

Supported by

ReachFunding

Reach Funding Guidelines

for

Education and Training Boards

2025

These are national guidelines for ETBs. They are a useful guide for applicant organisations.

Closing Date for MSLETB applicants is 12noon on Thursday 10th April, 2025.

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Introduction

The aim of Reach funding is to provide support to the most educationally disadvantaged learners in accessing and participating in community education initiatives.

As defined in the recently published 'Community Education Framework – Transforming Learning'¹: “Community Education is both formal and non-formal learning led by communities for communities to support personal, social, educational, environmental, economic and community development”. Community education provision is bolstered by Reach funding and the 'ALL Strategy'².

Introduced in 2020 to support the most disadvantaged learners throughout the challenges of the Covid-19 pandemic, Reach funding has continued to provide vital funds to assist Education and Training Boards (ETBs) and community education providers to widen and increase their capacity and ensure that they can support the participation of those who need it most. There is ongoing Government commitment to promote access, collaboration and innovation in community education.

Reach funding places a strong focus on community education as a way to continue to support and engage with educationally disadvantaged learners accessing and participating in adult learning that takes place in local communities across Ireland. The primary focus of the funding should be on widening participation by key target groups and building skills, while offering educational opportunities through simplified pathways and the possibility of moving forward in FET and beyond. The funding aims to widen and increase the participation of educationally disadvantaged learners, particularly those at National Framework of Qualifications (NFQ) levels 1 to 3. It should not be used to support learners attending PLC courses, Youthreach or any other programmes, at NFQ levels 4 or higher.

The benefit of this funding has been widely acknowledged across learners and providers and has helped people to re-engage with adult learning. A 2022 AONTAS survey³ of members of the Community Education Network found Reach to be important and appreciated funding, which enabled providers to engage learners in new ways during the height of the Covid-19

¹ [Community-Education-Framework.pdf](#)

² [Adult Literacy for Life Strategy](#)

³ [AONTAS Policy Paper- FINAL.pdf](#)

pandemic. Projects supported by Reach funding help to support online learning, connect communities and provide social supports to the most vulnerable groups. ETBs are reminded to engage with community groups to see how best these groups can be supported in their work. It is anticipated that funding allocated by each ETB to Reach will be at least at a similar level to their approved 2024 Reach funding, taking into consideration the overall FET budget allocation.

These guidelines provide the following:

- The principles of the funding
- Funding conditions and categories
- Funding allocation process
- Reporting requirements

Section 1: Principles of Reach funding

The principles of Reach funding are set out below.

To assist community education providers to widen and increase their capacity to deliver, support and encourage participation of educationally disadvantaged learners, particularly those on accredited programmes at NFQ levels 1 to 3.

To support community education principles by including both formal and informal learning, addressing learners' personal development, building skills while offering educational options through simplified pathways, and further opportunities to progress to other areas of FET and beyond.

To tackle inequalities and support access to community education.

To support community education projects where clear evidence of viability exists, which ensures that the benefits of the investment are maintained beyond the funding period, enhancing the long-term impact of the funding.

To address topics such as climate justice education, education for sustainable development and building climate literacy.

Projects should not have any adverse impact on existing services or provision funded through ETBs.

Section 2: Funding conditions and categories

2.1 Funding conditions

The funding conditions below set out the governance responsibility and approved funding limitations.

2.1.1 Governance

ETBs are responsible for approving grants and administering and managing funding allocated by SOLAS to the ETBs under Reach. ETBs should satisfy themselves that any onward grants comply with all statutory, European Union and other obligations that apply and as set out in the SOLAS '**Terms and Conditions of Funding**' dated 1st January 2025 (see Appendix 1).

2.1.2 Approved funding

Approved funding allocation for any project funded under Reach must:

- (a) be used for the specific purpose for which it was approved.
- (b) be spent by 2025 year-end.
- (c) be community based and not linked to other ETB funding streams.
- (d) not be used for capital items. Note: The capital threshold for onward grants (external projects) is based on the cost of any item exceeding €1,000 excluding VAT. The capital threshold for internal (ETB) projects is €3,000 inclusive of VAT.
- (e) not be used for programme validation.
- (f) not be used for any pay costs or costs of a recurring nature: For **external** (non-ETB) projects Reach funding may be used for staff costs which are for a specific purpose or fixed term and relate directly to the Reach project. Commitments/contracts must not extend beyond the end of 2025.
For **internal** (ETB) projects, if additional staff are required for the Reach project, the normal staffing sanction request process applies.

