

Reach Fund 2024 Guidelines

Closing Date for receipt of applications is:

8th March 2024 @ 5pm

Email completed applications to info@aes.cdetb.ie



Introduction

City of Dublin ETB is delighted to open the Reach Fund 2024 for applications. The closing date for applications is 8th March 2024 at 5pm. Please note that applications received after the deadline will not be considered.

The aim of the Reach Fund 2024 is to provide support to educationally disadvantaged learners in accessing and participating in community education in Dublin city.

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Section 1: Overview of the Reach Fund 2024

The purpose of Reach funding is to assist community education providers to increase their capacity to support and encourage participation of educationally disadvantaged learners, particularly those on literacy and basic skills programmes at NFQ levels 1 to 3. The funding places a strong focus on community education as a way to continue to support and engage with educationally disadvantaged learners.

Reach funding has a strong focus on building the digital infrastructure of community education providers. This includes providing devices and software and increasing their capacity to deliver learning. The funding is specifically designed to tackle inequalities and support access to community education. It is also intended to address specific actions in the Adult Literacy for Life (ALL) Strategy to:

- target funding of access to technology and devices.
- expand community access to Wi-Fi and broadband resources.
- support individuals or groups with unmet literacy needs to access education and training offered by ETBs and community education providers.

In addition, there is a focus on enabling the investment in building the digital infrastructure of providers and their capability to ensure that online learning/blended learning can be delivered in a way that meets the complex needs of educationally disadvantaged learners. Proposed projects should not have any adverse impact on existing services or provision funded through City of Dublin ETB.

The Reach Fund 2024 is not intended to support learners attending PLC courses, Youthreach programmes, etc., at NFQ levels 4 or higher.

Section 2: Applying for Reach Fund 2024

2.1 Application

To apply for the City of Dublin ETB Reach Fund 2024, you must submit the following completed documents before 5pm on 8th March 2024 to info@aes.cdetb.ie.

1. Application Form
2. Breakdown of Costings
3. Copies of quotations where necessary – see Appendix 1
4. A signed copy of your 2022 audited accounts.

(Please note that 2023 signed audited accounts must be forwarded to City of Dublin ETB by 30th June 2024).

All procurement guidelines must be abided to (see Appendix 1). Quotations must be included at application stage.

The following expenditure is not eligible for Reach Fund 2024:

- a) Cost of a recurring nature
- b) Capital items
- c) Vouchers for Learners.
- d) Any pay costs

2.2 Funding Categories

You must apply under one or more of the funding categories:

1. Community education **learner assistance support**; including education outreach, mentoring projects, transport costs for learners, urgent educational response.
2. **Innovative green projects**.
3. Projects focused on **increasing participation in learning of target groups** set out below:
 - Long term unemployed
 - Young people (16+)
 - People with disabilities
 - Members of the Traveller and Roma communities
 - Migrants and refugees
 - Women wishing to return to the labour market

- Lone parents
4. Events/awareness campaigns that contribute to **equality policy and legislation**.
 5. Support the **Adult Literacy for Life (ALL) strategy**, specific actions that:
 - Support individuals and groups with unmet literacy needs to access education and training offered by ETBs and community education providers.
 - Target funding on access to technology and devices
 - Expand community access to Wi-Fi and broadband resources.
 6. **Community groups in pre-development phase** to support the most marginalised and disadvantaged groups.
 7. **Support for refugee groups** to support education and training delivery and promote and/or support cultural and social inclusion, including research and/or needs analysis.

Section 3 Funding Terms and Conditions

3.1 Funding Terms and Conditions

If you are successful in your application, the Reach Fund 2024 grant that you receive must:

1. Be used for the specific purpose intended, as per application and approval.
2. Be fully spent by 30th November 2024. Unspent funding cannot be carried forward to 2025.
3. Not be used for:
 1. Cost of a recurring nature
 2. Capital items
 3. Vouchers for Learners
 4. Any pay costs or costs of a recurring nature.

Your organisation must:

4. Be **tax compliant** and provide a Tax Clearance Access Number (TCAN) along with the Tax Reference Number and Charity Number (CHY) (if applicable) on this application form.
5. Comply with **purchasing/procurement rules** (see Appendix 1)
6. Copies of quotations where necessary – see Appendix 1
7. Submit a copy of your **2022 signed audited accounts** with your application.
8. Submit a copy of your **2023 signed audited accounts** by the 30th June 2024.
9. Return any unspent monies as of the 30th November 2024 to City of Dublin ETB.
10. Submit a signed Income and Expenditure spreadsheet to include invoices/receipts to City of Dublin ETB at info@aes.cdetb.ie before 20th December 2024.

