



lmetb

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board



Louth and Meath Education and Training Board Community Education Service Direct or Online Tuition Hours Summer 2021

Applications are now invited from community groups and voluntary organisations for support regarding the delivery of educational programmes under LMETB's Community Education Programme.

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. It facilitates those who wish to access learning locally, as a step to more active community involvement or certified learning. Courses should address 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**

Programmes should aim to develop the individual's self-confidence and educational skills base in order to enable and facilitate their development and participation in the life of their community. Community-based courses are often the first step towards further options and choices for the adult learner.

The latest date for receipt of completed applications is **Friday 21st May 2021**.

If successful, courses must be completed by **Friday 27th August 2021**.

The application form is available to download at www.lmetb.ie or by Clicking on [Online Summer Application](#) to complete online form

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Government of Ireland



An tSeirbhís Oideachais Léarnálach agus Scileanna
Further Education and Training Authority

Summer 2021

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; 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 or Online 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.
- 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.

For more information, please contact

Louth Alanah Kirk Mobile: 086-0760212 Email: akirk@lmetb.ie

Meath Jackie Breen Mobile: 087-9377636 Email: jbreen@lmetb.ie

The application form is available to download at www.lmetb.ie
or
by Clicking on [Online Summer Application](#) to complete online form

Community Education

this is an example of some of the courses we can provide

Arts & Crafts

Art

- Drawing/Sketching ***
- Water Colours ***
- Acrylics/Pastels/Oils ***
- Art of Lettering ***
- Life Drawing ***

Crafts

- Recycled Art ***
- Mosaics ***
- Paper Mache Sculptors***
- Felt Making ***
- Decoupage ***
- Air dry clay sculptors ***
- Quilting for Beginners & Adv Quilting ***
- Jewellery Making (beading/wirework) ***
- Card Making ***
- Scrap Booking ***
- Memory Frames ***
- Pottery /Ceramics hand building ***
- Calligraphy ***

Sewing

- Creative Sewing ***
- Machine & Hand Sewing ***
- Dress Making ***
- Crochet/Knitting ***
- Revamp & Up style your wardrobe ***
- Seasonal Crafts ***

Computer Courses

- How to use Phones/Tablets ***
- Creating and Editing Videos ***
- How to sell items Online ***
- Introduction to Computers ***
- Online Security ***

Horticulture & DIY

- Seasonal Gardening ***
- Floristry ***
- Shabby Chic – Furniture up cycling ***
- Interior Design ***
- Woodwork – Making Pallet Furniture
- Woodwork – Wood Turning/Wood Craving

Health & Wellbeing

Cookery

- Vegetarian Cooking
- Cooking on a Budget
- Cooking for Special Diets
- Cooking your Favourite Foods around the world
- Christmas Baking

Health

- Natural Living in the Home ***
- How to create natural Soap***
- Optimum Health Naturally (Lifestyle Medicine)
- Self-Awareness ***
- Natural Skin Care
- Keep Fit/ Couch to 5K
- Operation Transformation
- Wellness & Health & Fitness
- Everyday Homeopathy in the Home

Wellbeing

- Meditation ***
- Embracing Parenting ***
- The Power of You ***
- Positive Psychology ***
- Personal Development***
- Stress Management ***
- Psychotherapy ***
- Mindfulness ***
- Yoga ***
- Shine Wellness

Other Courses

- Italian ***
- Academic English/ESOL ***
- Irish ***
- Creative Writing ***
- Story Telling ***
- Creating and Recording Memories ***
- Tin Whistle.
- Photography ***
- Positive Reward based Dog Training

*** this course can also be delivered online



Reference Code Office Use Only:
Summer Application

Sum21/

GROUP BACKGROUND INFORMATION

Name of Community/Voluntary Group	Year group was established
Tax/Charity Number	
Aims and Objectives of the Group/Service	
<p>Numbers of members in Group</p> <p style="text-align: center;">Male <input style="width: 80px; height: 25px;" type="text"/></p> <p style="text-align: center;">Female <input style="width: 80px; height: 25px;" type="text"/></p>	
<p>Details of Contact Person in Group/Service</p> <p>Name _____ Contact Number _____</p> <p>Address _____</p> <p>Email _____</p>	
<p>Previous or current work of your group in the following areas:</p> <p>Education:</p> <p>Training:</p> <p>Community Development:</p>	

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.)

