



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

**GRET B COMMUNITY
EDUCATION SERVICE
GRANT
APPLICATION**



The GRETB Community Education Service offers support to community groups by provision of either funding or a tutor for the purpose of community education. The scheme will involve the following roles and responsibilities:

TUTOR HOURS	GRANT
<p>ROLE AND RESPONSIBILITIES OF THE GROUP:</p> <ul style="list-style-type: none"> Identify the learning need in consultation with learners, other agencies and GRETB. Promote course and refer learners for registration. Support and follow up with learners not attending the course. <p>ROLE AND RESPONSIBILITIES OF GRETB:</p> <ul style="list-style-type: none"> Source and pay tutor to deliver agreed course. Agree content, timing and duration of course with the group. Promote and recruit learners where necessary. Work with group to arrange appropriate venue. Provide materials where necessary. Provide Starter Pack with relevant forms to tutor. Work with the tutor to ensure that all paperwork is completed and returned. 	<p>ROLE AND RESPONSIBILITIES OF THE GROUP:</p> <ul style="list-style-type: none"> Source and pay tutor to deliver agreed course. Identify the learning need in consultation with learners, other agencies and GRETB. Source appropriate venue for course. Source materials relevant to course. Promote and recruit learners for the course. Work with the tutor to ensure that Registration Forms and Roll Sheets are completed - <u>PPS, Date of Birth and Signature are required for all learners to ensure registration.</u> Support and follow up learners not attending the course. <p>ROLE AND RESPONSIBILITIES OF GRETB:</p> <ul style="list-style-type: none"> Provide Starter Pack with relevant forms to community group. Discuss with group content, timing and duration of programme/course. Follow up with group to ensure all paperwork is returned.

1. PURPOSE

The purpose of the Community Education Grants/Tuition Hours Scheme is to promote and/or develop community education initiatives in local community settings. The Community Education Grants/Tuition Hours Scheme seeks to create opportunities for people to identify their learning needs, learn in their own communities and to support progression routes from this important base in the community, thus engaging communities in a process of empowerment and change.

2. AIM

To involve those who are most excluded in community education courses in order to build their confidence, to empower them as individuals to participate in education and help in the development of their community.

3. OBJECTIVES

- To ensure the **most excluded** communities take part in community education initiatives;
- To empower and build people's capacity to participate in education initiatives and community life;
- To encourage progression for groups or individuals where this is appropriate;
- To gather information and research to feed into models of good practice and allow for information sharing;
- To encourage learners to understand the social and political environment in which they live.

4. TARGET GROUPS

- Early School Leavers
- Long Term Unemployed
- One Parent Families
- Substance Misusers
- Migrants/Asylum Seekers/Refugees
- Underemployed/Sessional/Seasonal Workers
- People with a Disability
- Dependents of those who are unemployed
- Ex-Offenders
- Travellers
- The Homeless
- Older People
- Low Skilled people outside the Labour Force
- Disadvantaged Men and Women, particularly those living in rural isolation or RAPID areas
- 18-25 Year Olds Out of Education

5. SUPPORTS OFFERED

Community Groups can apply for a Community Education Grant **or** Community Education Tuition Hours. Groups may only select **one** type of support. GRETB reserves the right to allocate Tuition Hours even if a group express a preference for a Grant.

5.1 Community Education Grant

Under the GRETB Community Education Service Grant Scheme, successful applicants will receive a grant to cover the cost of the courses agreed with the Service. Groups will be responsible for the employment of a tutor and all other aspects of course organisation. Funding can cover:

- Tutor Costs (**min 70%** of grant allocated **must** be spent on tutor fees);
- Room Hire;
- Materials;
- Publicity;
- Refreshments.

OR

5.2 Community Education Tuition Hours

Under the GRETB Community Education Service Tuition Hour Scheme, successful applicants will be allocated a GRETB tutor to deliver the agreed courses. Funding may also be available (but is not guaranteed) for other costs such as:

- Room Hire;
- Materials;
- Refreshments.

6. FUNDING

The maximum grant available per group is €2,200.

If a group is successful, **100% of the allocation will be released to the group after all courses have been completed and all returns i.e. roll sheets, registration forms and income and expenditure sheet have been submitted.**

An EFT (Electronic Funds Mandate) form must be submitted each year with each application.

