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**Gaeltacht Youth Work Pilot Initiative**

**Mayo, Sligo and Leitrim ETB**

**APPLICATION FORM**

**Closing Date for Receipt of Application Form**

**Wednesday, 2nd April 2025**

**Please submit completed application form to** [**youthwork@msletb.ie**](mailto:youthwork@msletb.ie)

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**Gaeltacht Youth Work Pilot Initiative**

**Application Form**

Section 1 – Applicant Details

**1.1 Applicant:**

|  |  |
| --- | --- |
| **Lead applicant legal entity name** |  |
| **Business address** |  |
| **Eircode** |  |
| **Website address** |  |
| **Social media channel addresses** |  |
| **Contact name** |  |
| **Position in the organisation** |  |
| **Telephone** |  |
| **Email** |  |

Section 2 – Knowledge and Track Record of Youth Work Interventions including knowledge of the local area

**2.1 Please outline your knowledge and track record of working through non-formal educational approaches.**

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**2.2 Please outline your proposed service offer, within the proposed budget, to respond to the needs of the young people identified in the ETB Call for Service.**

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**2.3 Please outline how you intend engaging the young people identified in the ETB Call for Service.**

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

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**2.5 Please provide any additional information on how the needs identified by the ETB in the Call for Service will be addressed in line with your proposed budget.**

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Section 3 –Capacity to Deliver Project in Irish Language

**3.1 Please outline how your proposed response will support the development of the Irish language amongst young people in Gaeltacht areas of Mhaigh Eo Thuaidh (Iorrais).**

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**3.2 Please outline how you will collaborate with the local language planners in codesigning and supporting the implementing the project workplan.**

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**3.3 Please demonstrate how your organisation is committed to an understanding of the Irish language and the Irish Language planning process**

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**3.4 Please provide any additional information on how your organisation understands the nature and needs of young people living in Gaeltacht communities and its environs and how your service will offer appropriate responses**

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Section 4 – Value for Money/Additionality

**4.1 In the table below please enter your proposed budget per cost category for a full year (12 months).**

* In Table 4.1 below, please enter your proposed budget per cost category for a full year (12 months).
* Please ensure that the budget outlined in the table below supports the service offer proposed in Section 2 and Section 3 of this Application Form.
* Please ensure that the rationale section for each entry is completed and that detailed breakdown of all costs are provided.
* If management fees are included in the indirect costs, please provide a detailed breakdown of what is covered by this management fee.
* For all costs where ‘Other’ is indicated, the applicant MUST specify what the cost item entails and provide a detailed breakdown of the costs and rationale for same.

| **TABLE 4.1: PROPOSED BUDGET COSTS (BASED ON ONE FULL YEAR BUDGET OF €xxx)** | | |
| --- | --- | --- |
| **COSTS** | | **Rationale for costs, including apportionment rationale** |
| **Staffing costs:** | **€** | Rationale (required for each item) |
| Salaries costs of staff engaging directly with young people, including Employer PRSI |  |  |
| Staff recruitment costs |  |  |
| Staff travel and subsistence costs connected with programme delivery |  |  |
| Other staffing costs (please list below) |  |  |
| **Programme costs:** | **€** | Rationale (required for each item) |
| Venue hire |  |  |
| Programme equipment |  |  |
| Tutor / facilitator / sessional worker costs |  |  |
| Programme materials |  |  |
| Other programme costs (please list below) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Direct Costs:** |  |  |
| **INDIRECT COSTS** | | |
| **Indirect staff costs** | **€** | Rationale (required for each item) |
| Salaries costs: Other staff (manager, project leader, admin, finance, drivers, etc.) including Employer PRSI |  |  |
| Staff recruitment costs |  |  |
| Staff travel and subsistence costs |  |  |
| Staff supervision and training cost |  |  |
| Other indirect staff costs (please list below) |  |  |
|  |  |  |
| **Overhead costs:** | **€** | Rationale (required for each item) |
| Management fee  (please give a detailed breakdown of what is included in this cost, use additional paper if needed) |  |  |
| Advertising and publicity costs |  |  |
| Rent / rates |  |  |
| Light / heat |  |  |
| Non-programme based equipment (computers etc.) |  |  |
| Maintenance  (buildings, equipment, transport etc.) |  |  |
| Insurance |  |  |
| IT costs |  |  |
| Legal costs |  |  |
| Audit fees |  |  |
| Bank charges |  |  |
| Administration  (phone, post, photocopying, stationery) |  |  |
| Other overhead costs (please list below) |  |  |
|  |  |  |
|  |  |  |
| **Total Indirect Costs:** |  |  |
| **Total Annual Cost of Project:** |  | ***← Direct + Indirect Costs*** |

**4.2 Please outline the relationships your organisation has with relevant stakeholders in the local area that will support the delivery of the proposed service to targeted young people.**

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**4.3 Please outline relevant additional resources your organisation can contribute to the delivery of the proposed new service to young people. Please be advised that the ETB reserves the right to request evidence for any of the additionality Items outlined in this submission.**

Additionality may include aspects such as the following, for example:

* Access to suitable spaces / premises for work with young people
* Access to suitable office spaces / premises to accommodate UBU Staff
* Access to transport
* Access to additional supports for young people within your current organisation provision
* Available ICT systems, equipment to support the new service
* Volunteers, CE staff, etc. who will support the new service
* Access to management structures to support the new service delivery
* Access to administration support to support the new service delivery
* Other (please outline)

**Please provide details of how the specific additionality item will support the new service.**

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Section 5 – Capacity and ability to deliver on the operational and governance requirements

**5.1 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.**

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

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

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**5.4 Please outline your organisation’s commitment to the on-going sharing of learning and collaboration and willingness to participate in an action research evaluation model.**

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Section 6 – Declaration of Assurance

**To be completed by the lead applicant organisation**

**I, the undersigned, on behalf of the organisation named at section 1.1 above, 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.*