2.2 Funding targets and categories

Reach funding aims to support educationally disadvantaged learners in accessing and participating in community education.

Community Education Targets

As per the Community Education Framework, from a Community Education perspective there are three core targets that ETBs will be expected to make further contributions to:

- widening participation by key target groups
- increasing overall engagement in lifelong learning
- growing accreditation of learner outcomes at levels 1 to 3 on the NFQ, while respecting the need for unaccredited provision.

Funding Categories

To support the aim of Reach, funding proposals that meet the criteria in these guidelines under the categories set out below can be considered for funding by ETBs:

1. Projects focused on widening and increasing participation of **target groups**⁴ in learning that offers accreditation at NFQ level 1 to 3, or on non-accredited programmes that provide clear pathways to accredited provision at NFQ levels 1 to 3.
2. Projects that will support learners to engage/participate in community based educational programmes, mentoring projects, transport costs for learners, urgent educational response⁵.
3. Projects that address topics such as climate justice education, education for sustainable development and building climate literacy.
4. Projects engaged in education outreach and pre-development work to support the most marginalised and disadvantaged groups.

2.3 Reach and the Collaboration and Innovation Fund

Reach funding is aimed at supporting educationally disadvantaged learners to access and participate in community education. Reach is complemented by a national Collaboration and Innovation Fund (CIF), which is administered by the Adult Literacy for Life (ALL) National Programme Office. Further information regarding the CIF can be found in Appendix 3.

⁴ See Appendix 2

⁵ Where funding is approved for learners supports, a clear audit trail should be maintained and a form of undertaking signed by the learner in relation to the funding should be received.

Section 3 - Funding allocation process and reporting requirements

This section sets out the process for allocation of Reach funding, and the reporting requirements.

Each ETB must engage with its community education providers and should advertise the Reach funding on its website to invite applications for support from the funding.

Each ETB must notify SOLAS of its **final** approved allocations for Reach funding no later than **Friday 18 April 2025**.

The list of Reach projects notified to SOLAS by 18 April 2025 will be considered the final approved projects and funding for Reach in 2025⁶. The list will be forwarded to the Department of Further and Higher Education, Research, Innovation and Science, for use in official announcements/publications relating to Reach funding in 2025.

3.1 Funding allocation process

Community education providers can apply for funding for eligible projects under Reach funding for 2025. Funding will be administered to community education groups who apply through the 16 Education and Training Boards across Ireland.

An ETB evaluation panel should review all funding applications. The ETB should set up a panel for this purpose, the composition of which will be determined by the ETB. To ensure effective governance and transparency of the allocation process, the ETB should use the funding and evaluation criteria outlined in this document. The ETB should record all panel decisions.

3.2 Allocation of funding

Each ETB, in determining the allocation of funding under Reach, should ensure the following factors are satisfied:

1. The application for funding has been reviewed using the Reach funding evaluation criteria set out in Appendix 4 and meets the minimum score requirements.

⁶ In the event of an approved project not running, the funding may be redistributed to other approved Reach projects. A transparent audit trail must be retained to show the reason for the reallocation, the basis for moving the recovered funds to a specific project(s) and the intended purpose of the redistributed funding.

2. All governance requirements and assurances on how this funding would be spent, if approved, have been satisfied. In keeping with good governance, the ETB should develop a Memorandum of Understanding specifically for Reach. For approved applications, this should be signed by the ETB and their Reach partner(s).
3. Records of the panel decisions, outcomes, scores, etc., are kept.
4. There is no duplication of State funding.
5. Conditions of funding are complied with.

3.3 Reporting requirements

ETBs will be required to report on the allocation and use of Reach funding. The reporting data should include:

- number of proposals received and approved,
- target groups for funding,
- number of learners benefiting from the funding,
- funding categories and amounts approved,
- purpose of funding (what it will be spent on),
- expected benefits and outcomes of the funding
- funding spent.

SOLAS will issue report templates separately.

