**External Application Form for REACH Funding for Community and Voluntary Groups with No Paid Staff**

**Note: *Projects to be completed by 2022 year-end. Completed application forms and required supplementary documentation must be returned by Friday 5th August to Michelle Anne Houlihan*** ***mhoulihan@kerryetb.ie***

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

* **Part 1 - to be completed by all applicants**
* **Part 2 - if applicable, where the ETB does not have the up-to-date details relating to Tax Clearance and Bank Account.**

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| **Section 1 – Part 1 – Community group/project** |
| **Name of Community Group:** |  |
| **Title of project proposed:** |  |
| **Contact details** |
| **Contact Person** |  | **Role within organisation** |  |
| **Community Group Address** |  |
| **email** |  | **Phone number** |  |
| **Funding** |
| **Have you received REACH funding from another source?** | **Yes/No** |  |
| **If yes, please answer the following questions** |
| Source(s) of this funding | **Intended purpose of this funding** |
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| **Section 1 – Part 2 – Complete if applicable** |
| Tax Clearance (Please attach details of your current Tax Clearance Access with this application) |
| **Tax registration number:** |  |
| **Proof of assurance**  |  |
| **Tax clearance certificate number:** |  |
| **CHY number (if applicable)** |  |
| **Bank details** |
| **Name of bank** |  |
| **Address of bank** |  |
| **Sort code** |  | **Account number** |  |
| **IBAN** |  |

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| **Section 2 – project costs/funding** |
| **Cost of project** | **€** |  |
| **Grant request** (the grant amount sought in this application) | **€** |
| 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: |
|  |
| **Project costs for each of the following, where applicable (***grant amount sought for each***)** |
| **Learner Assistance Fund** | **Innovative Green Projects** | **Project Focused on Increasing Participation** | **Campaigns that Contribute to Equality Policy & Legislation** |
| **€**  | **€** | **€** | **€** |
| **Supporting Marginalised and Disadvantaged Groups** | **Support for Refugee Groups** |
| **€** | **€** |

| **Section 3 – Project details** |
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| **Project proposed** |
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| Please provide a synopsis of the project proposed under the specific funding criteria that the grant is sought for: |
| **Funding Criteria** | **Target Group(s)** | **Funding Purpose** |
| **Learner Assistance Fund, inclusive of Out Reach/Mentoring projects** |  |  |
| **Innovative Green Projects** |  |  |
| **Projects focused on increasing participation in learning with target cohorts** |  |  |
| **Events/Awareness Campaigns that contribute to Equality policy and legislation** |  |  |
| **Community groups in pre-development phase to support the most marginalised and disadvantaged groups** |  |  |
| **Support for refugee groups to support education and training delivery and promote/support cultural and social inclusion including research and/or needs analysis** |  |  |
| **Please include any additional information regarding the target group(s) you wish to add to support this application:** |
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| **Please provide information demonstrating how this funding intends to mitigate against educational disadvantage for the cohort you are working with:** |
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| **Please outline how the funding can complement and/or enhance the current provision of similar education in the area.** |
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| **Please clarify how this funding will support your learners to achieve positive outcomes as a result of this support:** |
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| **How will the benefits of this funding be measured?** |
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| **Please provide information on how this project represents value for money and indicate what steps the project has taken to ensure avoiding duplication with existing services in the area:** |
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| **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 2022.  |
| **Signature** |  | **Print name** |
|  |  |  |
| **Position in organisation** |  | **Date** |
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**Applications to be submitted to your local ETB:** *ETB to provide details of where applications should be sent*

**Closing date for receipt of applications:** *ETB to provide details*

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| **CERTIFICATE OF ASSURANCE**  |
| **(To accompany the financial and performance reports)**  |
| **Management of and Accountability for Grants - DPER CL.13/14****For Grants less than €25,000** |
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| Source of Grant Funding:  |
| Name of Grantee:  |
| Purpose of Grantee:  |

***I can confirm the following Assurance Requirements have been met (please tick):***

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| Income and Expenditure accounts relating to Grants provided by Kerry ETB have been submitted to Kerry ETB without delay after the end of the financial year |   |
| I have been informed by Kerry ETB that I have an obligation to make books and accounts available to the Comptroller and Auditor General where 50% or more of our income is sourced from Exchequer Funds |   |
| Records are available for inspection by Kerry ETB, if required |   |
| Agreed Services/Outputs have been delivered in line with the agreed Terms and Conditions |   |
| I can confirm that the service is fully compliant with Kerry ETB Procurement (Purchases) guidelines on using public funds received under grant from Kerry ETB - Guide for Grant Recipients |   |
| I can confirm that there was no Conflict of Interest in Procurement |   |
| Public money granted was used in accordance with the Terms and Conditions of the grant |   |

