



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
Donegal Education and
Training Board

Community Education Support Programme

COMMUNITY EDUCATION GRANTS SCHEME

Guidelines for Applicants

Promoting low-cost, locally-based community education

Guidelines for Applicants – 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, 2004, p.18, Community Education 2004

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
- Travellers
- People with disabilities
- Ethnic minority groups
- Community arts groups
- Older people
- Lone parents groups
- Lesbian, gay, bisexual and transgender groups

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.
- **Participant registration details.**
As soon as the course starts the attached **application / registration form must be completed by each participant.** The details on this form must then be added to the **attached CSV file and emailed to your Community Education Facilitator** for uploading to Donegal ETB's Management Information System.
The details on page 1 of the registration form include requesting the following data:
 - Date of Birth
 - PPSNThis information is essential. Participants who do not provide this information will not be eligible to participate on the programme / course.
Support will be available to complete the CSV file.
- The final 25% will be released on receipt of all documentation requested by 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, approximately €40 per hour)
- ✓ 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:

- X Youth Clubs/Groups
- X Sports Clubs
- X Community Centre assets or materials such as computers, cookers, tables or other items
- X Day Trips
- X Lunches/Dinners
- X 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.
- X 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)
- X Payment for individuals within the group to undertake training courses on their own behalf

PUBLICITY AND ACKNOWLEDGEMENT

The support of Donegal ETB's Community Education Support Programme must be publicly acknowledged by the group in all publicity and promotional material.

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.
- 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 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.

DISCLAIMER – REVENUE AND TAXATION

Donegal ETB accepts no responsibility for the tax affairs of any organisation receiving grant aid. Each organisation is responsible for its own tax affairs. Information is available from www.revenue.ie.

INSURANCE

Groups who register with Public Participation Network may be in a position to avail of competitive Insurance cover for their activities. Please contact Mary Clyde at mary.clyde@donegalcoco.ie, 0749153900 or see <http://www.donegalcoco.ie/community/supportingcommunities/donegalpublicparticipationnetworkppn/>.

CONTACTS

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EXPLANATION OF THE APPLICATION FORM QUESTIONS:

Details of Applicant Organisation

1. **Name of community group:** Name of the group making the application.
2. **Contact name:** Name of the person to be contacted who is most familiar with the application.
3. **Address:** Please state the contact address of the group.
4. **Telephone No:** Please give the telephone number of the contact person.
5. **Mobile No:** Please give the mobile telephone number of contact person.
6. **Email:** Please state the email address of the contact person.
7. **Tax/Charity No:** Donegal ETB are required to obtain the group's Tax/Charity Registration Number. Please see note on page 3.
8. **Aims and Objectives of your overall group:** Please clearly state here the aims and objectives of your own community group.
9. **How have you identified the need for this course?** How do you know that this is the course your group wish to undertake? Did you use a group meeting, questionnaire, community consultation and/or committee decision etc. to ascertain this information?
10. **Have you ensured that your group operates from a social inclusion ethos and aims to prevent discrimination against groups/individuals named under the 9 grounds identified in the Equal Status Act, 2000?** Please answer "Yes" or "No".
11. **Are you in receipt of funding from other sources?** Income from other sources towards cost of course/project should be declared. Please answer "Yes" or "No".
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 the course(s)?

Project/Course Details (One course per page only)

Course Title: Name of the course/project.

Date on which course is scheduled to commence: Applications must be received 5 weeks in advance of the scheduled start date of each Course/Project.).

Course Duration: Please enter the number of hours and the number of weeks that the course will run for.

Details of Proposed project: Give details of the course and its content.

Target Group: Please state the target group(s) that you have selected. See Page 1.

Estimated Numbers to be catered for: How many male and female persons will take part? (Attendance Sheets will be required later.)

Name of Tutor: Please complete if known to you at application stage; it is not necessary to have identified a tutor at this stage. Please also state their qualification, if any, in relation to the course.

Project/Course Costs

Breakdown of Project/Course Costs: Please show all costs in terms of Tutor Cost, Venue/Room Hire, materials and any other costs.

Total Estimated Cost: Add all the costs above

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.

Participants' contribution: How much will each participant pay towards the course?

Amount of grant sought from Donegal ETB's Community Education Programme: Total Estimated Cost less Incomes from other sources, less Participants' Contributions.