Dates for reporting

Reporting	Date for submission to SOLAS
Summary data of approved projects	18 April 2025
Reach status report for January to May 2025	13 June 2025
Reach year-end report to cover period to the end of December	27 February 2026

Note: On-going financial reporting will continue to be done through the overall ETB budgetary process. The allocation of funding to approved projects should be in line with the Reach funding allocation approved through the overall ETB allocation process.

Appendix 1- SOLAS Terms and Conditions of Funding 2025

Terms and Conditions of Funding

These Terms and Conditions set out the formal relationship between SOLAS and the ETB. The foundation of the relationship is the provision of funding by SOLAS to the ETB, for the provision by the ETB of further education and training services (the “**Services**”), as set out in statute.

Services

1. In consideration for receipt of the Funding, the ETB shall:
 - 1.1 Provide the Services as set out in the annual Funding Allocation Grant Approval Letter and its associated Funding Budget and associated documents, schedules and guidelines in response to the SOLAS Funding Requirements Document and the ETBs Strategic Performance Agreement.
 - 1.2 Agree to abide by
 - (a) the Terms and Conditions contained in this letter (the “**Terms and Conditions**”);
 - (b) the annual SOLAS Funding Requirements Document and all associated documents, schedules and guidelines;
 - (c) the ETB’s Funding Allocation Grant Approval Letter, its associated Funding Budget and its Strategic Performance Agreement;
 - (d) all relevant legislation including but not limited to the Further Education and Training Act 2013 and section 42 of the Irish Human Rights and Equality Commission Act 2014;(together the “**Provisions**”)
2. Unless otherwise agreed with SOLAS in writing and in advance, the ETB shall only apply the Funding in accordance with the Provisions.
3. At all times, the ETB shall co-operate with SOLAS in connection with the provision of the Services and shall address and resolve any issue(s) which may impact on the provision of the Services in accordance with the Service Levels in the ETB Grant Approval Letter and its associated Funding Budget and their ETBs Strategic Performance Agreement, associated documents, schedules and guidelines in response to the annual SOLAS Funding Requirements Document.
4. SOLAS may alter, add to, modify or amend the Services, the Service Levels, the approved Funding allocation and/or any other obligations arising pursuant to these Terms and Conditions, including as a result of changes in legislation, government or ministerial priorities or policies, prevailing operational circumstances and/or broader political, financial, economic or other related priorities. Where amendments become necessary, SOLAS will, where

possible, engage in timely consultation with the ETB. Such consultation will include consideration of any increase or reduction in effort required to achieve amended targets and any related impact on output requirements.

5. Where all or part of the Funding is provided to SOLAS by a third party (including, but not limited to, the European Social Fund, the European Globalisation Fund and the National Recovery and Resilience Plan), the ETB shall comply in all respects with any conditions of funding of the relevant third party. The relevant ESF Accounting Function/Certifying Authority (DFHERIS) and DPENDPDR Circulars concerning ESF eligibility requirements must be followed by the ETBs.
6. The ETB shall comply in all respects with the DPER 13/2014 circular in relation to its funding grant from SOLAS e.g., return of unspent monies, approval to carry forward funding etc. and in relation to onward grants from the funding received from SOLAS, details of these onward grants and their recipients/proposed recipients must be provided to SOLAS, along with details of the Terms and Conditions applying to these onward payments as relevant (or if applicable).
7. The ETB shall adhere to the requirements of section 3 (Funding), section 6 (Reporting) and Appendix B (Key Timelines and Dates) of the SOLAS Funding Requirements Document. The ETB shall provide SOLAS with:
 - 7.1 a provisional balancing statement for the previous year funding spend no later than the end of March in each year. This balancing statement shall be prepared in accordance with clause 3.10 of the SOLAS Funding Requirements Document;
 - 7.2 a full set of audited accounts upon their finalisation in accordance with the Education and Training Boards Act 2013;
 - 7.3 any other information required pursuant to the SOLAS Funding Requirements Document and these Terms and Conditions.

Should an ETB in exceptional circumstances need to classify SOLAS as a debtor in their accounts then they will request SOLAS express permission to accept the debit.

