



## COMMUNITY EDUCATION SUPPORT PROGRAMME GUIDELINES FOR THE COMMUNITY EDUCATION GRANTS SCHEME

**(Please read carefully before completing this 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, 2004, p18 Community Education 2004

### CO DONEGAL ETB'S COMMUNITY EDUCATION SUPPORT PROGRAMME

The aims of the programme are:

- To support community education providers to organise and deliver low-cost, locally-based educational opportunities for groups of people who do not usually avail of such opportunities
- To promote and support the development of new community education groups and activities in Donegal
- To support the community education sector through the provision of training and information-sharing opportunities
- To gather qualitative and quantitative data on community education activity in Donegal

### PURPOSE OF THE COMMUNITY EDUCATION GRANTS SCHEME:

The purpose of the Community Education Grants scheme is to promote and support community education initiatives in local community settings. It aims to create opportunities for people to identify their learning needs, learn in their own communities and progress further in their learning.

### AIM:

To encourage adults with few/no qualifications to take part in educational activities, in order to build their confidence as individuals and to help in the development of their community.

### Target Groups:

Community based women's & men's groups	Community arts groups
Travellers	Older people
People with disabilities	Lone parents groups
Ethnic minority groups	Lesbian, gay, bisexual and transgender groups



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**FUNDING:**

- Larger community groups (i.e. groups intending to deliver a number of courses) may apply for funding support twice a year. Other groups may apply as the need arises.
- Incomplete application forms will not be considered.
- Funding may be provided for a series of classes, workshops etc
- Please note that funding support will normally cover only part of the total cost of the activity i.e. participants will be expected to make a contribution towards the cost of the course
- If the funding application is successful, 75% of the overall allocation approved is released to the group. The final 25% will be released on receipt of all documentation requested by Co. Donegal ETB in the initial letter of approval for funding. This will normally be an **attendance record** and signed **overall course summary sheet - Ref A9**.
- Failure to comply with this regulation within a period of three months will result in the group forfeiting payment of final 25% of grant and may reduce the prospect of future grant aid for the group.

**ITEMS WHICH MAY BE ELIGIBLE FOR FUNDING:**

- ✓ 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)
- ✓ Materials required for a particular class or activity
- ✓ Contribution towards administration costs (where no paid administration costs already exist)
- ✓ Rent of venue
- ✓ Publicity
- ✓ Pre-development / capacity building work with groups
- ✓ Cost of tea/coffee, light refreshments

**FUNDING IS NOT AVAILABLE FOR:**

- Youth Clubs/Groups
- Sports Clubs
- Community Centre assets or materials such as computers, cookers, tables or other items
- Day Trips
- Lunches/Dinners
- Repeat funding of groups for the same activities; such groups need to identify progression routes for participants and encourage new people to participate in programmes.
- The funding of individuals to carry out training on behalf of a group is not acceptable (i.e. if the person applying for funding is the proposed tutor for the course)
- Payment for individuals within the group to undertake training courses on their own behalf



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**OTHER POINTS TO NOTE:**

- It is *not* good practice for the proposed tutors to be members of the committee of an applicant group
- When assessing applications from established groups priority will be given to those meeting the aim of the community education grants scheme, showing innovation in course selection and in engaging new learners.
- Co Donegal ETB reserves the right to request original supporting documentation in respect of income and expenditure relating to each course e.g. invoices, receipts
- The support of the Co Donegal ETB Community Education Support Programme will be publicly acknowledged by the group in all publicity and promotional material.
- All funded groups must take part in an evaluation process. Details about the evaluation will be made available to the groups who are successful in accessing funding under this scheme.

**STATEMENT RE TAX**

Co. Donegal ETB does not accept responsibility for the tax affairs of any organisation receiving grant aid. Each organisation is responsible for its own tax affairs.

Information is available from the Donegal District Tax Office at **074 91 69400 Ext. 69514**

Opening hours are **Monday-Friday 9.15a.m. - 5.30p.m.**

**INSURANCE**

Groups who register with the Donegal Co. Council's Community & Enterprise Department can avail of competitive Insurance cover for their activities. Please contact Bríd Neely, Community & Enterprise Dept, Donegal County Council Offices, Lifford, for further details at **074 91 72531**



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**EXPLANATION OF THE APPLICATION FORM QUESTIONS:**

1. **Name of community group:** Name of group making application
2. **Contact name:** Name of person to be contacted who is most familiar with application.
3. **Address:** Please state the contact address of the group
4. **Telephone No:** Please give telephone no. of contact person
5. **Mobile No:** Please give mobile Tel. no. if available of contact person
6. **Email:** Please state email address of contact person
7. **Date of commencement of course:** Please state the start date of the proposed course/s
8. **Tax Number:** Please see note on page 3
9. **Aims and Objectives of your group:** Please clearly state here the aims and objectives of your own community group
10. **Details of Proposed project:** (10a.) Give details of the course to include title and contents (10.b) Course duration
11. **How have you identified the need for this course?** How do you know that this is the course your group wish to undertake? Group meeting, questionnaire, community consultation, committee decision etc...
12. **Expected outcomes/benefits to the community of the project/course:** What do you hope to have achieved/changed/enhanced within your community by the time this project/course is completed? What are the benefits to your community of completing this course
13. **Name of Tutor:** Please complete if known to you at application stage; it is not necessary to have identified a tutor at this stage.
14. **Certification offered:** Please state awarding body and level
15. **Estimate numbers catered for?** Answer this question as accurately as you can. It is important to keep note of the numbers who actually attend your courses.
16. **Breakdown of Cost of Project:** Please show all costs for **each** of the courses/activities undertaken in this section, breakdown costs into different categories in terms of Tutor Cost, venue rental, refreshment and materials for example. (**\*The evening class tutor rate in County Donegal ETB is € 41.13**)
17. **Total Estimated Cost:** Add all the costs above
18. **Amount of income towards the project from any other source:** Please state any other monies that your group has got towards this particular project, in terms of other grants or admission or subscription fees of members.
19. **Participants contribution;** How much will each student pay towards the course
20. **Amount of grant sought from Co. Donegal ETB Community Education Programme**
21. **Co Donegal ETB will transfer funding directly to the Community Education Provider's bank account.** If the group does not already have a bank account and intends to apply for funding on more than one occasion, it should make arrangements to open an account in its name.

