**Summer 2019**

**Community Education Service**

**GUIDELINES FOR Community Education Direct Tuition Hours**

**Definition of Community Education:**

Community education is outside the formal education sector and aims to enhance learning, foster empowerment and contribute to civic society. It is delivered in local areas in response to community needs and interests. It supports social cohesion, with local community groups playing an important role in community education provision. It provides opportunities for intergenerational learning, builds self-confidence and self-esteem and for those with low skills or a negative experience of formal education it can provide a stepping stone to further learning, qualifications and rewarding work. (CEFA, “Community Education in Action”, 2013 [www.cefa.ie](http://www.cefa.ie); DES Operational Guidelines for Community Education Providers 2012)

**Purpose**

The purpose of the Community Education Tuition Scheme is to provide tuition for community education initiatives in the local community. Groups can apply for **Direct Tuition Hours** – the group can identify a subject area and apply to LMETB. LMETB will then organise the tutor and pay them directly.

**Priority**

In line with Government guidelines for usage of funding, priority will be given to courses/programmes which aim to work with individuals and groups that experience barriers to participation in adult learning, in particular those who wish to access learning locally as a step to more active community involvement or certified learning. With this in mind programmes/courses should aim to address some/all of the following:

* Specifically target educational and social disadvantage
* Promote social inclusion
* Foster personal development and skills enhancement for group members
* Widen participation in learning by adults from all sectors of our community

**Target Groups for Community Education Programmes**

* Adults with low or no formal qualifications or low literacy levels, especially those with less than upper second level education.
* The unemployed particularly those who are long term unemployed
* One parent families
* Travellers
* Migrants/refugees/asylum seekers
* Older people
* People with a disability
* Disadvantaged women and men, particularly those living in rural isolation or RAPID areas
* The homeless
* Ex-offenders
* Substance misusers
* Underemployed/sessional and seasonal workers
* Dependents of those who are unemployed
* Low skilled people outside the labour force

**Funding is available for:**

Tutor fees only.

**Funding is not available for:**

* Community centre/group resources such as computers, cookers, tables etc.
* Community Education Service do NOT cover the cost of materials required for Learners.
* Rent
* Publicity and Administration costs incurred by the group
* Repeat funding of groups for the same activities; such groups need to identify progression routes for participants or clearly illustrate that new members are being engaged in such courses
* Youth Clubs/ Groups
* Sports Clubs
* For people under the age 18

**Other points to note**

* In assessing applications from established groups priority will be given to those showing innovation in course selection and in engaging new learners.
* Under the Tuition Hours Scheme:

1. The funding of individuals to carry out training on behalf of a group is not acceptable (i.e. if the person applying for funding is the proposed tutor for the course).
2. A separate application form needs to be completed for each course applied for.
3. Since Spring 2018 grant applications no longer exist and funding will only be provided for direct tuition.

**For more information, please contact**

**Louth Eamonn Quinn Tel: 042 93 64616 Email:** [**equinn@lmetb.ie**](mailto:equinn@lmetb.ie)

**Meath Jackie Breen Tel: 046 90 10070 Email:** [**jbreen@lmetb.ie**](mailto:jbreen@lmetb.ie)

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**Application to be returned by the 7th June 2019**

**Reference Code Office Use Only:**

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| --- | --- |
| **GROUP BACKGROUND INFORMATION** | |
| **Name of Community/Voluntary Group** | **Year group was established** |
| **Tax/Charity Number** | |
| **Aims and Objectives of the Group/Service** | |
| **Numbers of members in Group**   |  |  | | --- | --- | | **Male** |  | | **Female** |  | | |
| **Details of Contact Person in Group/Service**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Previous or current work of your group in the following areas:**  Education/Training/Community Development | |

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| **PREVIOUS AND CURRENT FUNDING INFORMATION** | | | |
| **Has the group received funding before from LMETB? Yes No**  If **yes**, please supply the following details | | | |
| **Year** | **Details** | | **Service which provided the funding**  **(e.g. Community Education, Youth Office etc.,)** |
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| **Has the group received core/capital funding in 2018? Yes No**  If **yes**, please supply the following details | | | |
| **Details for which funding was received** | | **Service/Organisation who provided the funding** | |
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| **Will the group receive funding from other sources towards this proposed course?**  (E.g. other agencies or participants fees)  **Yes No**  If **yes**, please supply the following details | | | |
| **Funding Provided By or Participants Fees** | | **Amount and Purpose** | |
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| **DETAILS OF COURSE FOR WHICH YOU ARE APPLYING FOR FUNDING** | |
| **Name of Course** | |
| **Will Certification be offered to participants? Yes No**  If **yes**, please supply the following details | |
| **Course Level** | **Certifying Body** (E.g. QQI, Red Cross etc.,) |
|  |  |
| **Outline how you have identified the need for this course with your group/within your community.**  **Please tick the following:**  **Progression from previous course/s Yes No**  **Is this a new course Yes No**  **With New Learners Yes No** | |
| **State how the proposed course/project aims to address the following issues and also how it will contribute to improving the quality of life of the individual and/or the local community**   * Target educational and social disadvantage * Promote social inclusion * Foster personal development and skills enhancement for group members      * Widen participation in learning by adults from all sectors of our community | |