The ETB acknowledges that overspends on its FET funding allocation are not permitted pursuant to the SOLAS Funding Requirements Document. The ETB shall notify SOLAS prior to any overspend. Such notification should be made immediately in the event that any potential overspend is envisaged and the ETB shall provide SOLAS with such information in relation to the overspend as SOLAS may require in order to enable SOLAS to consider how any potential overspend may be financed. The ETB acknowledges that there may be occasions where funding an overspend is not possible.

8. Where funding is being provided as part of a co-funding arrangement, the ETB is required to provide annually a declaration of the source, amount and purpose of all other funding received, together with confirmation of no duplication of funding. This declaration should also state if the exchequer funding from all sources is greater than 50% of total income.
9. The ETB shall ensure that the **Personnel** (including all subcontractors) are qualified and experienced, as necessary and/or appropriate, to provide the Services.
10. If, and as, required by SOLAS, the ETB agrees that it will co-operate with other ETBs, the local office of Department of Social Protection, other learning or training providers and/or any other person as required by SOLAS.

11. The ETB shall ensure that all funding provided by SOLAS will be expended in a manner compliant with all relevant Health & Safety, Covid-19 and Climate Actions legislation and regulations.

Representative and Review

12. The ETB shall nominate a representative of the ETB, the FET Director or other appropriate person who shall be responsible for liaising with SOLAS with regard to the Planning, Funding and Provision of the Services and the fulfilment of the ETB's obligations under these Terms and Conditions.
13. The ETB representative will be available to meet with SOLAS on a regular basis to discuss all relevant matters relating to the provision of the Services. In addition, the ETB representative and a senior representative of the ETB shall meet with the SOLAS representative and a senior representative of SOLAS at least once every 12 months to carry out a review of the Service Levels for the agreed Funding Allocation and all ancillary matters arising in respect of these Terms and Conditions.

On-going Reporting and Other Obligations

14. The ETB shall provide SOLAS with regular updates (timely, in detail, and in such form as may be specified by SOLAS from time to time) in respect of the provision of the Services, the fulfilment of the Service Levels or any matter specified by SOLAS from time to time.
15. The ETB shall ensure compliance with all statutory, European Union and other obligations that apply, including the Code of Practice for the Governance of State Bodies, the Code of Conduct for ETBs other obligations that apply.
16. The ETB shall report to SOLAS promptly, where issues of loss or potential loss or in situations where actions related to provision of poor quality of services become apparent and which are funded through the SOLAS grant.

Records

17. The ETB shall establish and maintain a records management system which complies with best practice and securely keep and securely maintain (in such form as SOLAS may reasonably require from time to time) all documents and records including a detailed financial record of all receipts, expenditure and all expenses arising in respect of the Services, proper books of account, quality assurance records and other detailed records required by SOLAS and/or by law (collectively, the "**Records**"). If requested by SOLAS, the ETB shall promptly provide SOLAS with copies of the Records.
18. If requested by SOLAS, the ETB shall promptly provide SOLAS with any record (as such term is defined in the Freedom of Information Act 2014) relating to any matter provided for, arising in respect of, or in connection with, these Terms and Conditions.
19. Validation records for education in relation to any training programmes delivered under these Terms and Conditions from Quality and Qualifications Ireland and all other relevant certification bodies shall be both obtained and retained by the ETB.
20. SOLAS, together with officials from the Department of Further and Higher Education, Research, Innovation and Science and/or from any other government department, the Comptroller and Auditor General's office, the European Commission and the European Court

of Auditors, the Internal Audit Unit, and/or any other body which SOLAS may notify to the ETB, shall be granted access to any location(s) where records are maintained under these Terms and Conditions to examine all records, financial and otherwise maintained by the ETB in connection with the Services.

21. The ETB shall comply with and reply to all requests, notices, orders or otherwise submitted pursuant to these Terms and Conditions and relating to the activities funded pursuant to this these Terms and Conditions, provided that such action(s) will not constitute a breach of the ETB's statutory obligations. If third party consent is required to permit the ETB to comply with this condition, the ETB shall use its best endeavours to obtain the necessary consent from the relevant third party.
22. The ETB shall comply with data entry requirements of reporting on learner numbers by having the PLSS system as up to date as possible. ETBs must be aware that SOLAS will monitor progression against system targets based on PLSS data.

