3.11. Is your chosen GP familiar with the HSE telephone or in-person interpretation service? Is this service available to your local GP?	**Outline the steps you have made to identify a suitable GP and local doctor's surgery ahead of the beneficiaries arrival. If you have found a surgery with space on their books, please provide the address here. Describe your plans to notify the GP in advance of the beneficiary's arrival.** **Outline the steps you have taken to check what information beneficiary members will need to bring with them to the GP when they first register or attend an appointment, e.g. medical history, which may need to be translated.** **Describe any travel arrangements that may be necessary for the beneficiaries to attend appointments, and how you will assist them with this.** Note: - It is advisable to pre-book appointments to register the beneficiaries with the GP within one week of their arrival, unless there is a pre-existing medical condition which requires earlier registration. **Describe how you will ensure the beneficiaries can register with the GP as soon as possible, keeping in mind what is practical for them.** **Describe here arrangements you have made to ensure that there can be an interpreter present for GP appointments if necessary.**

	Note: - Your local surgery may be able to provide an interpretation service, either via phone or in-person. **Describe steps you have taken to ascertain whether your GP is familiar with this service and whether it is available.** - Many people will prefer a same-sex GP (and interpreter when using this service). **Outline who will be responsible for helping with this.**
3.12. How will you assist the beneficiaries to register with a local dentist? Who will accompany them if needed?	**Describe the research you have done around locating and contacting the nearest dental clinic and HSE Dental Clinic (for children up to 15) in your area.** **Please provide the address and any relevant details here.** **Outline any steps you have taken here to budget for costs that may not be covered by the household's medical cards. Your chosen dentist may be able to assist you with estimating costs.** Note: - Not all private dental clinics will provide services to medical card holders. You can check with the dental clinic or with Citizens Information to check if a particular clinic accepts medical card holders. Additional treatments are available to medical card holders who have certain medical conditions. - Many people will prefer a same-sex dentist (and interpreter when using this service). **Outline who will be responsible for accompanying the beneficiaries to their appointments and helping them through the registration process.** **Outline when you intend to introduce the household to the dentist.**
3.13. Have you checked with your GP and dentist to see if	

they will accept medical card holders? If not, what steps have you taken to ensure that the beneficiaries will be able to register with a local GP and dentist, given that they will hold medical cards?	**Describe here any research you have done around the GP and dental services available to adults with a medical card.** It is important to check with GP and Dental Practices in advance of the beneficiaries' arrival to make sure that they will accept medical card holders. N.B. The HSE will assign a GP, if 3 GPs won't accept new patients or medical card holders. Keep a log of your contacts with GP services and, where relevant, their stated reason for not permitting the beneficiary to register with them. This may prove useful when contacting the HSE if necessary.
3.14. Have you identified any appropriate mental health services and specialist services in your region, where available, such as for victims of torture, and gender-based violence? ***YES/NO*** ***Details:***	**Describe steps you have taken to research mental health and psychosocial supports that may be available to beneficiaries if required.** **Describe here any enquiries you have made with health professionals or any local, regional or phone-based support services for victims of torture, gender-based violence, or those with mental health issues, etc. If you have considered any associated transport requirements, describe those here. Consider where in-person services are located.** **Outline who will be responsible for this, including connecting a beneficiary with supports and conducting research.**
Educational Support for Child/ren	
3.15. How will you assist the beneficiaries to register their child/children with local schools as soon as possible, ideally concluding registration within 2 weeks of arrival? (Note that you may have to arrange an appointment with the school/s or local Educational Welfare Service before the beneficiary's	**Outline here the steps you have taken/will take to register a child or children in a local school.** **Outline who in the group will be responsible for this.** **Please outline:** - **If you have identified spaces in (a) local school/s;** - **Any research you have done around the requirements to register a child in a**

arrival). Who will take responsibility for this?	**school, e.g. requisite documentation, when you anticipate the beneficiary may be arriving and, based on this, whether they will qualify for the Back to School Allowance;** - **Any research you have conducted around the Back to School Allowance and any other potential sources of support for school-going children;** - **Any supports that schools can offer around English language provision;** - **Any other learning supports that are available, as well as social supports including 'buddy systems' and orientation that schools can provide;** - **If there is a school bus route near the beneficiaries' home or facilities such as a 'walking bus' and;** - **Where relevant, the ethos and approaches of the schools in your local area.** Note: - The Back to School Allowance is only available for select months ahead of the beginning of the school term in September. - Consider the school's uniform policy, the books and accessories needed, and transport routes to the school. **If applicable, outline your budget for initial uniform, essential stationery and accessory costs.** Consider how you could support the household to independently budget for this, depending on their anticipated arrival time. **Describe any research you have done in relation to the items the school may be able to provide.**
3.16. What additional supports may be available to assist the child/children especially during the first 6-12 months in school?	**Describe your research here in relation to the additional educational and social supports and extracurricular activities that local schools can provide.** **Specify if the school/s can provide additional psychosocial support in a school context, should the child/children require it.**
English for Speakers of Other Languages (ESOL)	

