



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

REACH FUNDING 2023 Guidelines

Funding subject to SOLAS approval.

Supporting access to Community Education
with transforming results.



Guidelines and Application Form

Closing date for receipt of applications:

Tuesday 11th April 2023, 5pm

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INTRODUCTION

The aim of the Reach Fund (formally MAEDF) is to provide funding to support educationally disadvantaged learners. The fund places a strong focus on community education as a mechanism to continue to support and engage with disadvantaged learners.

FUNDING CATEGORIES

ETBs to manage the application process and should consider for funding, proposals that meet the funding categories as set out below:

1. Learner assistance fund, inclusive of education outreach/mentoring projects/transport costs for learners/urgent educational response.
2. Innovative green projects.
3. Projects focused on increasing participation in learning with target cohorts.
4. Events/awareness campaigns that contribute to equality policy and legislation.
5. In line with the ALL strategy, specific actions that;
 - directly address those experiencing unmet literacy needs
 - target funding on access to technology and devices
 - expand community access to Wi-Fi and broadband resources
6. Community groups in pre-development phase to support the most marginalised and disadvantaged groups.
7. Support for refugee groups to support education and training delivery and promote/support cultural and social inclusion, including research and/or needs analysis.

MAEDF / REACH WATERFORD WEXFORD ETB 2020-2022

AREA	TOTAL
Wexford	€641,593
Waterford City	€609,831
Co. Waterford	€250,946
Grand Total	€1,502,370

CONDITIONS OF FUNDING

Expenditure

Approved funding allocation for any project under the Reach fund must:

- be used for the specific purpose intended.
- be expended by 2023 year-end.
- not be used for any pay costs or costs of a recurring nature.
- Any REACH funding used for staff costs must ensure that staffing commitments / contracts are for specific purpose or fixed term and that the commitments / contracts cannot extend beyond the end of 2023.

Allocation of funding

Each ETB, in determining the allocation of funding under Reach, should ensure the following factors are satisfied:

1. The application for funding will be reviewed by an approvals team.
2. All governance requirements and assurances on how this funding would be spent, if approved, have been satisfied.
3. There is no duplication of State funding.
4. Conditions of funding are complied with.

For compliance with CL 13/2014 all applications must:

- Be accompanied by Current Tax Clearance Certificate
- Have End of Year Accounts detailing any previous funding from WWETB.
- Inform WWETB if exchequer funding exceeds 50% of income, if involved in a multiple co-funding arrangement
- Submit the required number of quotes with the application, if application includes capital expenditure.

Grant Threshold

Groups can not apply for more than €50,000.

REPORTING REQUIREMENTS

- Monthly reports on all work done, including financial returns with receipts/invoices. Guidelines and templates for these reports will be provided by WWETB.
- These templates must be followed.
- Applicants must maintain all appropriate records.
- Spot check financial monitoring will be applied to all grantees.
- Reach funding will be subject to C & AG audits.

APPLICATION PROCESS 2023

Please read the guidelines before submitting your application.

Waterford Wexford ETB invite Community Education providers to make an application under the criteria set out in these guidelines.

Applications to the fund must be returned to your local CEF **no later than 5pm on Tuesday 11th April.**

Waterford County- ainewhelan@wwetb.ie

Waterford City- deborahbutler@wwetb.ie

South Wexford- bridinmoloney@wwetb.ie

North Wexford- yvonneoconnor@wwetb.ie

Applications will be reviewed by an internal ETB Review Panel before being recommended for approval. Late applications will not be considered.

Please note the following:

- Funding must be expended in full by the end of 2023 and there will be no carry over of funding into 2024.
- Governance and procurement procedures and responsibilities will apply.
- Funding is subject to SOLAS approval in 2023
- Grantees will receive Reach funding or general Community Education Grant Funding only
- There will be a cap of €50,000 on individual applications with payment in instalments
- Applications may be subject to a Financial Robustness test (bankruptcy status/companies registration/financial status) If the application does not pass the test the application will not proceed