Insurance and Liability

23. Appropriate insurance policies shall be kept and maintained by the ETB. SOLAS's interest shall be noted on any such policy and such policy shall fully indemnify SOLAS. The ETB shall bear all excesses and deductibles in any of the required insurances.
24. SOLAS will not be liable for any injury, loss and/or damage whatsoever or to whomsoever caused by any act, default and/or omission of the ETB, its servants, agents or the Personnel. The ETB shall fully indemnify SOLAS and hold SOLAS harmless from and against all and any claims, demands, proceedings, judgments, costs and/or liabilities of whatsoever nature (including legal costs) arising in relation to the Services and/or in respect of any breach of these Terms and Conditions.

Data Protection

25. Each party shall comply with its obligations under Applicable Data Protection Legislation.
26. To the extent that a party acts as a Controller ("Disclosing Controller") and provides Personal Data to the other party acting as a Controller ("Recipient Controller"), the parties agree, in accordance with Applicable Data Protection Legislation, that:
 - 26.1 the Disclosing Controller shall be responsible for ensuring that it has provided all necessary fair processing information to Data Subjects from whom it obtained such Personal Data; and
 - 26.2 the Recipient Controller shall be responsible for ensuring that it provides the necessary fair processing information to such Data Subjects within month of obtaining such Personal Data from the Disclosing Controller; and
 - 26.3 each party has taken appropriate steps to legitimise its processing of the Personal Data to enable it to process such Personal Data for the relevant purposes.
27. If and to the extent that one party acts as a Processor of Personal Data for the other party, it is agreed that the parties shall, in accordance with the requirements of Applicable Data Protection Legislation and, in particular Articles 28 and 29 of the GDPR, enter into a data processing agreement in a form prescribed by SOLAS.

Confidentiality

28. All information and knowledge acquired by the ETB, its servants or agents and/or the Personnel during the Funding Term and/or the Extension Term as applicable, (save that which is in or comes into the public domain through no fault of either party) shall be treated by the ETB, its servants or agents and/or the Personnel, as confidential and must not be divulged whether during the Funding Term and/or the Extension Term, as applicable or at any time thereafter, to unauthorised persons or used for gain, profit or any other purpose, save in accordance with any statutory provision or Government directive.

Dispute Resolution

29. If there is a disagreement in relation to the Services, the Service Levels, for which the Funding Budget was approved or any other matter governed by these Terms and Conditions (a “**Dispute**”), SOLAS and the ETB covenant to each other that they shall in good faith seek to resolve such Dispute. Where appropriate the ETB/SOLAS Liaison Group could assist with the resolution of disputes.
30. If a Dispute arises, a SOLAS representative and the ETB representative referred to in condition 12 of these Terms and Conditions shall enter into discussions with each other with a view to resolving such Dispute in a manner consistent with the provisions of these Terms and Conditions.
31. If the SOLAS representative and the ETB representative fail to agree a resolution to the Dispute within 2 weeks of commencing discussions referred to in condition 26 of these Terms and Conditions, the Dispute may be escalated by either party to the SOLAS senior representative and the ETB senior representative referred to in condition 12 these Terms and Conditions.
32. If the SOLAS senior representative and the ETB senior representative fail to agree a resolution to the Dispute within a reasonable period of time (and in any event, within 2 weeks of commencing their discussions to resolve the Dispute), the Dispute may be escalated by either party to the SOLAS Chief Executive and the ETB Chief Executive. If following this, the matter remains unresolved then SOLAS will have sole discretion in determining the outcome.
33. These Terms and Conditions shall in all respects be governed by and construed in accordance with the laws of Ireland and each of the parties submit to the non-exclusive jurisdiction of the Irish Courts for all purposes in connection herewith.

