



Waterford and Wexford Education and Training Board Community Education Programme Grant Application Form



Please return application by post or email to:

Waterford County, Aine – ainewhelan@wwetb.ie, Waterford City, Deborah DeborahButler@wwetb.ie, Wexford County, South- Bridín bridinlyngmoloney@wwetb.ie North- Yvonne yvonneconnor@wwetb.ie

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Please note: Due to limited funding available and to ensure fairness in funding distribution there is a limit of €4000 per group per annum.

If an applicant has multiple separate projects with different target groups the total limit for the year cannot exceed €6000.

For organisations with a county wide brief with more than one project location the limit is €6000 per annum.

Applicants Details:

| | |
|---------------------------|--|
| Group name | |
| Contact person | |
| Role of contact person | |
| Applicant address | |
| Phone (landline & mobile) | |
| Email | |

Project Proposal:

| | |
|--|--|
| Purpose of project | |
| Specific course title | |
| Venue | |
| Target group | |
| Age profile | |
| Number of participants | |
| Total number of hours applied for | |
| Contribution to materials *Max 20% of hourly cost | |
| Total Grant Amount | |

**Please include quotes*

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Project timetable:

| | |
|---------------------|--|
| Day & time | |
| Project start date | |
| Project finish date | |

**Please attach your educational plan*

What difference will this make to your community.

Please answer below, give as much detail as possible with reference to Operational Guidelines 2012 on the last page of this document.

How have you identified the need for the programme in your community?

How will the programme promote personal development?

Explain how your programme will contribute to social inclusion in your community?

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

2024 V1



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In the event of this proposal being successful (please indicate Yes/No):

| | |
|---|--|
| We consent to having photos taken used for Waterford and Wexford Education and Training Board | |
| We accept and comply with The Governance Code | |
| We will accept and comply with Service Level Agreement | |
| We will acknowledge WWETB's contribution in any publicity relating to the programme-please contact for LOGOs | |

Additional Information/Documentation Required:

| Following Approval in principle | Mid Way | End of Project |
|--|---|--|
| Signed Service Level Agreement | SOLAS Learner Details forms | End of Project Report including learner feedback |
| Insurance Policy | Mid Way Report | Detailed breakdown of expenditure (funding application) and receipts |
| Bank Account Details | Attendance Records | Attendance Records |
| End of year financial statement/accounts | Detailed list of expenditure (funding application) and receipts | |
| Compliance Vulnerable Adults & Garda Vetting policy – signed declaration | | |
| Compliance with Data Protection | | |
| Compliance with Use of photos | | |
| Tax Clearance/CHY Number | | |

Description of your group's/organisation financial controls in place (number of signatories, spending limits etc.):

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All WWETB funded projects can expect site visits from staff. Notice will be given.

Declaration of Applicant:

We confirm that the information given on this form is accurate.

Signatory No 1:

| | | |
|------|----------|------|
| Name | Position | Date |
|------|----------|------|

Signatory No 2:

| | | |
|------|----------|------|
| Name | Position | Date |
|------|----------|------|

For Office Use:

| | |
|--|--|
| Dates discussed/meeting with applicant | |
| Date of approval meeting | |
| Grant/Tutor Hours approved | |
| Signed and dated CEF | |

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Community Education Programme as per Operational Guidelines 2012 (www.education.ie)

Definition of Community Education:

- outside the formal education sector
- aims to enhance learning, foster empowerment and contribute to civic society
- it is located in communities which can be area-based or issue-based
- education is delivered in local areas in response to the community's identified needs
- programmes that combat social isolation and foster personal development
- can transform individual lives and contributes to social cohesion
- provides opportunities for intergenerational learning
- builds self-confidence and self-esteem and for those with low skills or a negative experience of formal education
- it should provide educational courses that focus on widening participation in learning by adults with particular emphasis on reducing educational and social disadvantage
- particular emphasis on including individuals and groups that experience particular and acute barriers to participation in adult learning

What is not funded:

- Purely social outlets, childcare, core salaries, and capital expenditure

How funding is allocated:

- the level of innovation in the proposal
- adherence to Operational Guidelines 2012
- relevance of the provision to the stated target group
- the capacity of the community group to deliver
- previous allocations to the community group

Please note: Grant aid will be administered on a phased basis: 50% up front on receipt of application approval with submission of required additional information/documentation and 50% mid-way through the project on receipt of required information/documentation.

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