3.17. How will you arrange formal English language tuition for adults as soon as possible, ideally within a month of arrival (depending on the needs of the beneficiaries)? Note that formal English language tuition should be provided by a suitably qualified ESOL teacher. Who will take responsibility for this?	**Note and demonstrate any research you have done around where the beneficiaries nearest language school/s is/are located. This should be an ACELS recognised English Language Teaching Organisation. If it is a considerable distance from the beneficiary's home, how can you assist with transport arrangements?** **Does your group include a member who is a qualified ESOL English language tutor, or do you have access to a qualified ESOL tutor? If so, name the group member or connection between the ESOL tutor and the group. Mention any efforts you have made to contact a tutor prior to the beneficiaries' arrival who would be available to provide regular lessons.** **Also, describe here how you intend to budget for the cost of any English language tuition, qualification and certifications, e.g. that may be helpful for employment.** **Outline when you anticipate the beneficiaries might start accessing English language tuition following their arrival, and how you will facilitate their access to English language tuition at a pace that suits them.**
3.18. How will you supplement formal English language tuition with less formal conversational English practice?	**Describe here your plans to organise regular English language practice in a way that also accommodates the beneficiaries' preferences and capacities.** **Outline your plans to arrange regular meetups, and how you would plan this with the beneficiaries. Note down which members of the group are available to meet for informal language / conversational practice, remembering to take into account additional dynamics such as gender balance.** **Demonstrate here any relevant research, including access to free services such as Fáilte Isteach, a community project in which volunteers help welcome migrants through conversational English classes and SPEAK, an online platform that offers free facilitated conversational classes in multiple languages, including English.**

	Outline other programs and supports for language learning outside of classes such as conversation circles, online learning, and phone apps.
3.19. Have you identified any local opportunities for the beneficiaries to achieve English language qualifications that will support access to employment and education? ***YES/NO*** ***Details:***	**Note your steps to contact your nearest Education and Training Board (ETB) or Intreo office for any information on English language courses that offer recognised certification tailored towards employment and education.** **Mention here any group member who is familiar with employment and/or language education who can assist with this. If you know any members of the community who could offer tuition, please describe any steps you have made to contact them.** **Describe any research you have done around available funding from your local authority for childcare provision to enable parents/carers to access ESOL lessons.** **Outline when you anticipate the beneficiaries might benefit from relevant English language qualifications, keeping in mind that they may wish to settle in before accessing vocational language support.** It is also important to consider what childcare arrangements may need to be put in place while the parents take ESOL lessons.
Access to Employment, Education etc.	
3.20. How will you provide assistance regarding access to employment, including development of curriculum vitae, education and recognition of qualifications etc.? Who will take responsibility for this?	**Set out how you as a group can provide support around employment, CV development and qualification recognition.** Your Intreo office can assist with developing curriculum vitaes and identifying vocational courses or other training schemes. **Identify who from the group will introduce beneficiary members to their local Intreo office (see above).** **Note any preparations you have made for an interpreter to be present, if required.** **Identify here the relevant authorities, e.g. Quality and Qualifications Ireland (QQI), who**

	can assist with assessing qualifications, qualification transfers etc. **Describe how your group can assist those who are ready for employment in understanding the job search process, interview process, job readiness courses, and channels to find a job.** Job searches may occur on the internet, or through employment agencies, mailing lists, employment bulletins, and social networks. **Outline how you will support beneficiaries to seek and access employment, while also respecting their individual pace and preferences.**
3.21. What volunteering opportunities have you identified for the beneficiaries, if any, in the local area?	**Note the steps you have taken to identify any initial volunteering opportunities etc. in the community that may be of interest to the beneficiary.** Note that everyone is different, and beneficiaries therefore may not be interested in the opportunities that you have identified. **List any that you have come across so far and any connections with group members who could introduce the beneficiaries to these opportunities.** **When do you anticipate that you would introduce the beneficiaries to these opportunities, if interested?**
3.22. How will you assist beneficiary to obtain an Irish driving licence, if desired?	**Describe any research you have done on the applicable laws around recognition of foreign driving licences.** **Describe any steps you have taken to familiarise yourself with the NDLS requirements for obtaining a driving licence in Ireland. If a beneficiary wishes to replace or obtain a new driving licence, outline here how you could support them.** **Please mention here if you have identified any driving schools or instructors in the area with which a beneficiary could complete the 12 hours of Essential Driver Training. Describe how you might source an interpreter, if needed.**

