

ALL Strategy Collaboration & Innovation Fund

***Application Form 2023***

**Section 1 – General Information**

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| **Lead Organisation and Project Details** | |
| 1.1 Name of Organisation: | |
| 1.2 Organisation Type (i.e. ETB, a company limited by guarantee, a community group, an association, etc): | |
| 1.3 Address: | |
| 1.4 Name of Project: | |
| **Details of Contact Person** | |
| 1.5 Contact Person: | |
| 1.6 Role: | |
| 1.7 Address: | |
| 1.8 Email: | 1.9 Telephone: |
|  | |
| 1.10 Have you received funding for this project from another source? | Yes ☐ No ☐ |
| 1.11 If yes, please indicate the source(s) of this funding: | |
| 1.12 At this time, are you submitting an application to an alternative fund to support this proposal or similar? | Yes ☐ No ☐ |
| 1.13 If yes, please provide more detail (the ALL Office may make contact for additional information): | |
| **Tax Clearance (Please attach details of your current Tax Clearance Access with this application** | |
| 1.14 Tax Registration Number: |  |
| 1.15 Tax Clearance Certificate Number: |  |
| 1.16 CHY Number (if applicable): |  |

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| --- | --- |
| **Project Partner (any partner organisation must be a separate legal entity)** | |
| 1.17 Name of Organisation: | |
| 1.18 Organisation Type (i.e. ETB, a company limited by guarantee, a community group, an association, etc): | |
| 1.19 Address: | |
| **Details of Contact Person** | |
| 1.20 Contact Person: | |
| 1.21 Role: | |
| 1.22 Address: | |
| 1.23 Email: | 1.24 Telephone: |

**If there are more than two partner organisations please add full details for each party.**

**Section 2 – Financial Details**

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| --- | --- |
| **Financial Details** | |
| 2.1 Total Cost of Project: | € |
| 2.2 Grant Request (the grant amount sought) | € |
| 2.3 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: | |

**Section 3 – Proposal**

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| **Proposal Details** |
| 3.1 Summary statement of project proposal (max 200 words): |
| 3.2 Please provide a synopsis of the target group and how this project will address their unmet literacy/numeracy/digital literacy needs: |
| 3.3 How does the project intend to meet the objectives of the ALL Strategy? |
| 3.4 How is it collaborative? |
| 3.5 How is it innovative? |
| 3.6 Please describe how the proposed activities are additional to those already provided by the organisations involved in this project? Please indicate the organisations’ capacity to deliver the proposal: |
| 3.7 Please provide information on how this project could be sustained? |
| 3.8 How does your proposal represent value for money? |
| 3.9 What are the expected outcomes? How will the benefits of this project be measured? |
| 3.10 Has your organisation consulted with the ALL Regional Literacy Co-Ordinator prior to submitting this proposal (contact details are contained in Appendix 3 of Fund Guidelines)? Yes/No |

**Section 4 – Profile of Estimated Expenditure/Project Budget**

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| --- | --- | --- |
|  | | |
| **Direct costs:** | | **Please give rationale for costs** |
| Staffing costs: | € |  |
| Salaries including Employers PRSI | € |  |
| Staff recruitment costs | € |  |
| Staff travel and subsistence costs | € |  |
| Staff direct telephone costs | € |  |
| Total: | € |  |
| **Programme costs:** | | |
| Venue hire | € |  |
| Course/training materials | € |  |
| Tutor/facilitator costs | € |  |
| Adverting and publicity costs | € |  |
| Design and printing costs | € |  |
| Website costs - specific to project | € |  |
| Equipment – small project items | € |  |
| Other: Please specify | € |  |
| Item 1: | € |  |
| Item 2: | € |  |
| Total: |  |  |
| \*Indirect overhead costs: | € |  |
| Item 1: | € |  |
| Item 2: | € |  |
| Total: | € |  |
| Total cost of project: | € |  |

**\*Indirect costs refer to rent, light heat etc. – these can be no more than 10% of the application.**

**Section 5 – Declaration by Lead Organisation**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of the organisation), we apply for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge and belief. We consent to the ALL Office / SOLAS making enquiries to a third party if necessary, regarding details of the funding application.

We understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003 or under the 2018 EU General Date Protection Regulation. We also understand that making this application does not guarantee that funding will be granted.

We also accept that, as a condition for the award of a grant, no commitment has been made to the awarding of other grants. The project sponsors are agreeable to have the project monitored by the ALL Office / SOLAS (or its agents) and to allow access to its premises and records, as necessary, for that purpose and in accordance with the terms and conditions of funding.

If funding is approved, we agree and confirm that we will manage the grant in accordance with the terms and conditions and confirm we have read and understand DPER Circular 13/2014. We agree to seek value for money and to abide by the Public Procurement guidelines. The funds will be applied for the purposes set out in the application and we undertake that funding from any other source will not be used for the same purpose. In the event that we are unable to spend the grant for the purposes set out in our application, we agree to return unspent monies to SOLAS. We understand that SOLAS may seek the refund of the grant if we fail to comply with these conditions.

We acknowledge that any funds awarded are subject to such funds being available to SOLAS and that they must be used in 2023, for the purpose stated and not to replace existing funding. We will acknowledge the support we have received under the ALL Strategy in all publicity relating to the project.

We hereby apply for grant funding and accept the above Terms and Conditions:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CEO or Chairperson or Authorised Person)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

**IMPORTANT NOTES**

Please read the accompanying Guidelines for detailed information about the ALL Collaboration and Innovation Fund 2023. It includes various aspects of the Fund including information on the principles, grant amounts, the decision-making process and how to apply. Please take time to read and understand the document. If you have any queries in respect of completing this application, please contact your local ALL Regional Literacy Coordinator (RLC), contact details of which are in Appendix 3 of the Guidelines.

Please remember that:

* Grants awarded must be fully spent in 2023.
* Project must involve minimum of 2 separate legal entities, with 1 lead organisation.
* Applications should only be submitted for funding of projects which can be fully completed, vouched for and accounted for by the end of 2023.
* Any money unspent by a grantee by 31st December 2023 must be surrendered to SOLAS. SOLAS will recover money from any grantee found in breach of this requirement.
* A condition of funding is that recipient organisations will submit a project end report to SOLAS on the benefits accruing to learners from the funded project. This may be published as part of the ALL Strategy’s communication actions.
* Please note that the SOLAS / ALL communications team will be engaging with recipients of funding to discuss and identify ways to communicate and promote the impact of funding granted.

**Applications to be submitted to SOLAS at allinnovation@solas.ie**

**Closing date for receipt of applications is Friday 14th April 2023 at 5pm**