

## Reach Funding 2025

### Application Form for Funding

**Note: All DDLETB Reach Fund 2025 projects must be:**

1. Submitted by **Thursday 20<sup>th</sup> March 5.00 p.m.**
2. Completed in their entirety on or before **31<sup>st</sup> December 2025**

**Section 1. Community Group/Project Information**

Part 1 - to be completed by all applicants

Part 2 – only applicable where the ETB does not have the up-to-date details relating to Tax Clearance and Bank Account and where an external applicant is requesting fixed-term staffing sanction costs under Reach Funding

Section 1 – Part 1 – Community group/project			
<b>Name of Community Group:</b>			
<b>Title of project proposed:</b>			
<b>Proposed Duration of Project</b> <i>(please indicate if the project is to run for a fixed term with provisional dates or continuously throughout 2025):</i>			
<b>Internal DDLETB applicants ONLY:</b> Please name your DDLETB provider and your centre location code:			
<b>Contact details</b>			
<b>Contact Person</b>		<b>Role within organisation</b>	
<b>Community Group Address</b>			
<b>Email</b>		<b>Phone number</b>	
<b>Funding</b>			
<b>Have you previously received the Reach Fund (formerly known as Mitigating against Educational Disadvantage Funding - MAEDF)?</b>	<b>Yes</b>	<b>No</b>	
<b>If yes, but not previously funded by DDLETB, please provide source(s) of this funding below:</b>			
Have you applied for and received Reach Funding from another source in 2025?	<b>Yes</b>	<b>No</b>	
If yes, please answer the following question			
Source(s) of this funding	Intended purpose of this funding		

**Section 1 – Part 2 – Complete if applicable**

**Tax Clearance – please provide details of your Tax Clearance Access with your application**

<b>Tax registration number:</b>	
<b>Tax clearance certificate number:</b>	
<b>CHY number (if applicable)</b>	

**Bank details – please attach header of bank statement with any financial details redacted.  
Please note: If awarded Reach Funding 2025 it will be a requirement to provide bank statements.**

<b>Name of bank</b>			
<b>Address of bank</b>			
<b>Sort code</b>		<b>Account number</b>	
<b>IBAN</b>			

**External Applicants Only - Staffing Sanction Request – Limited to Fixed-term contractual arrangements only (if applicable):**

<b>Will you require additional staff for the purposes of this initiative:</b>	<b>YES/NO</b>
<b>If yes, for what purpose?</b>	
<b>If yes, please give provisional duration of additional staffing requirement:</b>	

**Please provide details below of staffing sanction requests and attach relevant documentary evidence\* of any such arrangements**

**Note: Evidence of staffing costs are for the specific purpose of Reach Fund 2025 are a requirement for this area of funding and must be provided in advance of the closing date of 8<sup>th</sup> March 2025 or this request will not be considered.**

- \*Acceptable examples of evidence include:**
- Advertisements for posts for fixed-term staff for the specific purpose of the Reach Fund 2025 initiative
  - Employment contracts (with personal details redacted) for the specific purpose of the Reach Fund 2025 initiative
  - Payslips (with personal details redacted) for staff employed for the specific purpose of Reach Fund 2025
  - Breakdown of the hours worked/timesheet – please complete an additional spreadsheet

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**Section 2 – project costs/funding**

<b>Total Cost of project</b>	€
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<b>Grant request (the grant amount sought in this application)</b>	€
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If the total cost of the project is greater than the amount of the grant sought, **please outline where and how the balance of funding will be secured:**

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**Project costs for each of the following, where applicable (*grant amount sought for each*)**

<b>Widen/increase participation of key <u>Target Groups</u> or other priority target groups</b>	<b>Learner Supports</b>
€	€
<b>Climate and Sustainability</b>	<b>Supporting marginalised groups (outreach/pre-development)</b>
€	€

**Section 3 – Project details and description**

**Project outline and aims (maximum word count 250)**

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**Section 3 – Project details and description**

Please provide a synopsis of the project proposed under the specific funding criteria **(as outlined in the Reach Fund 2025 Guidelines)** that the grant is sought for:

<b>Funding Criteria</b>	<b>Target Group(s)</b>	<b>Funding Purpose – <u>Expected Outlay/Expenditure to Achieve this aim</u> (maximum word count 100)</b>
<b>Widen/increase participation of key target groups or other priority target groups</b>		
<b>Learner Supports</b>		
<b>Climate &amp; Sustainability</b>		
<b>Supporting marginalised groups (outreach/ pre-development)</b>		

**Section 3 – Project details and description**

**Please select all target group(s) you wish to add to support this application as outlined in the guidelines and include any additional information regarding the groups in the space below (maximum word count 100)**