	Consider insurance costs and how these will be covered. Consider gender preferences for instructors and interpreters. **How will you ensure that a beneficiary is supported to access driving licence/s and necessary tuition when they need to?** Note that many jobs require an Irish or recognised driving licence, and therefore it may be particularly helpful for accessing employment as well as autonomy. Note also that you may have to budget to support a beneficiary with this. **Identify who in the group is responsible for this.**
Community Involvement	
3.23. What local community activities have you identified that the beneficiaries could be linked in to if they so wish? These might be both within and without the sponsoring group, and may include children's playgroups, coffee mornings, local clubs, local events, etc. 3.24. How will you support the beneficiaries to attend these community activities?	**Identify here any local community groups who may be willing to help welcome the beneficiary. Consider gender balance, age and identifying activities for different members of the beneficiary family.** **Note here if any members of the CSG are members of other societies or clubs in the local area.** **Note any youth clubs or places of worship that offer community activities.** **When do you intend to introduce the beneficiaries to these activities if they are interested?**
3.25. What places of worship have you identified in your area?	Consider the potential religious beliefs of the beneficiaries. **List any local mosque/church/other appropriate places of worship. If these are a considerable distance from the beneficiary's home, describe how you plan to assist with transport arrangements.** **Who in the group will be responsible for helping with this?**

Interpretation and Translation Services	
3.26. Have you sourced locally available interpreting services that will be available to the beneficiary? ***YES/NO*** ***Details:***	**You will need to demonstrate that you have budgeted for and have access to sufficient interpretation services, particularly in the early stages but also throughout the sponsorship period.** **How will you identify and sustain interpreting services?** **Outline who in the group will be responsible for this.** The provision of sufficient, quality and confidential interpretation and translation is essential particularly for early communication. It should be borne in mind that people from some cultures may feel more comfortable talking with someone of the same sex and similar age. Beneficiary associates, especially children, and friends should not be used as interpreters. The Department of Social Protection and the HSE will provide free interpretive and translation services for relevant appointments, if advance notice is provided. Please be aware that there is no regulation of interpretation in Ireland and quality may vary.
3.27. If applicable, how have you budgeted to pay for professional interpreting services? ***Details:***	**Explain how costs associated with interpretation will be met. Mention here any back-up arrangements including access to a telephone or text support for interpretation.** **Outline arrangements you have made for an interpreter who will be available to accompany a beneficiary to meetings, GP appointments, etc. Provide details of any informal interpretation supports you have sourced, including a member of your group, friend or neighbour for e.g. social settings. Please note the language you have prepared interpretation supports for.** Professional interpretation services can be expensive, so it is a good idea to have people in your group's network who can provide informal interpretation supports. However, in some situations, informal interpretation solutions may be inappropriate - for instance for medical

	or dental appointments. Therefore, it is important to budget and plan so that a beneficiary can access professional interpretation supports where necessary.
Achieving Independence	
3.28. Can you briefly outline what your groups' strategy is to ensure the beneficiaries attain independence when the 18-month sponsorship commitment ends?	'**You should outline how you will support the sponsored beneficiaries to become self-sufficient and independent beyond the sponsorship period of 18 months.** This includes phasing out the beneficiary's reliance on the group and providing only as much support as each beneficiary needs. Your group should continually work with the beneficiaries towards self-sufficiency throughout the sponsorship period. Some benchmarks of self-sufficiency include but are not limited to: proficient English language skills obtained, employment/self-employment secured with sufficient income to cover living expenses; and, the ability to conduct day-to-day tasks such as paying bills, paying rent, budgeting, navigating the local area and accessing local transport networks and learning to drive. Your group could draft a Planning for Independence strategy at the beginning of the sponsorship process and revise it on an ongoing basis based on discussions with the beneficiaries and how their situation unfolds. An essential component of this should be the plan for moving to more permanent accommodation at the end of the support period.