General

34. The application of these Terms and Conditions shall commence on the 1st of January 2025 and shall continue until SOLAS decides, at its sole discretion, to replace, amend or terminate them.
35. The ETB and SOLAS shall execute and do all such documents, acts and things as may reasonably be required to implement the provisions of these Terms and Conditions.
36. The ETB and SOLAS shall secure that any other necessary party shall execute and do all such documents, acts and things as would be reasonably required to implement the provisions of these Terms and Conditions.
37. If the ETB fails to adequately observe any of the material terms of these Terms and Conditions or fails to provide some or all of the Services in accordance with the Service Levels in the approved Funding Allocation SOLAS may take action including but not limited to:
 - 37.1 Delay in the dispersal of the Funding provided under these Terms and

- Conditions.
- 37.2 The withholding of all or part of the Funding provided under these Terms and Conditions.
- 37.3 The claw back of all or part of the Funding provided under these Terms and Conditions.
- 37.4 The offset of any element of Funding against any future funding allocation.
38. These Terms and Conditions shall not be deemed to create any partnership or joint venture between the parties in relation to the provision of the Services or otherwise or constitute any party as an agent of another.
39. Each of the provisions these Terms and Conditions are separate and enforceable accordingly and if at any time any provision is adjudged by any court or regulatory authority or agency of competent jurisdiction to be void or unenforceable in whole or in part the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby. The parties shall use their best efforts to achieve the purpose of the void or unenforceable provision (or part thereof) by a new legally valid stipulation.
40. A waiver of any right arising pursuant to these Terms and Conditions shall not be enforceable unless given in writing and signed by the party enjoying that right. A waiver by a party of any breach of a provision of these Terms and Conditions (or the acquiescence of a party in any act (whether of commission or omission) which but for such acquiescence would be a breach of a provision of these Terms and Conditions) shall not constitute a general waiver of any other provision of these Terms and Conditions, or a waiver of any subsequent act contrary thereto.
41. These Terms and Conditions supersede all previous agreements (if any) between the ETB and SOLAS in respect of the provision of funding for Further Education and Training as set out in the ETB annual Funding Budget and approved allocation.

Definitions

42. Save where otherwise defined, the following definitions shall apply to these Terms and Conditions:
- 42.1 **"Annual Funding Budget"**, the budget breakdown by the ETB of their funding allocation for the provision of services in response to the annual Funding Requirements Document.
- 42.2 **"Applicable Data Protection Legislation"**, all laws relating to the processing of Personal Data, privacy and security including, without limitation, the EU Data Protection Directive 95/46/EC, the Data Protection Acts 1988, 2003 and 2018, the Data Sharing and Governance Act 2019 the Privacy and Electronic Communications Directive 2009/136/EC and the General Data Protection Regulation (EU) 2016/679 ("GDPR") and, where the context so requires equivalent or replacement legislation of any applicable jurisdiction, delegated legislation of other national data protection legislation, and all other applicable law, regulations and approved codes of conduct, certifications, seals or marks in any relevant jurisdiction relating to the Processing of Personal Data including the opinions, guidance, advice, directions, orders and codes of practice issued or approved by a Supervisory Authority or the Article 29 Working Party or the European Data Protection Board;
- 42.3 **"Business Day"**, a day (other than a Saturday, Sunday or public holiday) when banks in Ireland are open for business.
- 42.4 **"Commencement Date"**, 1st January 2025.
- 42.5 **"Controller"**, has the meaning given in Article 4(7) of the GDPR.

- 42.6 **“Funding”**, such funding as may be agreed between SOLAS and the ETB from time to time in respect of the provision of the Services.
- 42.7 **“Funding Allocation”**, the agreed funding for the services set out in the ETB Annual Funding Budget.
- 42.8 **“Grant Approval Letter”**, letter confirming Board of SOLAS approval of the ETB funding.
- 42.9 **“Personal Data”**, has the meaning given in Article 4(1) of the GDPR.
- 42.10 **“Personnel”**, the employees of the ETB or any sub-Contractor that shall perform the Services.
- 42.11 **“Processor”**, has the meaning given in Article 4(8) of the GDPR.
- 42.12 **“Service Levels”**, all directions, guidelines and standards which SOLAS may from time to time require the ETB to observe in providing the Services.
- 42.13 **“Services”**, the services provided by the ETB the details of which are set out in the funding budget and the grant approval letter.
- 42.14 **“SOLAS Funding Requirements Document”**, the top-down SOLAS policy document to guide the ETB in its annual planning for FET services provision through the Funding Allocation annual process.
- 42.15 **“Strategic Performance Agreements”**, the agreements in place between SOLAS and each of the sixteen ETBs which set out the context, strategic priorities and individual ETB contributions to the achievement of key national FET sector targets.
- 42.16 **“Terms and Conditions”**, these Terms and Conditions.

