



Guidelines for Completing a New 3 Year Application Form

A fully completed 3 Year Application Form must be submitted to the Department when making an application for a new Community Employment Project.

The Community Employment Procedures Manual should be read prior to completing this 3 Year Application Form.

The following guidelines will assist in the completion of this form.

SECTION A – INFORMATION ON SPONSORING ORGANISATION

This section is concerned with providing key information on your project and your organisation. Please supply the following:

- **A1** Sponsoring Organisation Company Name - this is your employer name as registered with Revenue
- **A2** Project Application Name – this is the name you wish to call the project
- **A3** Project Address – this is the address that all postal communications will be sent to.
- **A4** Locality – this is the location that the project is primarily based.
- **A5** Contact Phone Number
- **A6 – A8** Contact details for the Primary Contact for the Project. This is the person that the majority of the communication from the Department will be sent to. This cannot be the supervisor or assistant supervisor of the project.
- **A9 – A14** In order to be a CE sponsor you must be set up as a company limited by guarantee with no share capital or you must be a public body. If you are incorporated as a separate legal entity, tick 'Yes' and provide the details requested for this entity.
If you are a Public Body, please tick 'No' to A9 and go straight to A16
- **A15 – A16** If you are a public body please tick 'Yes' to A15 and complete A16
- **A17** Please provide details of the Board of Directors, their positions on the Board and their contact details.
- **A18** Please supply information requested for the composition of the Project Management Committee. See CE Procedures Manual regarding the composition of the board. See Welfare Partners Manual (<http://www.welfare.ie/wpmanual>) for details on how to set up project specific email addresses e.g. joe.bloggs@tallaghtchildcare.ie.
- **A19** If the Board intends to delegate responsibility for the running of the scheme to someone other than a member of the Board of Directors please provide the information requested.

SECTION B – PROPOSED PROJECT

This section reviews your objectives and targets for your proposed project.

- **B1** List the main objectives of this project and the benefits it will provide to the community. Please also provide the proposed start date.
- **B2** You are requested to list the Sub-sponsors* and state the number of Supervisors, Assistant Supervisors and Participants. *e.g. where participants are placed in charity shops, childcare facilities or GAA clubs.
- **B3** This template should be completed under the headings provided as follows:
 - Job Description Title – the title of the job that the participant will undertake.
 - Work to be undertaken – a brief description of the work that will be carried out.
 - Sponsor/Sub-Sponsor – the name of the organisation that will oversee the work of this post.
 - Number of Places – Please give the number of places for each job title.
 - Location Details –the location where the work will be will carried out.
 - Garda Vetting – Confirm if this role will require Garda Vetting.
 - Direct Work Supervision – Will the supervisor directly oversee the work or will another organisation oversee it?
 - Activation or Social Inclusion – this section will be completed by the DEASP Officer. See DEASP Officer Note* at the end of this document.

SECTION C – PROPOSED PARTICIPANT DEVELOPMENT

Participant development is a central feature of Community Employment. This includes development opportunities provided through the project work programme and through education and training provided under the Participant Development Grant. (See CE Procedures Manual)

- **C1** Please state the number of training awards the project expects to achieve for the participants requested on an annual basis.
- **C2** Please state the plans that are in place to assist participants securing employment on completion of the project. e.g. contact with employers, Intreo Offices, external work placement, JobsIreland.ie. It is recommended that all participants register with JobsIreland.ie.

SECTION D – ORGANISATION DETAILS

- **D1** Please confirm if your organisation has participants funded by other Employment Programmes such as Tús, RSS etc. If yes, you should enter the number of places and scheme type in the box provided?
- **D2** Please confirm if your organisation has participants funded from sources other than Tús, RSS, that have undertaken some of the projects proposed duties (in the last 12 months?) If yes, please confirm if they are still undertaking duties on the project? Answer Yes or No.
- **D3** Please confirm if your organisation has Sub-sponsors that have received placement support from other employment programmes including Tús or RSS, in the last 12 months? If yes, please specify which programme(s) and the number of places.
- **D4** Please confirm if your organisation is a sponsor of another Government programme. If yes, please specify which programme(s) and the number of places.
- **D5** Please confirm if your organisation is hosting participants on behalf of others sponsors. If yes, please provide project name, project reference and end date.

- **D6** Will your organisation pay any additional monies to the Supervisor/Assistant Supervisor? If yes, please provide details.
Please note that no additional payment should be made for the contracted hours for Community Employment supervision.
- **D7** Please confirm if your organisation is receiving contributions from other sources. If yes, please enter source and amount for Year 1, Year 2 and Year 3 and confirm if this additional funding will be used towards Materials. If not, please provide details on how it will be used.
- **D8** Please confirm if your organisation has sponsored other employment programmes (in the last 3 years). If yes, please provide details (Programme, Number and Dates).
- **D9** Please confirm if your organisation has hosted participants on behalf of other sponsors (in the last 3 years). If yes, please provide project name, project reference and end date.
- **D10** Please confirm if the work of the participants will generate income for the sponsor or sub-sponsors? If the answer is 'Yes', please outline how this income will be generated and enter details (sponsor/sub sponsor) of estimated amount and how it is to be used).
- **D11** Please confirm if in the last 12 months there have been any redundancies or staff placed on reduced or part-time hours in your organisation. If this is the case, please provide details.

SECTION E– ACCOUNTS AND PAYROLL MANAGEMENT

You are requested to indicate whether you intend to use a Manual or Computerised Accounts System and a Manual or Computerised Payroll System.

SECTION F – UNION APPROVAL AND SIGN OFF

This is the final section that confirms that Union approval has been obtained and that the 3 Year Application Form has been signed.

Prior to the submission of the completed Application to DEASP, a potential Sponsor shall obtain approval from Fórsa/SIPTU or other Union for the proposed project work plan. This approval is **only** to ensure that there is no displacement, replacement or reductions of hours of permanent/established staff by CE participants. Details of the relevant Trade Unions can be obtained from ICTU (01-8897777 or <http://www.ictu.ie/contact.htm>).

The completed application Form should be signed and dated by the Chairperson of the Sponsor Group.

SECTION G – FINANCIAL - TO BE COMPLETED BY YOUR DEASP OFFICER

- **G1** The proposed Annual Budget for Years 1 to 3 will be calculated by the DEASP Officer and entered in this table.
- **G2** The DEASP Officer will enter details regarding the Materials Budget and make a recommendation to an Assistant Principal or Principal Officer of the Department to sign off on the budget.

Information regarding Training and Development and Materials expenditure claimable is available in the CE Procedures Manual.

Note: If you have any queries on this document or on the Application Form in general please contact your local DEASP Community Development Officer.

***Note for DEASP Officer regarding Activation and Social Inclusion**

Community Employment (CE) places should be categorised into one of two strands, either activation or social inclusion. The purpose of this categorisation is to acknowledge that not all CE places are the same with some places providing an opportunity for those who are very distant from the labour market to work and deliver services in their local communities.

Other places are more directly related to employment opportunities with participants getting more labour market relevant work experience. In general, each CE scheme will have a mix of both activation and social inclusion places. The target progression rate for activation places is set at 50%, given their closer links to job opportunities, while the target progression rate for social inclusion places is set at 20%.

In terms of measuring the performance of CE schemes in terms of the progression of participants, regard will be had for local labour market conditions and the training and education opportunities available.