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## Tús - Community Work Placement

### Application for Community & Voluntary Organisations to host placements

**Name of Community Group:**

**Location of Community Group (area covered):**

**Contact Details:**

Contact Name:

Correspondence Address:

Daytime Contact Number:

Email Address (if available):

**Please note** that under the Tús Initiative, work placements hosted by community and voluntary groups are required to be of sufficient quality in terms of the following: working environment and conditions; tasks to be undertaken; capacity of the organisation proposing the work placement to guide the task; the contribution of the work to the local community; the extent to which the work placement will support the objectives of the organisation proposing the work placement; and the promotion of voluntary effort.

An information note covering **Eligible Organisations** and **Eligible Work** for the Tús initiative is available on [www.meathpartnership.ie](http://www.meathpartnership.ie)

*The Tús initiative is funded by the Department of Social Protection.*

Community and Voluntary Groups interested in providing work placement opportunities for a 12 month period for eligible candidates under Tús should complete the following questions, please use additional pages where required:



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1. Please provide a brief background to your Group or Organisation detailing information such as when established, brief history to date and a summary of the group's current key areas of activity and general objectives (include mission statement if available):



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2. Please indicate below the legal status or category which best describes the nature of your Group or Organisation ✓ :

Recognised informal structure, a parish/community committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a documented constitution	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Not-for-profit Company Limited by Guarantee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Not-for-profit co-operative or friendly society	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered Charity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trade Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sporting Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cultural Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Has your group hosted work placements/training or employment opportunities or other such schemes (FAS Community Employment, Job Initiative, Rural Social Scheme, Community Services Programme, HSE, Peace Projects or other) in the past?

Please indicate Yes  No

<b>If Yes, please provide brief details of schemes, numbers employed, duration and nature of work undertaken:</b>

4. Please give details of any current work placements/training or employment opportunities or other such schemes being accessed by your group (Include numbers employed and indicate if full-time or part-time, hours worked and tasks being undertaken:

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5. In relation to the proposed work intended to be undertaken by the Tús placement, please indicate if this work is currently being undertaken at present, and if so, how is the group currently resourcing the work? (i.e. voluntary activity, under another scheme or by paid employee):

6. Please give a breakdown of the proposed work to be undertaken by Tús placement, including description of the work, the expected outputs and the anticipated timeframe for completion of the tasks outlined:

6.1. Please provide an outline of the project(s) that the participant(s) will be working on based on 19.5 hour week:

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6.2 Description of the work-related tasks to be undertaken by the placement:

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6.3 List the skills required for the placement in order of priority:



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6.4 Please outline the training or learning opportunities for the participant attached to this project:
6.5 Expected Outputs from the work-related tasks undertaken by placement (must be measurable):
6.6 Indicate the nature of the proposed tasks to be undertaken by placement: Once Off <input type="checkbox"/> Ongoing <input type="checkbox"/>
6.7 Where tasks are once off, give time frame for completion of tasks outlined:
6.8 Location of the proposed tasks to be undertaken by placement:
6.9 Anticipated benefit for the host community & voluntary group or organisation?
6.10 Anticipated benefit for the individual undertaking Tús work placement?

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6.11 Anticipated benefit that will accrue to the community from the placement?

**7. Legally Required Documentation: Legal Ownership**

**Applications cannot be put forward for approval where the relevant permissions have not been submitted.**

**LEGAL OWNER PERMISSION:**

Work cannot commence on any project unless a letter is obtained annually from the legal owner of the building/grounds stating that permission is granted for *Tús- community work placement initiative* to assist in the duties outlined in your Work Plan.

Permission Letter Submitted?     Yes     No     To Follow

**RECORD OF MONUMENT AND PLACES (RMP):**

APPLICABLE     Yes     No

**Applications cannot be put forward for approval where permission has not been submitted.**

**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION IN RELATION TO RMP:**

When the owner or occupier of a property, or any other person proposes to carry out, or to cause, or to permit the carrying out of any work at, or in relation to, a Recorded Monument or Listed Site, they are required to give notice in writing to the Minister 2 (two) months before commencing that work. This time will allow the National Monuments Service to advise on how the work may proceed in tandem with the protection of the monuments in question.

Work cannot commence on any project unless authorisation is obtained annually from Meath County Council stating whether an element of your Work Plan is listed in the Record of Monument and Places (RMP). All archaeological monuments are protected under the



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National Monuments Acts 1930 - 2004. The National Monuments Service of the Department of the Environment, Community and Local Government keeps a record of all known monuments and sites. These form the Record of Monuments and Places (RMP).