**F1 (a)** Priority/specific target group – Learners under 25

**F1 (b)** Priority/specific target group – Long-term unemployed

**F1 (c)** Priority/specific target group – People with disabilities

**F1 (d)** Priority/specific target group – Refugee/migrant groups

**F2** Other Priority target group – please outline in the space below from 11 groups in the guidelines

**Please provide information demonstrating how this funding intends to mitigate against educational disadvantage for the cohort you are working with (maximum word count 200)**

**Please outline how the funding can complement and/or enhance the current provision of similar education in the area (maximum word count 150)**

**Please clarify how this funding will support your learners to achieve positive educational outcomes as a result of this support (maximum word count 150)**

### Section 3 – Project details and description

<p>In relation to the above (positive educational outcomes) would you like DDLETB to provide a training course/educational to support this project? – YES/NO</p>	<p>If yes, please expand (maximum word count 50)</p>
<p>Please provide an estimated <u>number of beneficiaries</u> of this project</p>	
<p>How will the <u>benefits of this funding be measured?</u> (maximum word count 150)</p>	
<p>Please provide information on how this project represents <u>value for money</u> and indicate what steps the project has taken to <u>ensure avoiding duplication with existing services</u> in the area (maximum word count 150)</p>	

### Section 4 – Submission Details

**I declare on behalf of** *insert organisation name*

That I have the appropriate authority to make this submission for funding. This application for funding form is fully completed and the information provided is a full and accurate account of how the funding (if allocated) will be used in 2025.

I have also read the guidelines in the appendices below on DDLETB public procurement procedures, furniture & equipment capital grant limits, fixed-term staffing sanctions and I agree to abide by these in my application for Reach Funding 2025.

Signature

Print name

Position in organisation

Date

Applications to be submitted to DDLETB [reachfund@ddletb.ie](mailto:reachfund@ddletb.ie)

Closing date for receipt of applications **Thursday 20<sup>th</sup> March 2025 at 5.00 p.m.**

## APPENDIX I – DDLETB PUBLIC PROCUREMENT GUIDELINES ON THE REQUIREMENT FOR QUOTATION DOCUMENTS FOR THE SUPPLY OF GOODS/SUPPLIES AND SERVICES

### 8.1 VALUE OF CONTRACT BETWEEN €501- €5,000 (EXCL. VAT)

- One or more competitive quotation(s) - if verbal, document same
- These should be approved by the Budget Holder and retained in the school/centre for internal checking and audit purposes.

### 8.2 VALUE OF CONTRACT BETWEEN €5,001- €15,000 (EXCL. VAT)

- Minimum of three quotations should be sought from suitably qualified suppliers/providers.
- Brief specifications should be prepared and issued to the suppliers/providers.
- Closing date and time for return of quotes should be specified.
- Evaluation on lowest price meeting the specification unless MEAT was specified in the Request for Quote (RFQ).
- Appendix 1B should be completed by the Budget Holder and recorded locally in the school/centre

### 8.3 VALUE OF CONTRACT BETWEEN €15,001 - €25,000 (EXCL. VAT)

- Minimum of five quotations should be sought from suitably qualified suppliers/providers.
- Specifications for the goods/supplies/works should be prepared and issued to the suppliers/providers.
- Closing date and time for return of Request for Tender (RFQ) should be specified.

## APPENDIX II –CAPITAL THRESHOLDS FOR THE PURCHASE OF INDIVIDUAL ITEMS

### **Capital Thresholds**

The thresholds for the cost of individual items purchased through Reach Funding are as follows:

**€1,000 excluding VAT per each individual item** for external projects and  
**€3,000 including VAT per each individual item** for internal (DDLETB) projects

Any single item over the thresholds specified in the guidelines is considered a **capital item** and, therefore, **not eligible under Reach funding**.

## APPENDIX III – LIMITED FIXED-TERM STAFFING SANCTIONS (EXTERNAL APPLICANTS ONLY)

**There is limited scope to fund additional fixed-term staffing costs for external bodies for the purposes of Reach Funding 2025 initiatives**

We request that any staffing sanction request solely for the purposes of a project funded by Reach Funding 2025 is supported by ***documentary evidence*\*\*** of the non-recurring, fixed-term nature of costs to the external non-ETB applicant. **All documents must be received before the closing date of 8<sup>th</sup> March 2025 or staffing cost applications will not be considered. Recurring or undocumented costs cannot be accommodated.**

### ***\*\*Acceptable examples of evidence include:***

- Advertisements for posts for fixed-term staff for the specific purpose of the Reach Fund 2025 initiative
- Employment contracts with personal details redacted for the specific purpose of the Reach Fund 2025 initiative – signed by the programme manager
- Payslips with personal details redacted for staff employed for the specific purpose of Reach Fund 2025 – signed by the programme manager
- Breakdown of the hours worked/timesheet – complete additional spreadsheet

*See section 1, part 2 of this form.*