

DEPARTMENT OF EDUCATION AND SKILLS
An Roinn Oideachais Agus Scileanna

FORM SWS 2011

Applicant please complete:

County	
Roll No.	
School Name	
School Address	
Contact name	
Telephone no.	
E-mail address	

To: Primary and Post Primary School Authorities

**APPLICATION FORM FOR CAPITAL GRANT AID UNDER THE
SUMMER WORKS SCHEME 2011**

Scheme of Capital Grants for

➤ **Small Scale Works**



Official Use Only

Small Scale Project

Invalid

Project outside the scope of the Scheme	
Consultant not properly qualified/insured	
Consultant's report not properly completed / 3 costed solutions not provided	
Mandatory photographic evidence not provided	
Mandatory Appendix B documentation not provided	
Application not signed by Chairperson, Board of Management/CEO	

Unapproved

Desirable not necessary	
Maintenance Issue	
Financial Constraints	
Other (Please specify)	

Approved

Option No	Project category/priority	
Project VAT inclusive cost	Fees	Total project cost including VAT and Fees

Recommended by	
Approved by	

Note

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This Application Form has 4 Sections:

- Section 1:** Important information in relation to the Scheme and completing and returning the application form.
- Section 2:** To be completed by a school authority applying for a small scale project.
- Section 3:** To be completed by an appropriately qualified Consultant to support an application for a small scale project.
- Section 4:** To be completed, in all cases, by the Chairperson, Board of Management OR CEO.

Section 1 - Important Information

Governing Circular Letter 0076/2010

Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Summer Works Scheme 2011 which are contained in Circular Letter 0076/2010. The Board must also fully satisfy itself as to the absolute necessity of the small scale works being applied for as a school authority will bear the costs of any unsuccessful application.

Schools should also note that in the current budgetary climate, it will not be possible to fund all applications and therefore they should only apply for those projects of an urgent and priority nature.

Particular attention is drawn to the fact that a school may apply for one small scale project only. Applications for multiple small scale projects will automatically be deemed invalid.

N.B. - Mandatory items

- **Photographic evidence of the affected area is mandatory and must be included with the Consultant's report.**
- **In relation to Projects to facilitate the inclusion and access of pupils with special needs, supporting documentation as outlined in Appendix B, is also mandatory.**

Returning completed application form and supporting documentation

Completed applications, together with supporting documentation, where appropriate, should be returned by post to School Planning and Building Unit, Department of Education and Skills, Tullamore, County Offaly.

Closing date for receipt of applications

The closing date for receipt of applications is close of business 21 January, 2010.

Late applications will not be considered.

Helpline

If you require assistance in completing this form please contact **Freephone 1800 200 955**. This service will be available daily between 10am and 1pm from 16 December 2010 to 21 January 2011.

Section 2 – Small Scale Project under SWS 2011

To be completed by a School Authority applying for a small scale project

Validation of application - If you answer NO to any of these questions, your application is invalid and it will not be considered further.

	Yes	No
<p>Is the project within the scope of the Summer Works Scheme?</p> <p>Examples of projects outside the scope of the Scheme are:</p> <ul style="list-style-type: none"> • Multiple Projects • Asbestos/ Dust Extraction/ Radon remediation projects • New Build (except toilet facilities) – i.e. extend the foot print of the existing building. • Temporary accommodation • Cannot be completed over the summer months • Funded under earlier Summer Works or other scheme 		
<p>Is the Consultant appropriately qualified/insured for the particular project? (see Appendix A Circular Letter 0076/2010)</p>		
<p>Has a Consultant's report been fully and properly completed to include 3 individually costed solutions?</p>		
<p>Has the Consultant appended the mandatory photographic evidence?</p>		
<p>In relation to applications under category 4 (Projects to facilitate inclusion and access for special needs pupils) has the supporting documentation outlined at Appendix B, Circular Letter 0076/2010 been attached to the application?</p>		
<p>Is the application signed by the Chairperson of the Board of Management OR CEO (as appropriate)?</p>		

Section 3 – Small Scale Project

To be completed by an appropriately qualified Consultant to support an application for a small scale project

Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular Letter 0076/2010.

Only applications supported by a suitably qualified Consultant will be considered valid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0076/2010. This list is not exhaustive. If you have any queries on whether or not a Consultant is appropriately qualified, please contact the **Helpline 1800 200 955** for advice before engaging a Consultant.

A decision concerning this application will be determined from information provided in this application form only.

Photographic evidence of the affected area is *mandatory*.

Accordingly, it is not necessary for a Consultant to complete a further written report. The fees charged should reflect this.

Consultant's Report

Project Details

1. Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.

2. Provide a full explanation of the nature and extent of the defect(s)

with supporting photographs.

3. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

4. What evidence is there of an effective maintenance programme for the affected area(s)?

5. In your view, how would the school be affected if:

(a) all elements of the proposed project were not carried out?

(b) some of the elements of the proposed project were not carried out?

6. Outline the MANDATORY THREE separate options to address the proposed project.

Note:

1. For projects mainly comprising mechanical and/or electrical services, a full breakdown of all building services mechanical and electrical costs must be scheduled as an appendix in accordance with the relevant Technical Guidance Documents using the National Standards Building Elements.
2. For projects such as refurbishment of technical rooms, replacement of furniture etc. must be detailed and costed separately

<u>Option 1</u>				
Realistic VAT inclusive cost of option 1 (excl fees)	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total
<u>Option 2</u>				
Realistic VAT inclusive cost of option 2 (excl fees)	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total
<u>Option 3</u>				
Realistic VAT inclusive cost of option 3 (excl fees)	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total

7. What are your VAT inclusive fees for this report?

€ _____

Signed: _____ **Qualification:** _____

Name of Firm _____

Details of Professional Indemnity Insurance and Employer's Liability Insurance:

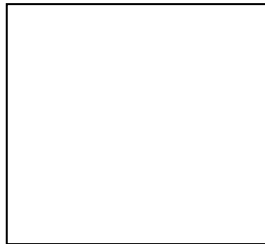
Company Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Company stamp here :-



Section 4-

Declaration and Certification of Chairperson Board of Management or CEO

I declare that:-

- I am familiar with the terms and conditions of the Summer Works Scheme 2011 and I agree to abide by them.
- the information given in this application form is true and complete to the best of my knowledge and belief.
- proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report and that proper tendering and procurement procedures will be followed in the event of our application being successful.
- responsibility for the proper execution of the project, if approved for grant aid, will be accepted as devolved to the Board of Management.
- any funds granted will be used solely for the purpose given and may not be used to replace existing funding.
- if this application is successful, the subsequent investment will be secured legally.

I confirm that:

- I have obtained formal Patron approval for this application
- All areas included in the application are used by the school and are not sublet to a third party.
- No other applications have been submitted on our behalf by other schools on our campus.
- That the Board of Management is agreeable to have the project monitored by the Department of Education and Skills or its agents and to allow access to its premises and records, as necessary, for that purpose.
- That, if not already done, the school will sign up to the Department's energy website, www.energyeducation.ie, and submit energy data for future years via the Display Energy Certificate (DEC) process.

Chairperson Board of Management/CEO signature (as appropriate):

Signed: _____

Capacity: _____

Date: _____