

Application form for the School Meals Local Projects Scheme



The School Meals Programme funding is to meet the food costs of groups currently operating innovative school meals projects.

Funding is provided for “Food items” only to projects that are up and running and benefiting disadvantaged students or children with special needs.

Please complete one application form for each food club.

Please answer ALL Questions.

Please state:

1. Name and address of the School/Organisation/Pre-school which is making the application

Name
Address

2. Name of person applying for Grant

Name	
Title	
Phone Number	Email Address
Number of Schools involved	

3. Name, address, roll number(s) of the school(s) and the average number of children participating in the club on a daily basis.

School	Address	Roll Number	Number of Children

Please answer ALL Questions.

4. Is the school(s) part of any of the following designations/initiatives?

School Completion Programme

YES NO

Designated Disadvantaged

YES NO

Home School Community Liaison

YES NO

Giving Children an Even Break

YES NO

DEIS

(Delivering Equality of Opportunity in schools)

YES NO

Early Start

YES NO

Other

5. Is the school a special school?

YES NO

If 'Yes', please give details

Please answer all of Question 6 if you are operating a Pre-School

6. a) When was the organisation founded?

Month Year

b) What is the status of the group e.g. Charitable status etc. and reference number?

c) Is your organisation a community based project?

YES NO

d) What is the names of the Chairperson and Treasurer?

e) What is the age group of the children attending the Pre-School?

(Please refer to the school meals criteria Re: condition on age).

f) Have you notified the Health Service Executive that your premises is in operation?

YES NO

Please answer ALL Questions.

- g) Has the Health Service Executive inspected and passed your premises for Health and Safety Regulations?

YES NO

Please submit a summary of the educational element in your Pre-School

“Please note that the funding is for food items only. The food supplied should be of good quality, prepared and consumed in suitable surroundings.”

7. Give details of the type of food club for which funding is requested. (e.g. breakfast club, lunch club, dinner club, snack club) .

- a) What type of club do you operate?

- b) What is the main objective you hope to achieve through the club?

- c) What food items are been provided?

- d) How are the children selected?

8. Give details of the food club for which funding is requested.

- a) The average number of children who participate in the club on a daily basis?

- b) How many days per week does the club operate?

- c) How many weeks will the club operate in the current school year?

- d) What is the actual period that this club covers. (Start date and finish date for the current school year?

Month Year Start date:

Month Year Finish date:

- e) How is the food organised? e.g. voluntary effort, part-time worker, or other?

- f) What is the estimated annual food cost for the academic year?

€

9. Have you any special arrangements with your local supplier(s) to reduce costs? Please give details.

Please ensure that a separate application form is completed in respect of each club.

Please answer ALL Questions.

10. If your application is successful, please state name of the organisation to which the cheque should be made payable. (Cheques must be made payable to an organisation).

Payee:

Cheque recipient:

(Principal/Treasurer/Manager etc.)

Recipient's address:

11. Have you ever previously received funding from this Department for a food club?

YES NO

If 'Yes', accounts must be submitted before further funding will be allocated.

If 'No', please answer (a), (b), (c) and (d).

(a) When did the project or club start?

Month Year

(b) When did you start providing food items to the children?

Month Year

(c) How do you fund the food club?

(d) In the event of your project or club receiving funding from this Department can you redirect your current source of funding to another project or club?

YES NO

Send this completed form and any additional information to:

The Department of Social and Family Affairs

School Meals Programme
Social Welfare Services Office
College Road
Sligo.

Please ensure that a separate application form is completed in respect of each club.

I declare that all the information given in this form is true and complete to the best of my knowledge. Date:

Data Protection and Freedom of Information

We the Department of Social and Family Affairs, will treat all information and personal data which you give as confidential. We will only disclose it to other bodies in accordance with law. We are responsible for it under the Data Protection Act and Freedom of Information Act.

EXPLANATIONS and terms used in this form are intended as a guide only and do not purport to be a legal interpretation.