



Application Form

**UBU Your Place Your Space
Greenfield Site 2021
Laois and Offaly Education and Training Board**

**Closing Date for Receipt of Applications
Wednesday 25th of August 2021 at 5:00pm**



Please Note:

The application form should only be completed by applicants who can answered **YES** to **ALL** 12 UBU Your Place Your Space Eligibility Criteria.

Do not proceed to completing this form if your organisation cannot answer YES to ALL 12 Eligibility Criteria on Page 2.

Please be advised that the ETB reserves the right to ask for evidence relating to each Eligibility Criteria.

UBU Your Place Your Space Eligibility Criteria

The following 12 questions will be used to assess the organisations eligibility to proceed with an application under the UBU Your Place Your Space scheme. All applicants must be in a position to answer **Yes** to all of the Eligibility Criteria questions to be shortlisted. The ETB reserves the right to ask for evidence relating to each Eligibility Criteria.

No	Eligibility Criteria	Yes	No
1	Do you have a Memorandum and Articles of Association or a Constitution , which outlines the projects governance structure, and a list of the Board of Directors?		
2	Are you willing to provide the financial records and related materials in respect of the Grant provided for auditing and inspection purposes by DCEDIY, ETB and/or its designated bodies, or the Comptroller and Auditor General?		
3	Are you willing to fulfil the UBU Your Place Your Space scheme rules ?		
4	Are you willing to comply with the DPER circular 13/2014 and have you the appropriate systems in place to ensure compliance?		
5	Are you compliant with the Children First Act 2015?		
6	Do you have appropriate levels of insurance in place on all the project's assets, public liability and employer's liability? (The levels of insurance required cover: €12.7 million for employer's liability insurance; and €6.5 million for public liability insurance.) AND Will your organisation specifically indemnify DCEDIY and ETB.		
7	Have you a recruitment and selection process in place that is compliant with the relevant legislation inclusive of Garda Vetting of adults working with young people in a paid and voluntary capacity in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.		
8	Have you an Organisational Health and Safety Statement and Policy in place and have you a listed person as Health & Safety Officer ?		
9	Have you accounts that are audited on a calendar year by external auditors and have available the 2020 signed audited accounts?		
10	Is your organisation fully compliant with all its relevant governance code/s ? (e.g. companies ltd by guarantee with no share capital, public bodies, charitable bodies, cooperatives).		
11	Is your organisation willing to participate in the trialing of sample services and tools as directed by ETBs and DCEDIY to support development of best practice and evaluation initiatives?		
12	Is your organisation willing to report directly to the ETB on work with young people, targets achieved and financial matters?		

UBU Your Place Your Space Application Form

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Section 1 – Applicant Details

1.1 Lead Applicant:

Lead Applicant Legal Entity Name	
Organisation Know As	
Business Address	
Eircode	
Website address	
Social Media Channel addresses	
Contact name	
Position in the organisation	
Telephone	
Email	

1.2 Partner Applicant (if applicable)

Name of partner organisation	
Legal status of partner organisation	

1.3 Please indicate if an MOU exists between the lead applicant and the partner applicant?

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1.4 Briefly outline the proposed role of the partner applicant relative to the role of the lead applicant.

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1.5 Briefly outline the experience of the proposed partner applicant in delivering services to the targeted young people identified in the ETB Call For Service

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Section 2 – Response to identification of need

2.1 Please outline your proposed plan to respond to the needs of the targeted young people identified in the ETB Call for Service.

2.2 Please outline how you intend engaging the targeted young people identified in the ETB Callfor Service.

2.3 Please outline how the targeted young people identified in the ETB Call for Service will be supported to remain engaged in this service and how barriers to engagement will be overcome.

2.4 Please outline how targeted young people identified in the ETB Call for Service, will be involved in the design, delivery and evaluation of the service.

2.5 Please provide any additional information on the how the needs identified by the ETB in the Call for Service will be addressed.

Section 3 – PRACTICE & DELIVERY

3.1 Please outline how your proposed response will operate in line with the mission, vision & values of the UBU Your Place Your Space Scheme. The Policy and Operating Rules of the UBU Your Place Your Space scheme are available on www.ubu.gov.ie

3.2 Please provide a summary of your organisations aims, objectives, methodologies and approaches used and range of current relevant services.

3.3 Please outline your knowledge and track record of working through non formal educational approaches with targeted young people.

3.4 Please outline current systems you use to monitor, record and measure your work with young people.

3.5 Please outline any quality systems and practices you use to ensure quality work with young people.

3.6 Please outline any systems and practices that are in place to ensure equality and inclusiveness within your organisation with a particular focus on the work with young people?

Section 4 - Governance & Oversight

4.1 Please provide a diagram of your organisational governance structure (including board, management and reporting structures). You may attach additional sheets to adequately illustrate your organisation structure.