Additional Resources

- ISD information on obtaining an Irish Residence Permit (IRP)
- List of PPS number allocation centres nationwide
- Accreditation and Coordination of English Language Services (ACELS) – list of recognised language schools nationwide
- NDLS Information on obtaining a driving licence for holders of non-Irish driving licences
- HSE – GPs who accept medical cards
- About the Irish Health System: a guide for refugees and other migrants (English & Arabic)
- HSE Medical card application process
- Information on social welfare payments available from the Department of Social Protection
- Irish Translators' and Interpreters' Association

- Local Educational Welfare Service
- Quality and Qualifications Ireland
- BITC – RISE and EPIC employability projects

Section 4 – Accommodation

The group has sourced suitable accommodation for beneficiaries prior to their arrival.

Finding suitable accommodation can take time, so it is recommended that your search starts as soon as possible.

Your group will be responsible for the payment of the deposit and any rent payable in advance of the beneficiary's arrival. Any rent paid by the group in advance of their arrival is non-refundable under HAP. It is therefore recommended that groups only commit to accommodation once they have almost or fully completed the other components of the Settlement Plan. **Remember that it will take time to complete the other parts of the preparation process.** This includes fundraising the required amount; compiling your Settlement Plan; completing the Tusla e-learning training; and composing a group Child Safeguarding Policy.

Therefore, you may submit Sections 1 - 3 for approval even if you have not yet secured accommodation. You may then submit Section 4 once you have secured suitable accommodation. This will help to expedite the application process between sourcing accommodation and the beneficiaries' arrival.

When budgeting for rental costs, it is important to be aware that:

- As above, your group will be responsible for all rental costs prior to the beneficiaries' arrival
- Your group will be responsible for the cost of deposit
- Your group may also have to pay rent upfront for 2-3 months while the beneficiaries' application for HAP is being processed
- To apply for HAP, the beneficiaries must first apply to be put on the local authority's social housing list. Second, once approved, they will need to apply for HAP
- A portion of the rent paid in advance of HAP being approved may be refunded, dating back to the point of application for HAP. Note that this is paid back in arrears, and therefore you should budget accordingly to cover this month's rent upfront
- Local authorities may grant a 20% top-up to the standard HAP rate available to a beneficiary. For example, for a HAP payment that covers rent up to €950, the threshold may be increased to €1140. However, be aware that local authorities do not always immediately approve the 20% discretionary top-up for HAP payments. Prepare a contingency budget so that you can cover this additional amount in case this occurs
- Private rental accommodation can be expensive and is not always fully covered by HAP. Consider how you or the beneficiary will pay the differential
- Remember that the beneficiaries will also have to pay a weekly contribution to supplement the HAP payment. This is required for the local authority to continue

to pay HAP to the landlord. This amount will be equivalent to a percentage of their income, around 12-15%

Housing support does not replace existing entitlements. Rather, it is a commitment to ensure that accommodation has been identified and is available upon arrival in the destination community and will remain so for 2 years. In the plan you will be required to show, in detail, that you have addressed this essential criterion.

Question	**Guidance**
4.1. Have you secured suitable accommodation available to the beneficiaries for a period of 24 months? ***YES/NO*** If appropriate, please submit Sections 1 - 3 of your Settlement Plan and other relevant documentation for pre-approval. ***Please provide the property's address:***	**Please demonstrate here that the accommodation is available for the beneficiary for a minimum period of two years from their date of arrival. Please also provide the property's address here and specify the potential capacity of the accommodation in compliance with guidance from the local authority on occupation levels.** **Describe the property here: Is it an apartment or a house? How many bedrooms are there in the property? What family size / make-up will the property be able to accommodate?** The *Housing Act 1966* considers a property to be overcrowded if: 1. The number of people who sleep in the house, and the number of rooms, are such that any two people older than ten years of age and of the opposite sex, and unmarried, must sleep in the same room; or 2. There is less than 400 cubic feet of air per person in a bedroom.
4.2. If you know it, what is the earliest date that you think you would be able to welcome beneficiary?	**State when the accommodation will become available, i.e. the beneficiaries earliest move-in date.**
4.3. Have you verified that the property meets the Standards for Rented Houses Regulations 2017 and 2019 and the local authority guidance on occupation standards? ***YES/NO*** ***Details:***	**Outline the steps you have taken to ensure that the accommodation you have sourced for the beneficiaries meets the 2017 and 2019 Regulations and guidance on occupation standards.** The accommodation sourced must meet the standards set out in the *Standards for Rented Houses Regulations 2017* and *Housing (Standards for Rented Houses) Regulations 2019*. Your local authority will be able to