Failure to complete these records will impact future funding.

6.1 Priority will be given to:

- Groups clearly targeting adults with low or no formal qualifications;
- Volunteer led community groups;
- Groups in RAPID and CLAR areas
- Established groups showing innovation in course selection and engaging new members.

6.2 Funding is not available for:

- Groups not listed in the target groups (Reference Section 4);
- Youth Clubs/Groups or Sports Clubs;
- Community centre assets/materials such as computers, cookers, tables etc;
- Books and publications;
- Repeat funding of groups for the same activities; such groups need to identify progression routes for participants or clearly illustrate that new members are being engaged in such courses;
- Courses which can be funded from alternative sources;
- Training centres currently receiving funding from GRETB.

7. DISQUALIFICATION / CONFLICT OF INTEREST

- Canvassing in any form will disqualify Community Groups grant / tuition hours' application.
- Proposed tutors cannot be members of the applicant committee, this is deemed a conflict of interest and will disqualify.
- Proposed tutors cannot apply for funding, this is deemed a conflict of interest and will disqualify.
- Incomplete applications cannot be accepted; all applications must be received within the stated deadline.

8. TAX AFFAIRS

GRETB's position with regard to the tax affairs of voluntary bodies receiving grant aid:

The Revenue Commissioners require organisations receiving between €635.00 and €6349.00 to acquire a tax reference number if they do not have charitable status. This is obtained by contacting the local tax office. The telephone number of the District Tax office is 091 563041 or Lo Call 1890 777 425.

Voluntary organisations must submit a tax reference number.

PLEASE TICK WHICH FUNDING APPLICATION YOU ARE COMPLETING

GRANT APPLICATION	
Source and pay your own Tutor	

TUITION HOURS APPLICATION	
GRETB provide you with a tutor	

Closing date for receipt of application: **Friday 11th December 2020**

SECTION I: DETAILS OF APPLICANT ORGANISATION

1. Name of Group:
2. Contact Name:
3. Correspondence Address:

4. Email:

5. Telephone No.:

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6. Please state the names of the following members of your committee:

Position	Name	Phone Number
Chairperson		
Secretary		
Treasurer		

7. Please state the **aims and objectives** of your group?
(i.e. What does your group hope to achieve/change in your community?)

SECTION II: TARGET GROUPS

8. Please **estimate the number** of people from the target groups below who will participate in your proposed course(s):

Early School Leavers		Long Term Unemployed		One Parent Families		Substance Misusers	
Migrants/ Asylum Seekers/ Refugees		Underem- ployed / Sessional/ Seasonal Workers		People with a Disability		Dependents of those unemployed	
Ex-Offenders		Travellers		The Homeless		Older People	
Low Skilled people outside the Labour Force		Disadvantaged men, particularly in Rural isolation or RAPID areas			18-25 Year Olds Out of Education		
		Disadvantaged women, particularly in Rural isolation or RAPID areas					

9. How do you engage new learners into your group/classes?

SECTION III: COURSE DETAILS

10. Proposed courses:
 (Please list all courses and duration of each)

Course Name:	Number of Weeks:	No. Hours Per Week:	Proposed Start Date:	Proposed Time of Day (morning/afternoon/evening):
1.				
2.				
3.				

11. How have you identified the need for this course?



12. What is new or innovative about your proposed learning activity?

13.

What outcomes and benefits do you feel the courses will bring to your learners / community: (Please tick)	Yes	No
a) Enhanced education prospects for participants		
b) Strengthening communities		
c) Improved wellbeing/personal development of participants		
d) Enhanced support to family		
e) Other (please specify):		

14. Have you secured a venue for your course(s)?

Yes		No	
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If yes, please supply the following details:

Name & address of venue				
Venue owner				
Does your group have up to date insurance cover?	Yes		No	
Is the venue to be used compliant with health, safety & welfare requirements	Yes		No	

GRANT ONLY SECTION (only complete if you are applying for a grant)

15. Name of Tutor(s)

16. Tax Number (see note attached)

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(If applying for a grant and the amount is greater than €635 please submit your group's tax reference or charitable status number. Please refer to guidelines.)

