**Insert ETB name and logo**

**Guidelines for the**

**Community Education Grants Scheme**

**(please read carefully before completing the application form)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***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 *Community Education* 2004**

**Mission Statement** **of XX ETB’s Community Education Service**

Insert here

**XX ETB’s Community Education Service aims to:**

* Insert
* Insert
* Insert
* Insert

**Community Education Grants Scheme funded by the Department of Education & Skills under ALCES**

The Department of Education & Skills (DES) allocates funding to ETBs for the provision of programmes in **A**dult **L**iteracy and **C**ommunity **E**ducation through what is referred to as the ‘**ALCE** budget’. Community Education funding provided by the Department under ALCE is primarily designed to promote and assist local, not-for-profit, community education groups address the needs of their community, in particular those members with limited formal education. ALCES funded community education may also support action models where groups experience collective development for local or broader social actions It should provide educational courses that focus on widening participation in learning by adults with particular emphasis on reducing educational and social disadvantage.(DES Operational Guidelines, Community Education, 2012)

The **Target Groups** for Community Education Programmes are:

|  |  |  |
| --- | --- | --- |
| *Adults with low or no formal qualifications or low literacy levels* | *The unemployed, in particular, the long-term unemployed* | *Dependents of those who are unemployed* |
| *Low skilled people outside the labour force*  | *Underemployed/sessional and seasonal workers* | *People living in isolated rural areas or in CLÁR/RAPID areas* |
| *One parent families* | *Migrant workers/refugees/ asylum seekers* | *People who identify as being lesbian, gay, bi-sexual or transgender* |
| *Older people*  | *People with a disability* | *Ex-offenders*  |
| *People who are homeless*  | *Travellers* | *Substance misusers* |

In order to ensure that resources are reaching the most disadvantaged in these target groups, applicants for funding from the Community Grants Scheme will have to state which target group they represent and details on the age and employment status of course participants will be required to support that statement and to meet a requirement for statistical data for the DES.

**Funding Terms & Conditions**

* 1. Department of Education and Skills’ guidelines stipulate that when allocating funding to groups account should be taken of the:
		+ level of innovation in the proposal
		+ relevance of the provision to the stated target group
		+ the capacity of the community group to deliver
		+ previous allocations to the community group
	2. In order to ensure that applications meet the Department’s criteria community groups will be asked to indicate:
		+ - which target group they represent
			- what local needs/issues they are addressing through their proposed course(s)/programme(s),
			- how these needs/issues were identified
			- how the programme will benefit the community
			- how the group encourages new members
			- how the group promotes equality and celebrates diversity in their group
	3. Each participant in the programme will be required to complete a Participant Registration Form. The information on this form is required for annual returns to the Department and will be used to ensure that the needs of communities are being met.
	4. The Community Education Facilitator will maintain regular contact with groups and will assist in completing evaluation and progress reports. These reports will be considered when groups re-apply for funding. The DES is specifically interested in capturing the wider benefits of participation in community education and reviews and evaluations will focus on changes in:

a) personal development

b) health and well being

c) family and community and

d) education and employment

* 1. Grant aid to Community Education groups is allocated on the basis of an application form and groups are bound by the information supplied therein. Once approved, grant aid will be confirmed in a Service Level Agreement (SLA)/letter of offer. The terms and conditions listed in this correspondence will be legally binding.
	2. ETBs reserve the right to request original supporting documentation in respect of income and expenditure relating to each course e.g. invoices, receipts. Failure to produce such accounts will disqualify groups from further funding.
	3. Since January 2012 it is a requirement for groups in receipt of funding from State Bodies to have a Tax Reference number or Charitable Status number. This can be obtained from the Revenue Commissioners. ETBs do not accept responsibility for the tax affairs of any organisation or group in receipt of grant aid.
	4. Each course must be evaluated on completion and tutors should be informed of this requirement. Evaluation forms will be supplied to groups as part of their Service Level Agreement/letter of offer.
	5. Groups will be required to complete and return records of attendance.
	6. Groups are required to acknowledge the support received in all publicity and promotional material.
	7. Groups should have appropriate insurance cover for their activities; this includes public liability cover and indemnification of ETBs.

**Drawdown process**

Insert local arrangements here

* Insert
* Insert

**Funding is available for:**

* *Tutor Fees (as a general rule, minimum of 75% of grant allocated should be spent on tutor fees. The maximum amount claimable for tutor hours from the grant must not exceed the current ETB tutor rate)*
* *Some materials required for an activity or class.*
* *Rent of a venue for the duration of educational activities funded by community education only.*
* *Insert or delete*
* *Insert or delete*

**Funding is not available for:**

* *Insert or delete*
* *Groups that are not part of the target groups of the Community Education Programme as listed above.*
* *Repeat funding of groups for the same activities for the same target group; such groups need to identify progression routes for participants and encourage new people to participate in programmes.*
* *Community centre assets or materials such as cookers, tables, computers, tools, machinery, sports equipment or any other office or building items.*
* *Christmas parties, social functions, meals or entertainment at social events or outings.*
* *Day trips.*
* *Donations to charities or other community organisations.*
* *Payment for training for individuals within a group.*
* *Applications from an individual proposing to carry out training with a group themselves.*

**Recommendations:**

* Insert or delete
* It is advisable that tutors who work with learners with special needs, addiction issues or who are on probation, should receive appropriate induction and support.
* Groups should liaise with ETBs’ Literacy and Guidance services. This can be arranged through the CEF.

**Insert ETB name and logo**

**Community Education Grants Scheme**

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**Application Form**

***Section One: Details of Applicant Group***

**Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Establishment of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee details:**

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tax Reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What does your group hope to achieve or change in your community?**

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**Describe any programmes or activities to date that have contributed to change or developments in your community:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How did your group identify the need for this course/programme?**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Who are your target groups for this/these course(s)?**

**PLEASE TICK**  **✓**

|  |  |
| --- | --- |
| Adults with low or no formal qualifications or low literacy levels |  |
| People who are unemployed  |  |
| Dependents of those who are unemployed |  |
| Low skilled people outside the labour force  |  |
| Underemployed/sessional and seasonal workers |  |
| One parent families |  |
| Travellers |  |
| Migrants/refugees/asylum seekers |  |
| Older people  |  |
| People with a disability |  |
| People living in isolated rural areas or in CLÁR/RAPID areas *(please specify area)* |  |
| People who are homeless  |  |
| Ex-offenders  |  |
| Substance misusers |  |
| People who identify as being lesbian, gay, bi-sexual or transgender  |  |

***Section Three: Finance and Administration Details***

**Account Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sort Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name & Address of Bank:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you kept a copy of your grant application?Yes 🞏 No 🞏

Has your group insurance cover? Yes 🞏 No 🞏

*If* ***Yes****, please forward original documentation indicating indemnity to XX ETB*

We declare that we have read and understood the guidelines and we agree to abide by any further the terms and conditions set down in correspondence from XX ETB.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Committee role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Fully completed Application Forms to be returned to:***

Insert name

Community Education Facilitator or AEO

Insert address

**By** insert closing date