**What is the Reach Fund?**

The aim of the Reach Fund (formerly MAEDF) is to provide funding to support educationally

disadvantaged learners in accessing and participating in community education. The purpose of the fund is to address the decline in participation of disadvantaged learners and increase engagement with them, particularly those who have literacy, numeracy or digital skills needs. The fund has a strong focus on building the digital infrastructure of community education providers, community groups and agencies through the provision of devices and software, thereby increasing their capacity to support the delivery of programmes. This fund had been made available to address inequalities, support access to education or training and focus on specific actions in the Adult Literacy for Life (ALL) Strategy <https://www.adultliteracyforlife.ie/>

**This is a call for funding for project proposals under the headings below:**

1. Projects focused on increasing participation in learning of Target Groups
2. Innovative green projects
3. Support the ALL Strategy, with specific actions that;

• support individuals and groups with unmet literacy needs to access education and training

• target access to technology and devices

• expand community access to digital technologies

1. Community groups in pre-development phase to support the most marginalised and disadvantaged groups
2. Support for refugee groups to support education and training delivery and promote/ support cultural and social inclusion
3. Innovative events/awareness campaigns that contribute to equality policy and legislation (excluding general advertising)
4. Community Education outreach, mentoring projects or urgent educational response

**How to apply!**

Completed applications should be posted to:

**Reach Fund Internal Review Group,**

**LOETB Information Hub,**

**Lyster Square,**

**Portlaoise,**

**Co. Laois. R32D268**

**Or alternatively, please email application@loetb.ie**

Applications must be received before 5.00 pm on the **28th March 2024.** Late or incomplete applications will not be accepted.

You must include:

 Fully completed and signed application form

 Required number of quotes in line with the LOETB Procurement Policy (<https://www.loetb.ie/procurement>) and completed evaluation document as outlined below

Value up to €5,000: One quote and written confirmation that value for money through open and fair competition was practiced.

Value between €5,001 and €15,000: Three quotes and Evaluation Sheet (Appendix 1)

Value over €15,000 proof of tender process to be provided.

Audited end of year accounts may be requested for applications over €5,000

**What happens next.**

All applications will be reviewed and considered by the LOETB Reach Fund Internal Review Group. All Reach Fund applications must meet the funding evaluation criteria in order to be successful.

**If your application is successful.**

The Reach Fund operates on a receipted expenditure basis. If your application for the Reach Fund is successful you will be notified by email at which point you will be required to submit receipts or proof of purchase of the items as per your application. The complete list of required documentation will be specified in your approval letter. You will also be required to sign a Memorandum Of Understanding with LOETB.

Should there be any variance in the requested grant amount and the cost as per receipts provided, LOETB reserves the right to reimburse the lower amount. If the amount expended is higher, the maximum amount reimbursed by LOETB will be the amount approved.

Approved funding allocation for any project under the Reach Fund must:

(a) be used for the specific purpose intended.

(b) be expended by 2024 year-end.

(c) not be used for any pay costs or costs of a recurring nature.

Once the Reach Fund is closed for 2024, a Project Completion Report will be requested (Appendix 2) and a member of the Reach Fund Internal Review Group will attend to monitor the project.

Organisations or community groups that benefit financially from the Reach Fund through LOETB will acknowledge that the project has been supported by LOETB in the form of a plaque supplied by LOETB for display.

**If your application is unsuccessful.**

If your application is unsuccessful you will be notified by email. You may appeal, within 10 days, to**: Reach Fund Internal Review Group, LOETB Information Hub, Lyster Square, Portlaoise, Co. Laois. R32D268.**

This will not exclude you from applying or have any bearing on an application for any other LOETB funding projects.

