

Leitrim Development Company Community Application Form 2020 / 2021

Employment Programme(s)



Official Use Only:	
Date of receipt: _____	Contribution: _____
Scheme Number: _____	Policies confirmed: _____
Form complete: _____	Sub-Committee approved: _____
Appendix 1 complete: _____	Acknowledged: _____
Appendix 2 complete: _____	Agreement on file: _____

Submission Guidelines:

- This application form should be completed by community groups and voluntary organisations in order to apply for work to be undertaken by the Employment Programmes managed by Leitrim Development Company
- All applications should have a valid 12-month work plan in order to be processed
- A second back-up contact person should be nominated on this form
- ***WE WOULD APPRECIATE THAT YOU IDENTIFY A SUITABLE AND ELIGIBLE PERSON IN YOUR LOCALITY AND DIRECT THEM TO LEITRIM DEVELOPMENT COMPANY FOR A PARTICIPANT APPLICATION FORM.***
- Completed forms should be returned to Leitrim Development Company, Church Street, Drumshanbo, Co Leitrim, N41 RF24
- Further information can be found on our website www.ldco.ie, by telephone on **071-9641770** Ext. 202, by email at karen@ldco.ie or by contacting the relevant supervisor to the rear of this application form.

Please **tick** which Employment Programme your Group is applying for assistance from: (one form for each)

Tús Community Employment (CE) Rural Social Scheme Job Initiative

Community Group Name:

Community Group Address:

Please provide **two** contact names:

(1) Tel: Email:

(2) Tel: Email:

Community, voluntary and not-for-profit in nature: (Tick relevant boxes)

1. Sporting, cultural or other associations
2. Parish, community committee
3. Society, where profits or surpluses are not distributed to members

Legal Structure: (Tick relevant box)

1. Company Limited by Guarantee
2. Not-for-profit Community & Voluntary (including non-fee paying schools)
3. None

Are you a Registered Charity? Yes No Charitable Number: CHY

Group Officers: (Insert names)

Chairperson:

Secretary:

Treasurer:

How often does your group hold meetings?

Please insert date of last three (3) meetings: (1) (2) (3)

How many paid staff are in your group?

Have any staff members been made redundant in the last 12 months? Yes No

Is this project likely to displace any other employment scheme(s) in your area? Yes No

Please provide details of the location(s) of any of the projects under this application form. Please ensure you provide details of suitable indoor activity during winter months:

(A Work Plan should be completed using Appendix 1 – please complete and attach to this application)

What welfare facilities are available onsite for the participant(s)? (e.g. toilet, kitchen, heating)

How does your group propose to support the participant(s) during their work placement?

What equipment, if any, does your community group already own?

Please confirm if your group has the following policies in place:

Health & Safety Yes No

Child Protection / Vulnerable Adults Yes No

Public Liability Insurance Yes No

Name of insurers Dates of cover (from: to:)

Appendix 1

Please complete this form for each employment programme that you are applying for worker(s) from

Community Group Name:

Can your group justify the continuation of the scheme and worker(s) in your area? Yes No
(Please provide details)

Please highlight any special events your group will be involved with in 2020 - 2021: (Enter relevant dates)

Cemetery Sunday

Festival

Charity Run

St. Patrick's Day Parade

Launch

Other

Does your group have any areas of historical interest or importance? Yes No
(Please provide details)

Does your group have the necessary state body approval for all planned works? Yes No n/a
(e.g. Planning permission, listed, recorded and protected structures)

Provide a detailed list of the tasks involved in participant(s) day-to-day work
(Including indoor work where applicable)

Please state any activities your group is involved in: (Tick all that apply)

Community Alert

Meals on Wheels

Tidy Towns

Cúl Camps

Mens Shed

ICA

Environmental Protection

Youth Café

n/a

Please sign below:

I, We declare that the information entered on this application form for the Employment Programme placement(s) is correct.
The contact name below will act as the main liaison person between your group and Leitrim Development Company:

Signed

Date / /

Appendix 2

Please **tick** which Employment Programme your Group is applying for assistance from: (one form for each)

Tús Community Employment (CE) Rural Social Scheme Job Initiative

Community Group Name:

A contribution fee of €150 is appreciated with each application. Please indicate your agreement of this and include the appropriate fee with your application. Yes No

If making payment by EFT please reference your **community group name** on this payment for our reference.