Has the group received core/capital funding in 2019?

Yes

No

If **yes**, please supply the following details

Details for which funding was received	Service/Organisation who provided the funding

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**

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

SPECIFIC COURSE DETAILS

Proposed Venue of Course		Proposed Location	
Or is this an Online Course		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of Participants?		Male <input type="checkbox"/>	Female <input type="checkbox"/>
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	<input type="checkbox"/>	Traveller	<input type="checkbox"/>
Substance Misuser	<input type="checkbox"/>	Homeless	<input type="checkbox"/>
Ex-Offender	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
Early School Leaver	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>
One-Parent Family	<input type="checkbox"/>	Migrant Worker	<input type="checkbox"/>
Community Based Women's Grp	<input type="checkbox"/>	Community Arts Group	<input type="checkbox"/>
Older Person's Group	<input type="checkbox"/>	Community Volunteer	<input type="checkbox"/>
Rural Men's Group	<input type="checkbox"/>	Rural Women's Group	<input type="checkbox"/>
Long Term Unemployed	<input type="checkbox"/>	Underemployed Sessional/Seasonal Workers	<input type="checkbox"/>
Low skilled people outside the labour force	<input type="checkbox"/>	Dependents of those who are unemployed	<input type="checkbox"/>
Other – Please Specify	<input style="width: 100%;" type="text"/>		
Duration of the Course (E.g. 2 hours per week for 6 weeks)		<input style="width: 100%;" type="text"/>	
Proposed Day/Time (E.g. Monday - 9.30am to 11.30am)		<input style="width: 100%;" type="text"/>	
Total Number of Hours for Course (E.g. 6 weeks' x 2 Hours = 12 Hours Total)		<input style="width: 100%;" type="text"/>	
Proposed Start Date		<input style="width: 100%;" type="text"/>	
How will you recruit participants for this course?			
Facebook	<input type="checkbox"/>	Local Paper	<input type="checkbox"/>
		Parish Newsletter	<input type="checkbox"/>
		Flyers	<input type="checkbox"/>
Local School	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
		Radio	<input type="checkbox"/>
		Community Meeting	<input type="checkbox"/>
If Other please give details <input style="width: 80%;" type="text"/>			

Do you agree to tell participants that the course is been funded and delivered by

***Louth Meath Education & Training Board,
Community Education Service***

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 21st May 2021** to:

<p><i>Jackie Breen</i> <i>Community Education Facilitator (Meath)</i> Further Education & Training Louth and Meath Education and Training Board Railway Street, Navan, Co. Meath ☎ 087-9377636 ✉ jbreen@lmetb.ie</p>	<p><i>Alanah Kirk</i> <i>Community Education Facilitator (Louth)</i> Further Education & Training Louth and Meath Education and Training Board Chapel Street, Dundalk, Co. Louth ☎ 086-0760212 akirk@lmetb.ie</p>
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(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 or akirk@lmetb.ie)



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Further Education and Training Authority

Checklist

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

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

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

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/emails will be issued in June. Please ensure that no classes begin until you receive a letter/email of offer and Terms and Conditions are returned.

Unsuccessful Applications

If your Application is unsuccessful, we will contact, you by post/email by early June.

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.

<p>Jackie Breen Community Education Facilitator (Meath) Further Education & Training Louth and Meath Education and Training Board Railway Street, Navan, Co. Meath ☎ 087-96377636 jbreen@lmetb.ie</p>	<p>Alanah Kirk Community Education Facilitator (Louth) Further Education & Training Louth and Meath Education and Training Board Chapel Street, Dundalk, Co. Louth ☎ 086 0760212 akirk@lmetb.ie</p>
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Please ensure all sections of this form have been completed