**Application Form for Reach Fund**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Community Group/Project Details** | | | | | |
| Name of Community Group/Agency: | | | | | |
| Name of Reach Project: | | | | | |
| **Details of Contact People** | | | | | |
| Contact Person 1 (CE/Chairperson): | | | | | |
| Role: | | | | | |
| Address: | | | | | |
| Email: |  | Telephone | |  | |
| Contact Person 2 (Secretary/Treasurer): | | | | | |
| Role: | | | | | |
| Address: | | | | | |
| Email: |  | Telephone | |  | |
| **Previous funding received from LOETB** | | | | | |
| Have you received funding from LOETB in the past year: | | | | | |
| Type of Funding and amount Received. Enter details below: | | | | | € |
| Type of Funding and amount Received. Enter details below: | | | | | € |
| Have you received funding Reach/Mitigating against Educational Disadvantage Funding from LOETB or another source within the past 3 years? | | | | | Yes  No |
| If yes, please indicate the source(s) of this funding and what it was used for: | | | | | |
| **Tax Clearance (Please attach details of your current Tax Clearance Access with this application** | | | | | |
| Tax Registration Number: | | |  | | |
| Tax Clearance Certificate Number: | | |  | | |
| CHY Number (if applicable): | | |  | | |
|  | | |  | | |
| **Section 2 – Financial Details** | | | | | |
| **Financial Details** | | | | | |
| 6.1 Cost of Project: | | | € | | |
| 6.2 Grant Request (the grant amount sought) | | | € | | |
| 6.3 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** | |
| **Proposed Project Details** | |
| Please select which category the proposed project falls under:   Projects focused on increasing participation in learning of Target Groups \*   Innovative green projects   Support the ALL Strategy, with specific actions that;  • support individuals and groups with unmet literacy needs to access education and training  • target access to technology and devices  • expand community access to digital technologies   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   Innovative events/awareness campaigns that contribute to equality policy and legislation (excluding general advertising)   Community Education outreach, mentoring projects or urgent educational response | Please also select the target group who will benefit from securing this project:  Priority/specific target groups\*   ALL Strategy target cohorts   Disadvantaged adult learners   Other FET learners   List of priority/specific target groups \*  -Long term unemployed  -Young people  -People with disabilities  -Members of the Traveller and Roma communities -Migrants and refugees  -Women wishing to return to the labour market  -Lone parent |
| Detailed description of the proposed project including planned start and finish dates: | |
| Detailed description of the people who will benefit from this project including number of expected participants: | |
| Summary of the expected benefits and outcomes of the funding (please note that evidence and reporting of benefits & outcomes will be requested from successful applicants): | |
| 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: | |

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

Please provide details of expenditure for this fund.

|  |  |
| --- | --- |
| **Reach Fund** | |
| **Costs of proposal:**  **Please include as much detail as possible and attach the relevant quotations and documentation.** | |
|  | € |
|  | € |
|  | € |
|  | € |
|  | € |
| Total: | € |

**Section 5 – Declaration**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert name of the service/organisation), we apply for this once-off fund 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 LOETB 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 this fund, no commitment has been made by LOETB or any other statutory body, to the awarding of other grants/funds. The project sponsors are agreeable to have the project monitored by LOETB or its agents to allow access to its premises and records, as necessary, for that purpose.

If funding is approved, we agree and confirm that we will manage it in accordance with the conditions. 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 this fund for the purposes set out in our application, we agree to return unspent monies to the LOETB. We understand that LOETB may seek the refund of the fund if we fail to comply with these conditions.

We acknowledge that any funds awarded are subject to such funds being available to LOETB and that they must be used in 2024 and for the purpose stated and not to replace existing funding and we will acknowledge the support we have received from LOETB publicity relating to the project.

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

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

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

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Secretary or Treasurer)

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

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

***all your Bank of Ireland account and policy numbers below to ensure***

Appendix 1

**Evaluation Sheet for Project:-**

1. **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).
* An RFQ evaluation form should be completed and approved by the Budget Holder before issuing Notification of Award Letters and prior to a Purchase Order being issued.
* The Purchase Order and RFQ Form should be submitted to relevant Finance Section with the Invoice for payment.

**Project:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No of Quotes Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of Quotes received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation of Quotes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proof of Notifying Unsuccessful Tenderers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Budget Holder

Appendix 2

**Project Completion Report**

|  |  |
| --- | --- |
| Contact person: |  |
| Name of Group |  |
| Name of Project: |  |
| Target group/Number of participants: |  |

**Describe the benefits and outcomes of the project**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Were the aims and objectives of the project met?**

**Yes**

**No**

**Please give some details about how the project represented value for money**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any other comments you may have**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_