Bank Account Details if required for EFT's: (Please tick relevant option)

Name of Bank: Bank of Ireland,
Address: Drumshanbo, Co Leitrim
Bank Account Name: LIDC Reserve
Sort Code: 90 53 87
Account Number: 43261454
IBAN: IE40BOFI 9053 8743 2614 54
BIC: BOFIE2D

Or by Cheque

Made payable to: Leitrim Development Company

(If you have any difficulties with this, please do not hesitate to contact the relevant supervisor in your area)

Declaration by Group:

Signature:

Date: / /

Guidelines for Leitrim Development Company Employment Programmes 2020 - 2021

About Us

Leitrim Development Company is a community led Local Development Company. We deliver a range of rural, social and economic programmes at local level across County Leitrim. We support communities, individuals and businesses to increase their economic sustainability and improve their quality of life. Supports include capital grant aid, technical assistance, guidance and mentoring, information and support, training opportunities and development initiatives. To find out more about Leitrim Development Company and how we can help you or your community, please contact 071-9641770.

Employment Programmes - Eligible Work

Approximately 275 participants are supporting your community through our support programmes in Leitrim Development Company. All works undertaken or delivered by the community and voluntary sectors for the benefit of the general community can be considered eligible. Selected work opportunities will fall within the following broad categories of work:

Environmental projects, to include

- Energy conservation work for the elderly
- Renovation and development of sporting and community facilities
- Village and countryside enhancement projects, including Tidy Towns
- Recycling and repair of equipment, including furniture, tools, bicycles, and IT items

Social care services, to include

- Social care for persons with particular social/special needs due to ill-health or restricted mobility
- Services for children in crèches and childcare facilities
- Preparation of meals in certain care facilities
- Befriending service for older people, those with mental health needs and those confined to their home

General community services, to include

- Caretaking, securing, supervising of community buildings and spaces
- Clerical work, reception duties and production of newsletters
- Research in genealogy centres
- Retail services in charity or community settings

Heritage and cultural services, to include

- Work in not-for-profit cultural and heritage centres, including promotion of the Irish language
- Maintaining way-marked ways, agreed walks and bog roads
- Administration, marketing and promotion of local heritage sites and events

Conditions of Work

The normal working week for participants is 19½ hours per week excluding lunch times, with the exception of Job Initiative who work 39 hours. Participants are managed by Leitrim Development Company and allocated to projects at its discretion of the company. Applications are not complete until a contract of agreement is in place.

Data Protection / GDPR

Information provided may be used for promotional purposes which may include social media, online publications and publicity articles. Information provided will be used only for the purposes registered by the Company under GDPR regulations. Applications are subject to evaluation, promotion, appraisal, monitoring and inspection of the programmes by Leitrim Development Company, DEASP, Pobal, European Commission and their agents. Data is controlled responsibly.

Permission

It is the responsibility of the community group to obtain the necessary approval or permissions from the appropriate bodies before making this application e.g. Local Authority, Office of Public Works (OPW), for the work to be carried out in this plan. Groups must notify their Local Development Company if a Record of Monument and Places Number (RMP) is linked with their project so that the Department of Arts, Heritage & Gaeltacht can approve certain work.

Contact Us

Karen Guihen	Employment Programmes Co-ordinator	071-9641770 / karen@ldco.ie
Eddie McGowan; Aileen McManus or Margaret Gilbane	Administrators	071-9641770
Marie Reynolds	Tús Programme Lead Supervisor	086-0265150 / marie@ldco.ie
Anne Evans-McCutcheon	Childcare Programme Lead Supervisor	086-3914399 / anneevansmccutcheon@ldco.ie
Gerry McGourty	RSS Lead Supervisor	086-0490225 / gmcgourty@ldco.ie
Jimmy McNama	Job Initiative/Community Employment Lead Supervisor	086-8650859 / jimmymcnama@ldco.ie