SECTION IV: COURSE COST

17. Please list the details and cost of each course separately
- choose either a Grant or Tutor Hours - not both

		Grant	Tutor Hours
Tutor Costs	Course 1:		
	Course 2:		
	Course 3:		
	Total Tutor Costs:		
Venue Costs	Course 1:		
	Course 2:		
	Course 3:		
	Total Venue Costs:		
Materials Costs	Course 1:		
	Course 2:		
	Course 3:		
	Total Materials Costs:		
Other Costs	Course 1:		
	Course 2:		
	Course 3:		
	Total Other Costs:		

A. Total estimated cost:		
B. Amount of income from other sources:		
C. Outstanding costs: (A-B):		

18. What procedures does your group have in place to manage income, expenditure and receipts?

The undersigned hereby certify that all information contained in this application form is current, available and accurate. We understand and agree that any grant that may be allocated to the community group is provided on the basis of the Grant Agreement with the GRETB as set out in next section.

Signature (1):

Signature (2):

Print Name:

Print Name:

Role in Organisation:
(e.g. Chairperson, Secretary)

Role in Organisation
(e.g. Chairperson, Secretary)

Date:

Date:

Please return completed application by **Friday 11th December 2020** before 5.00pm to:

Sabrina Kenny
Community Education GRETB Lanesboro Street, Roscommon Town Co. Roscommon F42 NA72
Hard copy only of grant application will be accepted



ELECTRONIC FUNDS TRANSFER MANDATE FORM

Return completed form to Accounts Payable, Finance, Galway & Roscommon
Education & Training Board, Coiléar Bán, Athenry, Co Galway
or send details to accounts.payable@gretb.ie

Company Name:																						
Address:																						
Nature of Service:																						
Tax Reference No. / Charity No/ VAT No :																						
Supplier No:												(office use only)										
E-Mail Address:																						
Telephone:																						
Bank Name:																						
Branch Address:																						
Sort Code:				-				-				Bank Ac No.:										
IBAN:																						
BIC/SWIFT:																						
Signed:										Date:												

Company
Stamp

Please insert signature if you do not have a company stamp or seal.

Tax Clearance Access Number:													
Valid Until:													

Tairgeann an Bord raon seirbhísí trí Ghaeilge agus fáiltítear roimh chomhfhreagras i nGaeilge agus i mBéarla.
eolas@gretb.ie info@gretb.ie www.gretb.ie

Ceanncheathrú Bhord Oideachais & Oiliúna na Gaillimhe & Ros Comáin,
An Coiléar Bán,
Baile Átha an Rí, Co. na Gaillimhe.
GRETB Headquarters,
An Coiléar Bán,
Athenry, Co. Galway.
t: 091 874500

Fo-oifig Bhord Oideachais & Oiliúna na Gaillimhe & Ros Comáin,
Sráid Bhéal Átha Liag,
Ros Comáin.
GRETB Sub-office,
Lanesboro Street,
Roscommon.
t: 090 6626151

Ionad Oiliúna Bhord Oideachais & Oiliúna na Gaillimhe & Ros Comáin,
Páirc Gnó Mervue,
Mervue, Gaillimh.
GRETB Training Centre,
Mervue Business Park,
Mervue, Galway.
t: 091 706200

GRANTOR: Galway and Roscommon Education and Training Board

Community Education Support Scheme

*** Please maintain Grant Agreement for your groups' records by detaching or photocopying.

In the agreement below, 'grant' and 'grant aid' refers to any moneys or tutor hours that may be allocated by the GRET Community Education Service (grantor) to the community group (grantee).

1. Objective and Purpose:

- 1.1. The grant aid is in respect of the agreed application/proposal made to the ETB and must be expended in that regard in line with the terms and conditions set out below. Any change of use or re-direction of funding is **not** permitted without the prior agreement of the CE of the ETB. Please contact the CEF to discuss any changes.

