



**Roinn Cumarsáide, Gníomhaithe
ar son na hAeráide & Comhshaoil**

Department of Communications,
Climate Action & Environment

Getting Citizens Online Programme

Application Form

Digital Skills for Citizens Grant Scheme



Instructions to Organisations applying for grant assistance

The Statement of Requirements relating to Digital Skills for Citizens Grant Scheme forms an integral part of this Application Form. Applicants should read and familiarise themselves with it before responding to this competitive call for proposals.

The Qualification and Award Criteria including the marking scheme are provided at Section 4 of the Statement of Requirements.

Please ensure that the requisite documentary evidence, as summarised in the Checklist at part E is submitted along with your Application Form.

If you require clarification or assistance in relation to any aspect of this application form, please email Gettingcitizenonline@dcae.gov.ie

Completed application forms, together with all relevant supporting documentation, should be emailed to Gettingcitizenonline@dcae.gov.ie or sent by post to:

Michael Spillane,
Department of Communications, Climate Action and Environment,
29 Adelaide Rd,
Dublin 2,
D02 X285

Closing date for receipt of completed applications is 5pm on 12th December 2016
Late Applications will not be accepted



Part A

Details of Organisation¹ *(which includes Lead Organisation*)*

Name of Organisation: _____

Address Line 1: _____

Address Line 2: _____

Town/City: _____

County: _____

Eircode: _____

* The Lead Organisation is the entity which, in the event of this application being successful, will enter into a written and binding Grant Agreement with the Department and will be recognised as the Grantee. The Lead Organisation will be responsible for the achievement of the agreed deliverables and adherence to the conditions of the Scheme by it and the other parties involved.

Details of Contact Person *(This is the person with whom the Department will correspond during the lifetime of the Scheme).*

Name: _____

Position held within Organisation: _____

Email Address: _____

Telephone Number: _____

Mobile Number: _____

¹ For clarity, the term "Organisation" as it appears throughout this application form will have the meaning of Organisation and Lead Organisation.



Details of Participating Organisations *(in the case an application from a Lead Organisation)*

Name of Organisation	Address	Role

Aims and Objectives of the Organisation

Please give a brief outline of the status, aims, objectives and current activities of your Organisation:



Part B

Response to the Competitive Call for Proposals

Organisations must satisfy themselves that they are in a position to deliver the training in line with the requirements specified in Section 3 of the Statement of Requirements relating to the Grant Scheme.

1. Amount of Grant Assistance Sought

The amount of grant assistance awarded to successful organisations will be calculated on the basis of the number of non-liners to be trained by reference to the cost per trainee identified by the organisation. Please provide the following details:

- Cost per Trainee € _____
- Total all-inclusive amount of grant sought € _____

2. Geographic reach and numbers to be trained (ref. Section 4.2.1 of the Statement of Requirements)

The minimum number of non-liners to be trained by any one organisation is 1,000. Please specify the total number of non-liners to be trained by your organisation in a 12 month period

Provide detailed information in the table below.



Please indicate the training locations, the target groups of non-liners and the numbers to be trained in each location:

Region	Counties within region	Please list cities, towns and villages for each County	Number to be trained at each location	Target Groups to be trained (reference Section 2 of Statement of Requirements)
Ulster	Cavan			
	Donegal			
	Monaghan			
Munster	Clare			
	Cork			
	Kerry			
	Limerick			
	Tipperary			
	Waterford			



Region	Counties within region	Please list cities, towns and villages for each County	Number to be trained at each location	Target Groups to be trained (reference Section 2 of Statement of Requirements)
Leinster (excluding Dublin)	Carlow			
	Kildare			
	Kilkenny			
	Laois			
	Longford			
	Louth			
	Meath			
	Offaly			
	Westmeath			
	Wexford			
	Wicklow			



Region	Counties within region	Please list cities, towns and villages for each County	Number to be trained at each location	Target Groups to be trained (reference Section 2 of Statement of Requirements)
Connacht	Galway			
	Leitrim			
	Mayo			
	Roscommon			
	Sligo			
Dublin City & County				



3. Your Organisation's detailed Training Proposal (ref. Section 4.2.2 of the Statement of Requirements)

Organisations are required to outline the proposed methodology to be used to achieve the objective of the Scheme - *"To provide citizens who have never used the internet with the confidence, motivation and skills to reap the benefits of participating in today's digital world"*.

A. Approach to creating demand and motivating non-liners to participate in skills training.



B. Details of your organisation's Training and Implementation Plan (for example, training schedule, sourcing of trainers, course materials, hardware, and ratio of trainer: trainee)

C. Rationale used by your organisation in selecting the locations and groups of non-liners to be trained.



Part C Administrative Details

Please supply the following information:

1. Bank Details

Grant payments will be paid by electronic fund transfer (EFT) to the bank account of the Organisation/Lead organisation. Please supply the following details:

Name of Organisation:

Name on Bank Account:

Bank Name:

Bank Address:

Bank Identifier Code (BIC):

International Bank Access Number (IBAN):

Email Address for receipt of remittance advice:

2. Tax Clearance

Please provide the following information to facilitate online verification of your organisation's tax compliance:

Tax Clearance Access Number:

Tax Reference Number:



Part D

Declaration by Organisation/Lead Organisation

I, the undersigned, apply for grant assistance under Digital Skills for Citizens Grant Scheme in accordance with the information supplied in this Application Form. I confirm that I am a person authorised to act on behalf of the Organisation/Lead Organisation and to sign the application on its behalf.

I confirm that the Organisation is in a position to deliver the training as specified in Sections 3.1 and 3.2 in the Statement of Requirements of the Grants Scheme.

I declare that the information given in this application form is true and accurate and completed in accordance with the Statement of Requirements of the Grant Scheme.

I confirm that the Organisation/Lead Organisation has adequate financial control systems in place to manage grant funding awarded under this Scheme.

I have not sought and will not seek grant aid from any state agency or other sources in respect of the delivery of commitments under this Scheme.

I will comply with the requirements of Data Protection law and such guidance as may be issued by the Data Protection Commissioner from time to time, including, but not being limited to, Data Protection Acts, 1988 and 2003.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Name (please print)	<input type="text"/>		
On behalf of the Organisation/Lead Organisation:	<input type="text"/>		
Position held in Organisation:	<input type="text"/>		



Part E

Checklist

Please ensure that you have completed the Application Form in full and have attached the following documentation:

Evidence of the status of the Organisation e.g. Certificate from Revenue Commissioners showing CHY number, Copy of Organisation Constitution	
Evidence of Annual Turnover – Statement from the auditor or latest audited financial statement.	
Evidence of having satisfactorily managed a project of a similar scale within the past 5 years.	
A signed letter from each of the participating Organisations in the case of an application by a Lead Organisation.	