Other Terms and Conditions

1. If introducing an **ICT Equipment Loan Scheme**, you are required to have a tracking policy and assets register in place for audit purposes. Please see Appendix 2 for a sample template.
2. If you are purchasing **Leap Cards**, you need a register of recipients for audit purposes. Please email Appendix 3 for a sample template.

3.2 Capital Threshold

Capital items are not allowable under the Reach Fund. The cost of any one item cannot exceed €2,400 excl. VAT or €3,000 incl. VAT.

Accounting standards state that all costs attributable to bringing an asset into use determine the value of the asset.

For example: If you purchase a SmartScreen at a cost of €2,200 and the accessories plus installation are an additional €300, this item is considered capital. The total cost of bringing this item into use is €2,500 before VAT. It is therefore not eligible under the Reach Fund.

3.3 Services

Services do not come under capital threshold. All centres, if applying for a service, must abide by the purchasing/procurement guidelines.

Section 4: Support with your Application

4.1 Live Online Information Sessions

Applicants are strongly encouraged to attend a live online information session for support on the Reach Fund Guidelines. The following zoom information session dates are available:

- 1. Thursday Feb 22nd @ 10am**

<https://zoom.us/j/97570141927?pwd=MnoxZTRmODVkJkZkZzcnF1QU1ZMWIYz09>

- 2. Monday Feb 26th @ 11:15am**

<https://zoom.us/j/92863979458?pwd=YzJ4OXlhWWWhKRONlcEpJSnRwcnFaQT09>

4.2 Support Team

Applicants can also contact one of our Community Education team for support with this application, please see details below:

Name	Area's Covered	Phone	Email
Claire Behan	Finglas (D11) & Cabra (D7)	087 231 2589	claire.behan@aes.cdetb.ie
Michela Doyle	North Inner City - Dublin 1, 3, 7 & 9 excluding Cabra	087 353 2697	admin@parnell.cdetb
Mary McKeivitt	Dublin 6w, 8, 10 & 12 – excluding Liberties, Donore and Thomas St areas.	087 684 2858	mary.mckeivitt@aes.cdetb.ie
Meliosa Bracken	South Inner City - Dublin 2, 4, 6 and 8	086 067 1678	meliosa.bracken@aes.cdetb.ie
Yvonne McCarthy	Ballymun, Coolock, Darndale, Kilbarrack and Whitehall	086 066 4746	yvonne.mccarthy@aes.cdetb.ie

Appendix 1 – Purchasing Rules & Regulations (effective 1^{3th} October 2023).

Please see below summary of thresholds for purchasing and procurement. *This refers to the amount you are spending with each supplier of goods.*

A competitive process is the best method of securing value for public money and the thresholds below are the minimum standards required. The current thresholds for quotations and tenders are as follows:

Goods and Services	
Threshold (exclusive of VAT)	Requirements
< €5,000	One verbal or written quote
≥ €5,000 - < €50,000	Seek three written quotes
≥ €50,000 - < €221,000	Tender - National
≥ €221,000	Tender - OJEU
Works	
Threshold (exclusive of VAT)	Requirements
< € 200,000	Should Seek five written quotes
≥€200,000 - < €5,538,000	Tender - National
≥€5,538,000	Tender - OJEU

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City of Dublin ETB Internal centres: For items purchased from City of Dublin ETB suppliers, confirmation from procurement section re contract validity will be required. Quotations must be sought for all non- contracted suppliers or where an item is no longer available from a contracted supplier.

Appendix 2 – Example ICT Loan Agreement Policy

The Loan Programme

ORGANISATION NAME loaning ICT equipment to learners who have a demonstratable requirement for same on the understanding that:

1. Any such ICT equipment remains under the ownership of **ORGANISATION NAME** at all times and will be returned upon request.
2. All ICT equipment must be maintained and safeguarded in a safe and secure manner.
3. Any distribution of the equipment to another person is not permitted.
4. Learner / borrowers are responsible for:
 - a. Protecting the ICT equipment from loss or damage,
 - b. Not using ICT equipment in an unreasonable or illegal manner, such as:
 - i. Improper servicing of the equipment;
 - ii. Improper installation of ancillary hardware upgrades;
 - iii. Installation of any software not relevant to educational purposes;
 - c. Reporting any problems with the equipment (i.e. loss / theft / damage / device malfunction) during the loan period within 48 hours to: **CONTACT PERSON'S DETAILS**
 - d. Saving their own data and creating their own backups whilst using the equipment and in advance of returning. On return of ICT equipment, any and all data will be erased and be no longer available.

Name:	
Address:	
Phone Number:	
Email:	
Signature:	
Date:	
Item on Loan:	
Serial Number:	

Appendix 3 – Leap Card Record of Distribution Example

LEAP CARD RECORD OF DISTRIBUTION

Leap Card Serial Number	Person Allocated To	Signature	Rationale for Allocation	Date Allocated