Appendix 2 – Key target groups and other priority target groups

The **key target groups** for Reach funding, in line with those identified in the Community Education Framework, are:

- Learners under 25 years of age
- Long-term unemployed
- People with disabilities
- Migrants and refugees

Other priority target groups:

- Early school leavers
- Members of the Traveller and Roma communities
- Women wishing to return to the labour market
- Lone parents
- People who are educationally, economically or socially disadvantaged
- People impacted by mental health issues or addiction
- Women's groups and men's groups
- People impacted by homelessness
- Carers
- LGBTQIA
- Older people

Appendix 3 – Collaboration and Innovation Fund (CIF)

The aim of the ALL Collaboration and Innovation Fund (CIF) is to support collaborative organisational responses in addressing literacy needs at local level. The main differences between Reach funding and the CIF are outlined below.

Reach Funding	Collaboration and Innovation Fund (CIF)
Community education providers can apply to their ETB for Reach funding.	Any public, non-profit organisation can apply to the ALL National Programme Office for the CIF.
A single organisation can make application for Reach funding.	Partnership model with a minimum of two organisations needed.
Reach funding aims to assist community education providers to widen and increase their capacity to deliver, support and encourage participation of educationally disadvantaged learners, particularly those on accredited programmes at NFQ levels 1 to 3.	The purpose of the CIF is to support collaborative and innovative activities that will help achieve the aims of the strategy and create a more equal society. This includes activities that: <ul style="list-style-type: none"> • Support adults with unmet literacy, numeracy and digital literacy needs. • Supports a whole-of-society response to unmet adult literacy needs.
The funding is specifically designed to tackle inequalities and support access to community education.	The funding is to support individuals and or groups experiencing unmet literacy, numeracy or digital literacy needs through new and innovative approaches using a partnership model.
Targets funding to support educationally disadvantaged learners in accessing and participating in community education.	Targets funding on innovation activities that support the priority groups named in the Adult Literacy for Life Strategy.
Must be used to support organisations that support individuals with unmet needs.	Can be used to support an individual with unmet needs.
<p>Key target groups: Learners under 25 years of age; long-term unemployed; people with disabilities; migrants and refugees.</p> <p>Other priority target groups: Early school leavers; members of the Traveller and Roma communities; women wishing to return to the labour market; lone parents; people who are educationally, economically or socially disadvantaged; people impacted by mental health issues or addiction; women’s groups and men’s groups; people impacted by homelessness; carers; LGBTQIA; older people.</p>	Target groups: Older adults (55+); members of the Traveller community; people with disabilities; one-parent households; low paid workers; carers; long-term unemployed; migrants; international protection applicants; people with language needs; incarcerated persons and ex-offenders; persons recovering from addiction.
ETBs manage Reach funding.	ALL National Programme Office in SOLAS manages the Collaboration and Innovation Fund.

Appendix 4 – Evaluation scoring criteria

Copies of completed evaluation forms and applications may be requested by SOLAS for sampling.

