

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 funding for community education initiatives in local community settings. 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.

(The Community Education service may be able to assist with the provision of course materials. If your application is successful please contact us directly to discuss)

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. If a group has a preference to use their own tutor, please note the tutor will have to attend an interview process. Please see page 7 of application form.
 3. A separate application form needs to be completed for each course applied for.
 4. If you have previously applied for grants under the Community Education Scheme, you would have received a grant to pay your own tutor. In return for this grant, you would have had to provide evidence of payment to tutor including invoice, receipt and bank statement. From Summer 2018 grant applications will no longer exist and funding will only be provided for direct tuition. However, groups who wish to use their own tutor have the option of doing so; LMETB will pay the tutor directly. For this to be enabled the tutor will have to attend an interview with LMETB. Groups will have to provide the information below with this application for LMETB to contact the tutor to arrange an interview.

For more information please contact

**Louth
Meath**

**Eamonn Quinn Tel: 042 93 64616
Jackie Breen Tel: 046 90 10070**

**Email: equinn@lmetb.ie
Email: jbreen@lmetb.ie**



Reference Code Office
Use Only:

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 data-bbox="930 1016 1086 1084" type="text"/></p> <p style="text-align: center;">Female <input data-bbox="930 1095 1086 1162" 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/Training/Community Development</p>	

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.

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

SPECIFIC COURSE DETAILS

Proposed Venue of Course	Proposed Location						
Number of Participants?							
Male <input style="width: 50px; height: 20px;" type="text"/>	Female <input style="width: 50px; height: 20px;" type="text"/>						
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%; height: 20px;" type="text"/>						
Duration of the Course (E.g. 2 hours per week for 6 weeks)		<input style="width: 100%; height: 20px;" type="text"/>					
Proposed Day/Time (E.g. Monday - 9.30am to 11.30am)		<input style="width: 100%; height: 20px;" type="text"/>					
Proposed Start Date		<input style="width: 100%; height: 20px;" 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 _____							
Do you agree to tell participants that the funding is provided by <i>Louth Meath Education & Training Board</i>							
Yes <input style="width: 50px; height: 20px;" type="checkbox"/>		No <input style="width: 50px; height: 20px;" type="checkbox"/>					

DIRECT TUITION HOURS

Direct Tuition Hours – the group can identify a subject area and apply to LMETB. LMETB will then organise the tutor and pay them directly.

Tuition Hours	
Income from other sources e.g. other agencies, fee from participants etc. – Please Specify	
Total Hours Sought in Summer 2018 from Community Education	

FOR PREVIOUS GRANT APPLICANTS

If you have previously applied for grants under the Community Education Scheme, you would have received a grant to pay your own tutor. In return for this grant, you would have had to provide evidence of payment to tutor including invoice, receipt and bank statement. As from Summer 2018 grant applications will no longer exist. However, groups who wish to use their own tutor have the option of doing so, LMETB will pay the tutor directly. The tutor will now have to attend an interview with LMETB. The following information is required with this application for LMETB to contact the tutor to arrange interview.

Tutor Name	
Tutor Address	
Mobile Number	
Email	

I confirm the tutor has agreed for his/her details to be shared with LMETB and for LMETB to contact them.

Signed on behalf of the group: _____

Position in group: _____ Date: _____

Please fill in all sections of this form and return no later than **Friday 4th May 2018** to:

<p>Jackie Breen Community Education Facilitator (Meath) Further Education & Training Louth Meath Education and Training Board Abbey Road, Navan, Co. Meath ☎ 046 9010070 ? jbreen@lmetb.ie</p>	<p>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</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 equinn@lmetb.ie)



Checklist

Have you completed all of the categories?

Group Background Information	
Previous and Current Funding Details	
Details of Course for which you are applying for Funding	
Specific Course Details	
Direct Tuition Costings	
For Previous Grant Applicants	
Box ticked for tutor sharing details	
Signature	

Application Process

Successful Applications

If your application is successful, you will receive by post a Letter of Approval with a Terms and Conditions Form which will need to be completed and returned prior to commencement of the course. The approval letters will be sent week commencing of Monday 21st May 2018.

Unsuccessful Applications

If your Application is unsuccessful you will receive by post an unsuccessful letter after the 21st May 2018.

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.