

Guidance Notes

Claiming RCNI Garda Accompaniment and Court Accompaniment (CAGA) funding

1. Claims for **Court Accompaniment** are for any court accompaniment support provided by the RCC to a client (or any other survivor who requests the service) which involves being present with the person in court.
2. Claims for **Garda Accompaniment** may be made on any occasion when the client is accompanied by an RCC staff member or volunteer at a Garda interview, including those which take place at an RCC or anywhere else outside a Garda station.
3. Payment is based on two rates: **Local** and **non-Local**.
2. The **non-Local** rate is intended to cover accompaniment in circumstances where extensive travel and/or an overnight stay is necessary. Everything else is **Local**.
4. The rates are calculated on a **per day** basis.
5. One claim form per case – do not combine several cases onto one form.
6. The Centre, not the person accompanying the client, receives the funding. Therefore the CAGA claim form must be signed by the manager on behalf of the Centre.
7. A second signatory can be elected by the Centre Manager and RCNI formally informed.
8. All sections must be completed. The funder has specifically requested the statistics on the form.
9. These amounts are intended to contribute to both the staff/volunteer costs and all other costs incurred by the provision of Court and Garda Accompaniment services and are paid to the Centre.
10. Current rates for 2018 are **€170 per day** for a **Local Accompaniment**, and **€300 per day** for a **non-Local Accompaniment**. Note that funding is granted to RCNI on an annual basis therefore rates may vary with each year. Sometimes if funds go very low, we may have to reduce the rate during the year, but we do try to avoid this as far as possible.
11. **Satisfaction Survey:** In order to preserve the anonymity of clients we don't need any details that would identify the survivor. We do however want to ensure the highest possible standards of service so please do encourage all survivors who have been accompanied, to complete the Satisfaction Survey. The survivor can return the completed Survey in a sealed envelope to the staff member/volunteer who accompanied them or directly to the RCNI Legal Policy Director. If the staff member/volunteer receives the Survey please return it to the RCNI Legal Policy Director.
12. Please ensure that all staff/volunteers are aware of the Satisfaction Survey, as this will be a key RCNI tool in securing this, and other funding for RCCs.