	assist you with ensuring that the house is compliant with these standards. **You must submit an independent inspection certificate along with your Settlement Plan.**
4.4. How much is the rent each month (please state in €)? ***Details:***	**State how much the rent is per month for the property.**
4.5. Is the property a private rental property whose rent will be supplemented via HAP? ***YES*** - Go to 4.6. ***NO*** - Please detail below details of the accommodation, including how it will be funded and secured for the required period of 24 months; and go to 4.9.	**Describe here the nature of the lease, including whether it's rented privately, and whether the beneficiary will be using HAP to supplement rent payments.** **If Housing Assistance Payment (HAP) is not being used to supplement rent payments, provide details of how the accommodation is funded and secured for the required period of 24 months. Mention here if you have sourced a donated property and if so, what the terms of the lease or license agreement are.**
4.6. How will you assist the beneficiaries to apply for HAP with your local authority? Who in the group will be responsible for explaining the HAP scheme to the beneficiaries and assisting them with their application?	**Describe your efforts to contact the relevant Housing Officer in your local authority for information and advice relating to HAP applications.** HAP is a form of social housing support provided by all local authorities. HAP means that local authorities can provide housing assistance for households who qualify for social housing support. Under HAP, local authorities will make a **monthly** payment to a landlord, subject to rent limits, on behalf of the HAP recipient. The HAP recipient will then pay a weekly rent contribution to the local authority. The rent contribution is a differential rent – that is, a rent set by the local authority based on income and the ability to pay. You should discuss with the Housing Officer what is the most efficient way to get all paperwork completed and get the HAP payment processed as soon as the beneficiaries arrive.
4.7. How much is the Housing Assistance Payment (HAP) rate for the size of property your group has secured based on	**State the estimated HAP payment you expect the beneficiary will receive and outline how you have calculated this. The current HAP rates are available on the Citizens Information website.**

estimated beneficiary size (please state in €)?	
4.8. Is the accommodation affordable and sustainable for the beneficiary, considering the social welfare income, including HAP, the beneficiaries will receive? ***YES*** - (please provide detail below) ***NO*** - (please explain how you will ensure that the beneficiaries can afford their rent and all other essential household expenditure)	**Demonstrate that the rent is affordable and sustainable, considering HAP rates in your local area that the beneficiaries may be entitled to.** **If the cost of rent is not fully covered by HAP, explain here how you will ensure that the shortfall can be paid each month. For example, describe here how you could assist the beneficiaries to pay this; or if you intend to pay for this out of the funds you have raised as a group.** It is important that sponsor groups help families to become self-sufficient as part of successful integration. It is important to have a conversation with the beneficiaries about rental payments and to see what they are comfortable with. If, as a group, you plan to pay the difference in rent on behalf of the beneficiary, consider how long you intend to do this for; and, as you reach the end of the sponsorship commitment period, how you will assist them to become financially self-sufficient and able to independently finance rental payments.
4.9. Please confirm that the property will be appropriately furnished in time for the beneficiaries arrival. ***YES/NO***	**Provide details of the furnishings and appliances in the property.** The condition and contents of the property need to comply with the Housing (Standards for Rented Houses) Regulations 2017 and 2019. For example, the property needs to be fitted with certain white goods and appliances. The property also needs to be fully furnished and in an appropriate condition.
4.10. Does the property provide adequate privacy? ***YES/NO*** ***Details:***	**Describe any features of the property which will provide the beneficiaries with adequate privacy.** The property must be own front-door and not rooms in a house share. The property must be appropriate, adequate, affordable and secure.

4.11. How will you help the beneficiaries to register with utility companies and make appropriate arrangements for payment? Who in the group will be responsible for explaining utility obligations? (Note that utilities will need to be in place prior to the beneficiary's arrival)	**Set out your arrangements for registering the household with utility companies. What are payments likely to amount to and how will they be made? Describe how your group plans to help pay for utilities until the beneficiaries are in receipt of social benefits. Outline how you will communicate how heating systems and billing works.** **Outline who the contact point will be in the case that appliances break down, and how you will make sure that the beneficiary is familiar with this person and their role.** Consider here potential language barriers and describe how you might overcome these, e.g. through translated information in a welcome booklet or through an interpreter etc.
4.12. How will you provide the beneficiaries with information (including in the appropriate language) about the property, including, for example, health and safety and utilities?	**Describe any plans to provide an information booklet that details the basic safety features of the new home (e.g. telephones, appliances, other basic household equipment and objects that might be unknown or confusing to figure out), household services and utilities, appliances 'how to' guides, and health and safety information.** **This could form part of the welcome booklet you provide the beneficiaries on arrival but be conscious not to overwhelm them with too much information immediately on their arrival.** Orientation information about the property and locality should be delivered to the beneficiaries in a phased manner through an interpreter and a translated information booklet. The beneficiaries should be provided with essential information upon their arrival and other non-essential information can be provided once they have had an opportunity to settle into the property. Essential information would include information about the safety features of the property, other health and safety information, the safe operation of appliances and what to do in case of an emergency.
4.13. Who in the group will act as the contact point in case of	**Name the contact point in the group in the case of emergencies or accidents. Describe how you**

