



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

(for completion by Community Groups & Committees)

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	CLARE LOCAL DEVELOPMENT COMPANY					
	WESTGATE BUSINESS PARK, KILRUSH RD., ENNIS, CO CLARE					
	Tel: 065/6866800 Fax: 065/6840833 Email: <u>info@cldc.ie</u> www.cldc.ie					
	CLDC ref No					
Name	& Address of Group:					
Please	provide two contact names:					
(1)	Tel:					
err	nail address:					
(2)	Tel:					
err	nail address:					
<u>Organi</u>	isation Eligibility: (TICK RELEVANT BOXES)					
Comm	unity, 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.	2. Not-for-profit Community & Voluntary (including non-fee paying schools)					
3.	None					

Are you a Registered Charity? Yes No	Charitable Number:	CHY
Please give full details of current executive committee/board mer How many paid staff are in the organisation:		
How many members are currently involved in the organisation?		
How often does the organisation hold meetings?		
Please insert date of last three (3) meetings. (1)	(2)	(3)

Please attach to this application Terms of Reference and/or plan of activity for your group. If you require more than 1 participant – please indicate the reason why in the work plan and indicate how many the project would require? Number required: \_\_\_\_\_

Provide a brief description of the type of activities / services the group provide within your community

(Please use additional sheet if required).

Please provide a brief outline the work to be allocated to the participant as per CLDC Guidelines (see Appendix 2 for full detailed role description) also state below how you propose to support the participant during the work placement?

(Please use additional sheet if required).

Give detail of the location/s of the work together with an outline of the work schedule and allocated tasks. If work entails outside activity, please give detail of suitable indoor activity during inclement weather.

(a detailed work plan should be completed using the template at Appendix 2 – please complete a work plan for each participant)

Is this project likely to displace similar be	usinesses or jobs in your area? Yes No								
Have any staff members been made redu	Indant/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	ng will you provide to the participant?								
Please confirm if your group has the follo	owing policies in place:								
Child Protection - Vulnerable adults	Yes No								
Name of Designated Liaison Person (DLF	P)								
Health & Safety	Yes No								
Insurance	Yes No								
Name of insurers	Dates of cover (from: to:	)							
Note: Participants cannot start work with your gr	roup unless these policies are in place and you have current Public Liability insur	rance.							
Please add any other information that Cla	are Local Development Company may consider relevant?								
Please sign below:									
l.	on behalf of								
	on behalf of on behalf of (Full name of Community group or Commit (Full name of Community group or Commit dge, the information entered in this application for the RSS/Tús								
Signed:	Date								
	ned about future projects associated with or run by CLDC. Please tick th sion to use the contact details provided in this application as outlined abo								
Yes No		-							

# Appendix 1

Comm	unity Gro	up 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:									

# Appendix 2

Please complete this form for each work placement role included in your application

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

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

Work schedule/plan

Summary of role

**Detail of duties and tasks involved in day to day work** (Including alternative indoor work where applicable)

Please name of person within the group who will liaise with the CLDC supervisor & Tús worker in relation to this role.

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

## **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.