4.2 Please provide a list of all current policies and procedures. Please be advised that the ETB may request sight of any or all of the policies and procedures listed here in advance of the interview process.

4.3 Please outline what systems your organisation has in place to ensure compliance with relevant national legislation.

4.4 Please outline your organisations financial reporting structure/systems referencing relevant policies. Polices may be requested by the ETB.

4.5 Please outline your organisations experience of implementing all relevant sections of the following:

- **Companies Act 2014**
- **FRS 102 (mandatory) and**
- **Statement of Recommended Practice (SORP) compliant accounts.**

4.6 Please outline your organisational approach to risk management.

Section 5 - Value for Money & Additionality

5.1 Please outline any additional resources your organisation can contribute to the delivery of the proposed service to young people.

5.2 Please outline the professional relationships your organisation has with other agencies /organisations in the area that will support the delivery of the proposed service to targeted young people.

Section 6 - Proposed Budget/Cost Analysis

6.1 In the table below please enter your proposed budget per cost category for a full year (12 months). Please ensure that the rationale section for each entry is completed. Please see Chapter 7 of the UBU Policy & Operating Rules for more information on the financial requirements of the scheme. The UBU Your Place Your Space Policy & Operating Rules is available on www.ubu.gov.ie

Proposed Breakdown of Costs

Proposed Financial Plan - (Full Year €120,000)

Proposed Budget Costs – Full Year Breakdown		
DIRECT COSTS		
	Please give rationale for costs Including apportionment rationale	
Staffing costs:		
<ul style="list-style-type: none"> Salaries costs of staff engaging directly with young people including Employers PRSI 	€	
<ul style="list-style-type: none"> Staff recruitment costs 		
<ul style="list-style-type: none"> Staff travel and subsistence costs connected with programme delivery 		
<ul style="list-style-type: none"> Other – please specify 		
Programme costs:		
Venue hire		
Programme equipment		
Tutor/facilitator/ sessional worker costs		
Programme materials		
Other: Please specify		
Item 1:		
Item 2:		
Item 3:		

Total direct costs		
INDIRECT COSTS		
Indirect staff costs		
<ul style="list-style-type: none"> Salaries costs other staff (manager, admin, finance, drivers, etc.) including Employers PRSI 	€	
<ul style="list-style-type: none"> Staff recruitment costs 		
<ul style="list-style-type: none"> Staff travel and subsistence costs 		
<ul style="list-style-type: none"> Staff supervision and training cost 		
<ul style="list-style-type: none"> Other – please specify 		
Overhead costs:		
<ul style="list-style-type: none"> Management fee (please outline what is included in this cost, use additional paper if needed) 		
<ul style="list-style-type: none"> Advertising and publicity costs 		
<ul style="list-style-type: none"> Rent/ rates 		
<ul style="list-style-type: none"> Light/heat 		
<ul style="list-style-type: none"> Non-programme based equipment (computers etc.) 		
<ul style="list-style-type: none"> Maintenance – (buildings, equipment, transport etc.) 		
<ul style="list-style-type: none"> Insurance 		
<ul style="list-style-type: none"> IT costs 		
<ul style="list-style-type: none"> Legal costs 		
<ul style="list-style-type: none"> Audit fees 		
<ul style="list-style-type: none"> Bank charges 		
<ul style="list-style-type: none"> Administration (phone, post, photocopying, stationary) 		
<ul style="list-style-type: none"> Other (please list below 		

Total indirect costs:		
Total Annual Cost of Project:		

Section 7 - Implementation

7.1 Please outline your proposed plan and steps for establishment of the service to the young people in the location identified in the ETB Call for Service.

7.1 Please outline your proposed timeframe for the establishment of the service to young people in the location identified in the ETB Call for Service.

7.2 Please outline your proposed plan for managing the delivery of the service, reporting and financial management requirements.

Section 8 – Declaration of Assurance

To be completed by the lead applicant organisation.

I, the undersigned, on behalf of (insert organisation name here) certify that all the information contained in this form is current and accurate.

Signature of Director/Chairperson of Organisation:	
Print Name:	
Role:	
Date:	

In compliance with the Data Protection Act 2018, the General Data Protection Regulation, and guidance from the Data Protection Commission, any personal data you give us in connection with this application will be kept securely and only used for the purposes of assessment (including shortlisting and interviewing), general administration, reporting and to fulfil our other legal obligations. When we no longer have any lawful basis for retaining it, it will be destroyed/deleted.

Under the Freedom of Information (FOI) Act 2014, any information we receive in our dealings with you can potentially be released to the general public on request. Under s8 of the FOI Act, a list of all grants over €10,000 will be published on our website on an annual basis.