Reach funding evaluation criteria				
Title of Reach funding proposal				
Name of community group or organisation submitting proposal:				
Essential Criteria				
Part 1: Score to be achieved = 4	Part 2: Score to be achieved = 1	Part 3: Score to be achieved = 1	Total essential required = 6	
Total minimum score to be achieved for funding consideration (The minimum mark for all essential criteria must be achieved)			6	
Criteria			Essential	Desirable
Part 1: One point each must be achieved for A, B, C & D				
A	The project supports the principles of Reach funding.	Yes = 1, No = 0	1	
B	The project does not duplicate the work or have any adverse impact on existing services or provision of community development organisations or ETBs.	Yes = 1, No = 0	1	
C	The project has clear and verifiable measurable Key Performance Indicators/Outcomes	Yes = 1, No = 0	1	
D	The project shows clear evidence of viability.	Yes = 1, No = 0	1	
Part 1: Total score awarded – minimum score required = 4			4	
Part 2: Target group of the proposed project				
F	Proposal is aimed at key target group or other priority target group. F1 or F2 below must apply.			
F1: Key target groups at which the proposal is aimed (tick all that apply)				F2: Other priority target group
Learners <25 Y/N	Long-term unemployed Y/N	People with disabilities Y/N	Refugee/migrant groups Y/N	Other priority target group Y/N
F1	Member of key target group = 3		3	
F2	Member of other priority group = 1		1	
F: Sub-total score awarded - minimum score required = 1			1	
G1	The community group is located within unemployment blackspots or area of disadvantage within the ETB's Region	Yes = 1, No = 0		1
G2	Community group targeting educationally disadvantaged learners	Yes = 1, No = 0		1
G3	The project proposes innovative approaches to targeting educational disadvantage	Yes = 1, No = 0		1
G: Score awarded				
Part 2: (F and G): Total score awarded			1	
Part 3: Reach category addressed by proposed project				
H	Proposed project is aimed at Reach category – mark Y for all that apply; at least one must apply			
H1	Widen and increase participation of key target groups or other priority target groups		Y/N	
H2	Learner supports		Y/N	
H3	Climate and sustainability		Y/N	
H4	Supporting marginalised groups (outreach/pre-development)		Y/N	
At least 1 of H1 to H4 selected Yes = 1, No = 0			1	
Part 3: Sub-total score awarded (maximum score = 1)				
			Essential	Desirable
Sub-total score awarded (Part 1 + Part 2 + Part 3)				
Total combined essential and desirable scores awarded				
Meets minimum funding criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Approved by:		Position in ETB:	Date:	

Appendix 5 – Evaluation scoring template

Copies of completed evaluation forms and applications may be requested by SOLAS for sampling.

Reach funding evaluation criteria				
Title of Reach funding proposal				
Name of community group or organisation submitting proposal:				
Essential Criteria				
Part 1: Score to be achieved = 4	Part 2: Score to be achieved = 1	Part 3: Score to be achieved = 1	Total essential required = 6	
Total minimum score to be achieved for funding consideration (The minimum mark for all essential criteria must be achieved)			6	
Criteria			Essential	Desirable
Part 1: One point each must be achieved for A, B, C & D				
A	The project supports the principles of Reach funding.	Yes = 1, No = 0		
B	The project does not duplicate the work or have any adverse impact on existing services or provision of community development organisations or ETBs.	Yes = 1, No = 0		
C	The project has clear and verifiable measurable Key Performance Indicators/Outcomes	Yes = 1, No = 0		
D	The project shows clear evidence of viability.	Yes = 1, No = 0		
Part 1: Total score awarded – minimum score required = 4				
Part 2: Target group of the proposed project				
F	Proposal is aimed at key target group or other priority target group. F1 or F2 below must apply.			
F1: Key target groups at which the proposal is aimed (tick all that apply)				F2: Other priority target group
Learners <25 Y/N	Long-term unemployed Y/N	People with disabilities Y/N	Refugee/migrant groups Y/N	Other priority target group Y/N
F1	Member of key target group = 3			
F2	Member of other priority group = 1			
F: Sub-total score awarded - minimum score required = 1				
G1	The community group is located within unemployment blackspots or area of disadvantage within the ETB's Region	Yes = 1, No = 0		
G2	Community group targeting educationally disadvantaged learners	Yes = 1, No = 0		
G3	The project proposes innovative approaches to targeting educational disadvantage	Yes = 1, No = 0		
G: Score awarded				
Part 2 (F and G): Sub-total score awarded				
Part 3: Reach category addressed by proposed project				
H	Proposed project is aimed at Reach category – mark Y for all that apply; at least one must apply			
H1	Widen and increase participation of key target groups or other priority target groups			
H2	Learner supports			
H3	Climate and sustainability			
H4	Supporting marginalised groups (outreach/pre-development)			
At least one of H1 to H4 selected Yes = 1, No = 0				
Part 3: Sub-total score awarded (maximum score = 1)				
			Essential	Desirable
Sub-total score awarded (Part 1 + Part 2 + Part 3)				
Total combined essential and desirable scores awarded				
Meets minimum funding criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Approved by:		Position in ETB:		Date:

Appendix 6 – Reach funding reporting timelines

Month	Action	Timeline for completion
2025		
April	ETB submits summary report of approved projects to SOLAS	18 April 2025
June	ETB submits Reach status report for January to May 2025 to SOLAS	13 June 2025
2026		
February	ETB submits Reach 2025 year-end report to SOLAS	27 February 2026