2. Principles for Grantees:

- 2.1. This grant is allocated on the basis of the principles and procedures as outlined in the Department of Public Expenditure and Reform Circular 13/2014 on the Management and Accountability for Grants from Exchequer Funds. It is a condition of funding that the grantee complies with the Statement of Principles for Grantees. **(SEE APPENDIX 1 ATTACHED)**
- 2.2. This funding is allocated under the Community Education Support Scheme and all groups must be prepared to work in accordance with the definition and principles of Community Education and ensure these are to the fore in all their work. **(SEE APPENDIX 2 ATTACHED)**
- 2.3. All GRET-funded community education programmes should be offered free-of-charge to those who have less than upper second level education and/or who are educationally or socially disadvantaged. In some limited circumstances participants may be charged a nominal fee to assist with ancillary costs e.g tea/coffee, room rental etc. Please seek approval for this from GRET in advance of setting a fee for the course.
- 2.4. The monies/hours allocated to the group must be used within the year allocated. **Monies cannot be carried over to the next fiscal year.**
- 2.5. The allocation of a grant/tutor hours does not imply commitment on the part of the ETB to any future support to the group.

3. Payment:

- 3.1. Payments will only be made to the grantee when they are due, in line with the terms and conditions of this agreement. If there is an overpayment of a grant, a refund will be obtained by the grantor. This grant aid does not imply commitment on the part of the ETB to any future funding to the group for this or any other proposal.
- 3.2. One payment of 100% of the grant awarded will be paid upon receipt of income and expenditure form, return of roll books, learner detail forms and payment arrangement form.
- 3.3. Please ensure your group retains all receipts pertaining to the grant for audit purposes.
- 3.4. Not less than **70%** of your grant allocation must be spent on **Tutor Fees**.
- 3.5. The maximum amount per hour to be paid to a tutor is €40 per hour.
- 3.6. Grants will be paid four times annually: March, June, September and November.

4. Reporting:

- 4.1. Monitoring and evaluation procedures will be set out by GRET. These procedures must be adhered to by the group. Progress reports, with statements of income and expenditure, will be provided as required by the ETB.
- 4.2. **Within two weeks of course being commencement, reporting documentation, namely Start-Up Form and participant Enrolment Forms must be returned to the Community Education Facilitator. The Roll Sheet must be returned immediately after completion of course.**
- 4.3. **In the case of monies allocated to groups, a final income and expenditure statement must be provided to the ETB within a month of all courses being completed or by 1st November 2021 whichever comes first.**

5. Verification:

- 5.1. Appropriate accounting procedures will be implemented by the agency/group, with access afforded to a delegated ETB officer to audited statements, receipted expenditure, bank account or such like records as may be required to authenticate use of funding.
Groups should retain financial records for three years after receiving the grant.
- 5.2. The group will supply the ETB office with its tax reference number or charitable status number, together with a current tax clearance certificate (if not already on ETB files) or statement indicating that the tax affairs of the recipient group, as relevant. **(SEE APPENDIX 3 ATTACHED)**

6. Acknowledgement of Grant:

- 6.1. The support of GRET **must be** publicly acknowledged by the group in all publicity and promotional materials such as adverts, signage, editorials, newspaper adverts, photoshoots, performances etc. This includes the use of the logo in line with required guidelines for use (guidelines and the logo are available from the GRET).

7. Insurance:

- 7.1. The grantee shall ensure that at all times there are in force adequate insurance policies in respect of all participants while taking part in activities supported by this grant. The grantor shall not be liable for any injury, loss or damage whatsoever or to whomsoever caused by any act, default or omission of a participant in such activities.

8. Health and Safety:

- 8.1. Health and safety requirements are the groups' responsibility. All GRETB funded activity must be carried out in compliance with relevant legislation including venue, tutor, participants and visitors. An up to date Fire Certificate must be available for inspection. All courses must take place adhering to current government COVID-19 recommendations and regulations

9. Safeguarding of the welfare of children, young people and vulnerable adults

- 9.1. The grantee agrees to maintain clear policies and procedures for the protection of and the safeguarding of the welfare of children, young people and vulnerable adults and shall comply with all legal requirements and national guidelines in respect of child protection, protection of vulnerable adults and reporting of actual or suspected abuse. The grantee is responsible for the monitoring and suitability of all staff, employees and volunteers and undertakes to ensure that persons with access to children or vulnerable adults in the course of their activities are adequately vetted, including vetting by An Garda Síochána. The grantee will provide evidence to the grantor of its compliance with this clause upon request.

10. Employment of Tutors:

- 10.1. **In the case of monies allocated to groups, groups are responsible for the employment of tutors** and to ensure that the tutor is made aware of all their obligations in terms of record keeping i.e. participant attendance register, start-up forms and participant enrolment form.
- 10.2. **In the case of tutor hours allocated to groups, the GRETB will provide a tutor to the group** and will source and pay the allocated tutor, ensuring they are aware of their obligations.