any emergencies or accidents? How will the beneficiaries be made aware of this point of contact?	**will introduce the beneficiaries to this person and share their contact details.** You may consider creating a contact and address book for the beneficiaries and speed dial keys on a phone for particularly important contacts.
4.14. Is the property adequately connected to public services, transport, and the local community? How will the beneficiary be made aware of these services?	**Describe the location of the beneficiaries' accommodation in relation to key local public services, transport and the local community.** Families will require access to key State and community services. This includes doctors, dentists, schools, further education, English language tuition, shops and local amenities. Community supports such as local groups and sports clubs are essential to support good integration and community connections. The property should be located within easy reach of the wider community to enable a meaningful community integration process. You will need to detail how you will ensure appropriate transportation is available to the beneficiary to access these services. This could include assigning 1-2 group members as designated drivers.
4.15. Does the property have safe electricity and/or gas supplies with adequate ventilation and lighting? ***YES/NO***	**State recent repairs and replacements, e.g. if the boiler etc. has been replaced or serviced, or if it has been tested for safety of supply.** Adequate ventilation, lighting and safe electricity and gas supplies are required for rental accommodation under the Housing Standards Regulations 2017 and 2019. If you arrange for the property to be assessed in accordance with the Housing Standards Regulations, this will form part of the assessment and you can refer back to this assessment.
4.16. What do you anticipate will happen at the end of the two-year rental commitment period if the property is no longer available to the beneficiaries?	**Outline here how you will assess the accommodation needs of the beneficiaries before the sponsorship period comes to an end. Detail what steps your group has made/will make to ensure the beneficiary have access to suitable accommodation after the sponsorship period ends.** You might consider the affordability of your local area and the preferences of the landlord. It is important to speak to the beneficiaries about this on an ongoing basis and to support them with their choices. It is a good idea to start considering this eventuality at the start of the

	sponsorship period and revisit this question periodically through the commitment period.
4.17. How would you support the beneficiaries to find and move into alternative accommodation if required?	**Outline here how you could support the beneficiaries to find and move into alternative accommodation following (or during) the sponsorship commitment period.** Being forced to change neighbourhood and/or downsize may impact the beneficiaries' integration. Note that you may have to support them to find alternative private rental accommodation or social housing. It's important to speak to the beneficiaries about this if it is a possibility and to support them to make decisions around their accommodation arrangements. This may include providing them with information around the accommodation options available in your local area and things like deposits, references, HAP, affordable areas and so on. If you have done any research around transitioning into social housing or finding accommodation on the private rental market, it is worth including it here.

Additional Resources

- Housing Assistance Payment (HAP) Scheme
- The Irish National Organisation of the Unemployed: Working for Work Handbook
- 2017 (Standards for Rented Housing) Regulations 2017 – Irish Statute Book
- 2019 (Standards For Rented Houses) Regulations 2019 – Irish Statute Book
- RTB - Guide to Minimum Standards for Rented Residential Accommodation Leaflet
- Citizens Information - Minimum standards for rented housing

---

PLEASE COMPLETE ALL SECTIONS OF THIS FORM BEFORE SUBMITTING

PLEASE SUBMIT THIS FORM TO THE OPEN COMMUNITY -ALONGSIDE THE FOLLOWING:

Application Checklist

[☐] Completed Settlement Plan, Sections 1-3

[☐] Group Child Safeguarding Policy

[☐] Proof of completion of Tusla Children First e-learning module for all group members

[☐] Group bank statement evidencing funds raised to date

[ ] Copy of Welcome Pack

Once you have sourced suitable accommodation for the beneficiaries, please also submit the following:

[☐] Completed Settlement Plan, Section 4

[☐] Evidence of accommodation secured for a period of 24 months

[☐] Evidence the accommodation meets the minimum standards for rented accommodation (Inspection Certificate)

Rialtas na hÉireann
Government of Ireland

April - 2025