

School Meals Local Projects Scheme

Academic Year 2019/2020



The School Meals Programme funding is to meet the food costs of groups currently operating school meals projects. Priority for funding is currently given to schools which are part of the Department of Education & Skills' initiative for disadvantaged schools, 'Delivering Equality of Opportunity in Schools' (DEIS). Funding is provided for "food items" only to projects that are up and running and benefiting disadvantaged students or children with special needs.

The person named in Question 2 must sign the form. The treasurer/school board of management member/person responsible for finance in the Organisation should co-sign the application.

You must answer ALL Questions

1. Please state:

School Meals Identifier/Roll Number:
Name:
Address:
Postcode:
Tax Reference Number:

2. Name of person applying for Grant:

Name:	
Position held:	
Phone Number:	No. of School(s) Involved:
Email Address:	

3. Name, address, roll number(s) of the school(s) and the number of children enrolled:

(Please note that in the case of schools, pupil numbers for which funding is to be provided for under the scheme will be limited to the previous year's enrolment figures.)

School:	Address:	Roll Number:	No. of Children Enrolled:

4. Have you ever previously received funding from this Department for a food club? Yes No

If 'YES' a completed Income and Expenditure Report must be submitted, plus one month's worth of receipts. Report form is available at www.welfare.ie.

5. Does the school(s) benefit from the Urban School Meals Scheme operated by the Local Authorities Yes No

If 'Yes' please give details.

You must answer all of Question 6 if you are operating a Pre-School.

6. (a) When was the Organisation founded?
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- (b) The status of the group for example charitable status etc. and reference number?

- (c) Is your Organisation a community based project? Yes No

- (d) The age group of the children attending the Pre-School? (Please refer to the school meals criteria regarding condition on age (2.5+ years)).

- (e) Have you notified the Health Service Executive that your premises are in operation? Yes No

- (f) Has the Health Service Executive inspected and passed your premises for Health and Safety Regulations? Yes No

Please ensure that a separate copy of this page is completed in respect of each food club. Multi School Organisations (including School Completion Programmes) should provide a breakdown of the number of pupils, by school, participating in each food club on a separate sheet of paper.

7. Type of food club for which funding is requested.

- (a) What **type** of club do you operate?
- Breakfast Club
 - Lunch Club
 - Dinner Club
 - Snack Club
 - Afterschool Club

Note: You must comply with The Healthy Ireland Nutrition Standards for School Meals.

What food items are being provided?

(b) How are the children selected?

(c) Main Supplier of food?

8. Are you operating a canteen? Yes No

9. 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 will cover? (start date and finish date for the current school year)

Start date: **2 0**

Finish date: **2 0**

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e) Total amount required for this food club for the 2019/2020 academic year?

Note: Funding may be capped at this figure.

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Signature (not block letters)

Co-signature (not block letters)

Date: **2 0**
D D M M Y Y Y Y

Date: **2 0**
D D M M Y Y Y Y

Checklist

Applications must be submitted no later than 20 September 2019.

Have you?

Application Form (SMLPS1)

- Enclosed a separate copy of page 3 (questions 7, 8 & 9) that has been completed and signed in respect of each food club being applied for
- Signed and countersigned the form
- Provided a breakdown of the number of pupils and the amount of funding sought, by school or preschool taking part in each food club on a separate sheet of paper attached to page 3 (Multi School Organisation including School Completion Programme ONLY)
- Completed Question 6 (Preschools only)

Income & Expenditure Report (SMLPS2)

- Enclosed a fully completed Income & Expenditure Report form in respect of the 2018/2019 academic year
- Enclosed bank statements covering the 2018/2019 academic year (Organisations in receipt of payments in excess of €10,000 only)
- Declared in Part 2 any payment received from other sources for the food club(s)
- Enclosed one month's worth of detailed invoices/receipts for November 2018 showing food items purchased under the scheme
- Provided details of any surplus or deficit balance at the end of school year, recorded in Part 4 of the Income & Expenditure Report. If a deficit occurs, please state how this has been funded
- Signed and countersigned the SMLPS 2 form

For more information, please visit www.welfare.ie.

Data Protection Statement

Personal data is required to determine eligibility for payments and services, administered for Ireland's social protection system. It may be shared with other Government Departments/Agencies where provided for by law. Data protection policy available at www.welfare.ie/dataprotection or hard copy

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

Edition: May 2019

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