Meath County Council Authorisation Submitted?  Yes  No  To Follow

## 8. PUBLIC LIABILITY INSURANCE

Current Public Liability Insurance Policy taken out in the name of your group/ organisation for our records with Meath Partnership indemnified on the policy.

Insurance Documentation Supplied?  Yes  No

NOTE: Participants will not be placed with your organisation until Meath Partnership is provided with copies of relevant insurance policies and indemnifications. Renewals of these documents must be supplied to Meath Partnership each year prior to the expiration previously provided documentation.

## HEALTH AND SAFETY / WORK PRACTICES DOCUMENTATION

Does your organisation have a Health and Safety Statement outlining your organisations policies in relation to the Health and Safety of your employees, members, volunteers or others acting on your behalf?  Yes  No

Has your organisation conducted a documented assessment of any Health and Safety Risks in relation to tasks or jobs undertaken by employees, members, volunteers or others acting on your behalf?  Yes  No

If applicable, does your organisation have specific safeguarding policies in place such as Child Protection or Vulnerable Adult policies?  Yes  No

NOTE: Meath Partnership may request copies of such existing documentation.

Meath Partnership may be in a position to offer support developing these documents. Please tick YES if your organisation is likely to require support in putting these documents in place: Yes  No



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**9. DECLARATION AND SIGNATURE**

I, hereby confirm that I have read the eligibility criteria as outlined in this document and declare that the information and documentation supplied in this application are true. I hereby undertake to supply further information as might be required for evaluation purposes. Information provided will be used only for the purposes registered by the Company under the Data Protection Act 1988 and this includes evaluation of applications for Tús as well as the promotion, appraisal, monitoring and inspection of the Tús community work placement initiative by Meath Partnership, the Department of Social Protection, Pobal, European Commission and/or their agents.

I understand that the Tús participants are employees of and managed by Meath Partnership and will be allocated to projects at the discretion of the company. I understand that Government funded programmes such as Tús are not obliged provide any materials/equipment. I also agree to meet the cost of materials\* and equipment required in the carrying out of your allocated participants work for the contracted period.

*\*Meath Partnership will provide Personal Protective Equipment for the participant.*

This application **must** be signed by the Chairperson and one other Director/Authorised Signatory of your Organisation

<p><b><u>PERSON 1:</u></b></p> <p><b>Chairperson Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Date:</b> _____</p> <p><b><u>PERSON 2:</u></b></p> <p><b>Authorised Signatory:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Date:</b> _____</p>
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**It should be noted that given the nature of Tús, it may not be possible to satisfy all applications from community and voluntary groups. In such cases a competitive assessment process may occur from which a database of eligible groups may be formed for future placement opportunities as and when further placements become available.**

The community group application form should be completed in full and returned to the Meath Partnership office. This form **must** be accompanied by a proposed work plan (attachment 1). If your community group has given consideration to the possibility of amalgamating with other groups then please also submit attachment 2. Send completed application forms and relevant attachments to:

**Tús Team,  
Meath Partnership,  
Unit 7,  
Kells Business Park,  
Cavan Road,  
Kells,  
Co. Meath**





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**Community Group Annual Workplan Proposal**

**Attachment 1: Proposed Work Plan for 12 Month Period**

Project	Activity	Number of Hours per Week	Number of Weeks per Annum	Total Number of Hours

Total Number of Hours Work Needed on the Proposed Project	
Total Number of Weeks Work Needed on the Proposed Project	
Total Number of Personnel Required	

- Step 1:** Identify projects that are deemed suitable
- Step 2:** Identify a list of activities that are associated with each project;
- Step 3:** Determine the number of weeks that the activity will require on an annual basis, or the number of weeks that it will take to complete an activity;
- Step 4:** Determine the number of hours that the activity will require on a weekly basis, or the number of hours that it will take to complete an activity;
- Step 5:** Calculate the total number of hours work available under the proposed project;
- Step 6:** Divide the total number of hours for the year by 19.5 (the number of hours participants work per week) to obtain the total number of weeks it will require to complete the proposed activities;
- Step 7:** Divide the total number of weeks (the last sum) by 48 (the number of working weeks per annum) to obtain the number of personnel it will require to complete the proposed projects



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**Community Group Annual Workplan Proposal**

**Attachment 2: List of Prospective Partners**

Please list of any groups that your community group has identified as being suitable prospective partners.

	<b>Name of Community Group</b>	<b>Location</b>	<b>Contact Name</b>	<b>Contact Number</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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