



Clare Local  
Development  
Company



An Roinn Coimirce Sóisialaí  
Department of Social Protection

[www.welfare.ie](http://www.welfare.ie)

**Rural Social Scheme & Tús Scheme Work Placement Application Form 2015 - 2017**

(for completion by Community Groups & Committees)

**CLARE LOCAL DEVELOPMENT COMPANY**

WESTGATE BUSINESS PARK, KILRUSH RD., ENNIS, CO CLARE

Tel: 065/6866800 Fax: 065/6840833

Email: [info@cldc.ie](mailto:info@cldc.ie)

[www.cldc.ie](http://www.cldc.ie)

CLDC ref No. \_\_\_\_\_

Name & Address of Group: \_\_\_\_\_

\_\_\_\_\_

Please provide two contact names:

(1) \_\_\_\_\_ Tel: \_\_\_\_\_

email address: \_\_\_\_\_

(2) \_\_\_\_\_ Tel: \_\_\_\_\_

email address: \_\_\_\_\_

**Organisation Eligibility:** (TICK RELEVANT BOXES)

**Community, voluntary and not-for-profit in nature:**

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

**Legal Structure:**

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



---

Is this project likely to displace similar businesses or jobs in your area? Yes  No

Have any staff members been made redundant/let go in the last 9-12 months? Yes  No

What added value will this placement bring to your community?

---

---

---

What materials/equipment/support/training will you provide to the participant?

---

---

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

Child Protection - Vulnerable adults Yes  No

Name of Designated Liaison Person (DLP) \_\_\_\_\_

Health & Safety Yes  No

Insurance Yes  No

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

*Note: Participants cannot start work with your group unless these policies are in place and you have current Public Liability insurance.*

Please add any other information that Clare Local Development Company may consider relevant?

---

---

---

Please sign below:

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Please print name) (Full name of Community group or Committee)

declare that to the best of my knowledge, the information entered in this application for the RSS/Tús work placement is correct.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

CLDC would like to keep your group informed about future projects associated with or run by CLDC. Please tick the box below to indicate that you give your permission to use the contact details provided in this application as outlined above:

Yes  No

## Appendix 1

Community Group Name: \_\_\_\_\_

CLDC Ref: \_\_\_\_\_

**List of Committee members:**

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

5. Name: \_\_\_\_\_

6. Name: \_\_\_\_\_

7. Name: \_\_\_\_\_

**Please provide details of the liaison person nominated as the CLDC contact within the group:**

Name: \_\_\_\_\_ Contact details – tel: \_\_\_\_\_ email: \_\_\_\_\_

Date: \_\_\_\_\_



## CLDC Guidelines for Tús & RSS Work Placements 2015

### **Eligible Work** *(revised August 2013)*

In general, all works and services undertaken or delivered by the community and voluntary sectors for the benefit of the general community or specific sectors can be considered eligible. Selected work opportunities will fall within, and will not be restricted, to the following broad categories of work:

#### ***Environmental services, to include***

- Energy conservation work in low income homes and community buildings
- Renovation of community and sporting facilities
- Development, regeneration and enhancement of community spaces, gardens, parks, leisure areas, including sport grounds and school grounds where services are not otherwise provided
- Neighbourhood, village and countryside enhancement, including clean-up
- Recycling and repair of equipment, including furniture, tools, bicycles, and IT items.

#### ***Caring services, to include***

- Social care for all persons with such needs
- Personal aide to any person with particular needs due to ill-health, limited or restricted mobility
- Services for children in crèches and childcare settings
- Preparation and delivery of meals for older people or those with limited income
- Visitation, friendly call and befriending programmes for older people, those with mental health needs and those confined to home

#### ***General community services, to include***

- Caretaking, securing, supervising of community buildings and spaces
- Administration, web design, social media, reception, production of newsletters
- Community research and evaluation, including genealogy
- Event management, promotion and administration
- Retail services in charity or community settings
- Promotion and support for volunteering.

#### ***Heritage and cultural services, to include***

- Promotion of the Irish language and cultural activities
- Development and maintenance of walking, cycling and leisure trails
- Administration, marketing and promotion of local heritage sites and events

#### ***Para-educational services, to include***

- Administration, caretaking and other non-teaching or classroom supports
- Services for children in crèches and childcare settings
- Early years and after-school supports for children and young people
- Literacy, numeracy and related supports for adults and children or those with limited command of the English or Irish languages
- Assistance with recreational opportunities for adults/young people including coaching, training, art/music classes.
- Actions to develop or support the school completion programme and related initiatives.

#### ***Hours of Work***

*The normal working week for participants is 19½ hours per week excluding lunch times. Participants are entitled to 10½ days annual leave per annum which must be taken within the year of the placement.*