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| Public Money Granted was used for the following:  |
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**Signed**: **Signed:**

**Responsible Person**  **Responsible Person**

**(Management/Board/Committee level)** **(Management/Board/Committee level)**

**Date:** **Date:**

***(In small organisations, with a single manager, a single management signature is acceptable, also relevant for groups that don’t have paid staff)***

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| **KERRY EDUCATION AND TRAINING BOARD** |
| **Third Party Financial Statements Assurance - Volunteer Committee (no paid staff) (Grants Under €5,000)** |
| **Third Parties in receipt of Grant Funding from Kerry ETB are required to annually complete the following Assurance Statement.** |
| **Please read each requirement set out below carefully and confirm whether or not the requirement was complied with during the period under review.** |
| **Reference: DPER Circular Letter 13/2014 outlines the public financial management principles, procedures and additional reporting requirements to be followed in the management of grant funding from public money as well as the reclassification of grants and grants in aid. The overall principle is that there should be transparency and accountability in the management of public money, in line with economy, efficiency and effectiveness.** |
| **1** | **Third Party Organisation:** |  |
| ***Retention of end-year balances****- Pre-funding may lead to unexpended balances of grant money at year’s end. With grantor approval (on foot of DPER sanction), these balances, or a portion thereof, may be retained by the grantee if deemed necessary to meet outstanding financial requirements. Such balances should be kept to a minimum and taken into account when considering the following year’s grant.* |
| **2** | Please provide details of year-end balances retained |  |
| **3** | Was formal approval sought from the ETB to retain any end of year balances. Please provide details of same. |    |
| **Administrative and Control Requirements***- The grantor should be satisfied that the accounting system and organisational arrangements of the grantee are adequate, taking account of the level of the grant payment, to ensure the proper administration of the money* |
| **4** | Please provide details of your arrangements to ensure the proper administration of funding. |   |
| **Onward payments of grants***- If it is the intention of the Third Party Organistaion (grantee) to make onward grants from the funding received from the ETB, details of these onward grants and their recipients/proposed recipients must be provided to the ETB, along with details of the terms and conditions applying to these onward payments* |
| **5** | In the year under review were there any onward grants to other recipients from funds received from the ETB. Please provide details of same. Was formal approval obtained from the ETB? |  |
| **Protecting State Investment**- *Third Party Organsiations (Grantees) should not dispose of publicly funded assets without the prior approval of the relevant ETB* |
| **6** | Were any publicly funded assets disposed of in the year under review? Was the ETB notified? |   |
| **Grantee Responsibilities***- Financial Statements: Third Parties (Grantees) must submit their audited accounts to the ETB (grantor) without delay after the end of the financial year. Where the Chief Executive is satisfied, suitable financial statements are acceptable as an alternative (e.g. where audited accounts are not prepared). The Third Party (Grantee) must, in this case, prepare a statement outlining their level of expenditure, the rationale for not auditing accounts and submit to the ETB.* |
| **7** | Financial Records were submitted to the ETB without delay at the end of the financial year. Setting out: |   |
| **8** | **The amount of the Grant received from Kerry ETB** |   |
| **9** | **Purpose of the Grant:** *The purpose for which the funds are applied under the following headings:  a) Service provision/charitable activity b) Specified others, including such expenditure as speakers* |   |
| **10** | Bank statement relating to the grant |   |
| **11** | **Restrictions:** Whether and how the use of the grant is restricted (i.e. is it for a particular project or the delivery of a service). |   |
| **12** | The grantee is fully tax compliant and has provided a Tax Clearance Access Number with the Tax Reference number and Charity Number, where appropriate. These documents are held on file and available for audit/inspection.  |   |
| **Vouched Expenditure: Vouched Expenditure Grantees making claims for grant funding on the basis of vouched expenditure are required to state formally to their funders that** |
| **13** | Invoices used to support claims relate to activities and services appropriate to the grant scheme objectives |   |
| **14** | Amounts invoiced have been paid |   |
| **15** | invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements) |   |
| **Financial Control Grantees** |
| **16** | I confirm that Appendix 2 of CL 13/14 - Statement of Principles for Grantees has been brought to our attention |   |
| **17** | I confirm that adequate financial control systems are in place to manage granted funds. |  |

**Please Print Name of Grantee**:

**Signature of Grantee**:

**Position on Committee**:

**Date**:

***DPER Circular: 13/2014 Management of and Accountability for Grants from Exchequer Funds - Overall Principles***