11. Equality and Social Inclusion:

- 11.1. The group agree that the approved courses operate from a social inclusion ethos and that the grantee acts to prohibit discrimination on the nine grounds of the Equal Status Act 2000. These are: Gender, Sexual Orientation, Disability, Marital Status, Religious Belief, Race, Family Status, Age, Membership of the Traveller Community. The grantee may be asked to demonstrate this ethos.

12. Progression:

- 12.1. All funded groups must be prepared to schedule a meeting with the Galway & Roscommon ETB Adult Guidance Service.

13. Failure to comply with agreement:

- 13.1. Should the grantee fail to comply with any of the terms or conditions contained in this agreement, the grantor may request them to do so within 14 days. If after such request the grantee fails to comply, in that event all or such portion of the funding as the grantor may determine shall be paid to, or withheld from, the grantee, or deducted from any future grants that may be awarded.

14. Termination of Agreement:

- 14.1. The grantor will have the right to terminate this agreement at any time with one month's notice to the grantee and without prejudice to its other rights and remedies should the grantee fail to comply with the terms and conditions of this agreement and their obligations set out therein. Such cancellation will take immediate effect on receipt of a letter of cancellation from the grantor and, in the event of any cancellation, no claim shall be made against the grantor in respect of any loss or damage arising therefrom. If, however, one month after the proposed start date, the agreed programme has not commenced, then this contract shall be regarded as automatically terminated.

15. Data Protection and Confidentiality

- 15.1. The grantee agrees to comply with all requirements set out in the Data Protection Act (1988 and 2003) and all requirements under the General Data Protection Regulation 2018 (GDPR). The grantee undertakes to the grantor to keep confidential and secure all/any information concerning the business affairs of the grantor or any private information on course participants obtained or received as a result of entering into this agreement.

APPENDIX 1

Statement of Principles for Grantees



Are you in receipt of public funding? This statement outlines the four principles which apply in the case of bodies in receipt of grant funding provided directly or indirectly from Exchequer sources:

Clarity	Governance	Value For Money	Fairness
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If you are in receipt of Public Funding, you should:

Clarity	Governance
<ul style="list-style-type: none"> Understand the purpose and conditions of the funding and the outputs required. Apply funding only for the business purposes for which they were provided. Apply for funding drawdown only when required for business purposes. Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements. 	<p><i>Ensure appropriate arrangements are in place for:</i></p> <ul style="list-style-type: none"> Oversight and administration of funding. Control and safeguarding of funds from misuse, misappropriation and fraud. Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. Accounting for the amount and source of the funding, its application and outputs/ outcomes.
Value for Money	Fairness
<p><i>Be in a position to provide evidence on:</i></p> <ul style="list-style-type: none"> Effective use of funds. Value achieved in the application of funds. Avoidance of waste and extravagance. 	<ul style="list-style-type: none"> Manage public funds with the highest degree of honesty and integrity. Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages). Procure goods and services in a fair and transparent manner. Act fairly, responsibly and openly in your dealings with your Grantor.

APPENDIX 2

Definition of Community Education:

“Community Education is education and learning which is rooted in a process of empowerment, social justice, change, challenge, respect and collective consciousness. It is within the community and of the community, reflecting the developing needs of individuals and their locale. It builds the capacity of local communities to engage in developing responses to educational and structural disadvantage and to take part in decision-making and policy formation within the community. It is distinct from general adult education provision, due to both its ethos and to the methodologies it employs.” (AONTAS, 2004, p18)

Characteristics of Community Education

- Equality
- Social Inclusion
- Participation
- Progression
- Learner Centred
- Community Ownership

APPENDIX 3

Corporate Services Department

GRETB’s position with regard to the tax affairs of voluntary bodies receiving grant aid:

The Revenue Commissioners require organisations receiving between **€635.00 and €6,349.00** to acquire a tax reference number, if they do not have charitable status. This is obtained by contacting the local tax office.

The telephone number of the District Tax office is 091 563041 or Lo Call 1890 777 425.

Voluntary organisations must submit:

- Tax Reference Number/Charity Number