- Applications must be accompanied by relevant quotes.
- A detailed education and training plan must be submitted with the application where relevant.
- Applications will be subject to a double funding check by WWETB with other State Agencies
- Applications must ensure there is a focus on mitigating educational disadvantage and must ensure an impact at community level.
- Ideally proposals/applications will target learners at levels 1-3 but may target learners at level 4, 5 and 6 where the fund is used to target learners who are likely to experience educational disadvantage that impacts their participation in learning,
- Monthly reports on all work done, including financial returns with receipts/invoices. Guidelines and templates for these reports will be provided by WWETB. These must be followed.
- Applicants must maintain all appropriate records.
- Grants directly to learners are not being considered under this fund.
- The fund cannot be used for pay costs or for recurring costs (e.g. core employee costs)
- Partnership companies (LCDC and Local Development Companies) can only apply to the fund where they are applying for funding on behalf of a specific community partner and must report on the funding and its use for the community organisation that benefitted,
- Currently the fund is not open to Specialist Training Providers e.g., NLN where they have access to similar funding. Applications will be considered only in cases where the provider can demonstrate the application does not overlap with funding from a core funder or similar.
- Data provided will be stored and managed in line with WWETB Data Protection Policy and in line with GDPR.
- A scoring matrix will be applied to all applications.

- All paperwork from previous Reach/MAEDF must be submitted before Reach 2023 application will be considered.

If you have queries on the application process or the terms and conditions of the fund, please feel free to contact any of the above named CEFs.

PAST EXAMPLES OF REACH/MAED FUNDED PROGRAMMES

Ballyroebuck Hall- This project worked with a rural community, in line with the National Broadband plan, to improve digital connectivity and to develop classes to improve digital skills. The project built on the community hall's digital infrastructure and enabled them to provide devices and software for new learners. A number of 1-2-1 'Bring your own Devices' programmes were ran by the project.

Raheen FRC- This programme used the funds for a variety of different projects. With a focus on sustainability, a large amount of 'Food Waste' equipment was purchased, along with sewing machines and upholstery equipment. This enabled the centre to run classes for the local, rural community, along with a large cohort of Ukrainian refugees, in stopping food waste, and in mending and making your own clothes. Classes were also run in horticulture, crafting and facilitation.

Dunhill Community Garden encourages the integration of local people and the Ukrainians living in Tramore and Waterford. The most positive aspect of this project is that diverse groups of people come together, forget their cares for a while, learn together, laugh together, craft and eat together despite language barriers.

Klub Muzik provides music education programmes for adults that would not traditionally have access to music programmes. Target groups include adults with intellectual disabilities and vulnerable adults. Each group meets weekly and has an opportunity to perform which boosts confidence, promotes a sense of accomplishment while improving health and wellbeing.

SOME POSSIBLE REACH FUNDED PROJECTS

Project One Start a basic upcycling service where individuals are supported to upcycle small pieces of furniture which in turn may provide employment opportunities for them while attaining new skills. The grant funding allows for a tutor to introduce and demonstrate new skills and methods related to upcycling and for the purchase of materials for use on each furniture piece.

Project Two An outreach programme which would specifically focus on matching individuals with appropriate mentors to support them in the development of key skills and attributes related to both returning to education and moving forward in their careers. For those who are still affected by the restrictions experienced during the pandemic, the process of reintegration to education through the provision of such a programme which is suitable to the needs of individuals is vital.

Project Three To establish a learner assistance fund to support learners to have access to, a choice of, and an opportunity to participate in a full range of education, training and community integration options. The fund would help by removing financial barriers to individuals and would cover supports such as childcare costs, travel costs, fees and other costs.

Project Four Offering mentoring and support programme to those who are high risk of homelessness. This would be achieved by raising awareness of what opportunities are available to them and promoting re-engagement with the community as a whole.

Project Five To introduce the communities to gardening and horticultural skills towards growing their own food. Learners would also be introduced to Water sustainability, Bio Diversity and environmentally respectful growing and gardening practices.

APPENDIX 1 PROCUREMENT GUIDELINES

Purchases with a value of €500 and less than €5000

Seek at least one quotation – email is acceptable. If quotation is verbal, you must ensure that all details are documented. Details of prices, delivery terms and conditions, maintenance and warranties should always be included in an RFQ.

Budget holder consent is required.

In excess of €5,000 up to €15,000

Seek three written quotations by a specified closing date. Consider using the eTender Quick Quote facility. Budget holder consent is required.

In excess of €15,000 up to €25,000

At least five (5) quotations should be sought and clear procurement process followed e.g. Specification, evaluate, notify. This spend should not be carried out without consultation between the budget holder and the Procurement Department.

You cannot divide projects in order to stay under threshold.