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| **SPECIFIC COURSE DETAILS** | | |
| **Proposed Venue of Course** | | **Proposed Location** |
| **Number of Participants? Male Female** | | |
| **Target Group**  **(Please tick the category that applies to your group – in particular the participants who will be taking part in the programme for which you are seeking funding)**   |  |  |  |  | | --- | --- | --- | --- | | Person With a Disability |  | Traveller |  | | Substance Misuser |  | Homeless |  | | Ex-Offender |  | Refugee |  | | Early School Leaver |  | Asylum Seeker |  | | One-Parent Family |  | Migrant Worker |  | | Community Based Women’s Grp |  | Community Arts Group |  | | Older Person’s Group |  | Community Volunteer |  | | Rural Men’s Group |  | Rural Women’s Group |  | | Long Term Unemployed |  | Underemployed Sessional/Seasonal Workers |  | | Low skilled people outside the labour force |  | Dependents of those who are unemployed |  | | Other – Please Specify |  | | | | | |
| **Duration of the Course**  **(E.g. 2 hours per week for 6 weeks)** |  | |
| **Proposed Day/Time**  **(E.g. Monday - 9.30am to 11.30am)** |  | |
| **Total Number of Hours for Course**  **(E.g. 6 weeks’ x 2 Hours = 12 Hours Total)** |  | |
| **Proposed Start Date** |  | |
| **How will you recruit participants for this course**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Facebook |  | Local Paper |  | Parish Newsletter |  | Flyers |  | | Local School |  | Word of Mouth |  | Radio |  | Community Meeting |  |   If Other please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Agreement**

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| **Do you Agree:**   1. To tell participants that the course is been funded and delivered by Community Education Service, Louth Meath Education & Training Board.      1. That Community Education Service, LMETB will be recognised on all advertising relating to this programme. 2. LMETB Community Education Service will also be acknowledged in any materials promoting the progress of your Community Group as the funding source.   **Yes No** |

**Signed on behalf of the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please fill in all sections of this form and return no later than **Friday 7th June 2019** to:

|  |  |
| --- | --- |
| ***Jackie Breen***  ***Community Education Facilitator (Meath)***  Further Education & Training  Louth Meath Education and Training Board  Railway Street, Navan, Co. Meath  🕿 046 9010070    [jbreen@lmetb.ie](mailto:jbreen@lmetb.ie) | ***Eamonn Quinn***  ***Community Education Facilitator (Louth)***  Further Education & Training  Louth Meath Education and Training Board  Chapel Street, Dundalk, Co. Louth  🕿 042 93 64616   equinn@lmetb.ie |

(If you require a Word version of this document please contact us by e-mail)

(Má theastaíonn cóip de Na doiciméid i nGaeilge déan teagmháil le [jbreen@lmetb.ie](mailto:jbreen@lmetb.ie) or [equinn@lmetb.ie](mailto:equinn@lmetb.ie)

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**Checklist**

**Ensure all areas in the application have been completed in full.**

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| --- | --- |
| **Checklist** |  |
| Group Background Information |  |
| Previous and Current Funding Details |  |
| Details of Course for which you are applying for Funding |  |
| Specific Course Details |  |
| Agreement |  |
| Signature |  |

**Application Process**

**Successful Applications**

If your application is successful, you will receive by post a Letter of Approval with a Terms and Conditions prior to commencement of the course. ***The approval letters will be issued in late June 2019.*** Please ensure that no classes begin until you receive a letter of offer. Letters of offer will only be sent once we have an available tutor for the course.

**Unsuccessful Applications**

If your Application is unsuccessful we will contact, you by post/email in due course.

Please note if the Application Form is not completed in full this will be deemed unsuccessful.

***If you have any queries on your application, please do not hesitate to contact us.***

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| --- | --- |
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***Please ensure all sections of this form have been completed***