# **TRAINING LINKS PROGRAMME**

# **COMPLETE APPLICATION PACK 2020 - 2022**

# *This document contains all of the information available on the* ***www.wheel.ie/traininglinks*** *website which is relevant to making an application under the Training Links Programme 2020-2022. It has been collated into this single document as a user-friendly initiative so that people can download it and print it out for circulation and examination. For any queries please contact Bridie Corrigan Matthews at* [*bridie@wheel.ie*](mailto:bridie@wheel.ie)*.*

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**1. Training Links: An Overview**

Since 2005 The Wheel’s Training Links Programme has had a unique position in Ireland in supporting and promoting training and upskilling of employees, volunteers, board members, and recruits throughout charity, community and voluntary sector organisations and social enterprises - helping to meet needs and requirements in training and upskilling for employment opportunities and related support structures.

As part of The Wheel’s strategic objectives and key actions for the 2020-2022 period, continued access for the sector to appropriate training and upskilling opportunities is at the core. Therefore, a new cycle of Training Links will be launched in 2020 to facilitate upskilling of people working in nonprofit sector organisations through collaborations in networks.

Training Links is based on an approach that incentivises organisations to work and collaborate with other organisations (via networks) to identify shared training and support needs – and then to jointly put in place a plan to address them. It facilitates organisations and their staff to decide on their own training needs, and to develop solutions to those needs. Organisations and the Training Networks that they participate in are free to choose the training methods, courses, trainers or priorities that are most relevant to them and have those choices supported to make them happen.  The Training Links Programme run by The Wheel will provide funding, facilitation, information and advice to assist organisations to deliver the solutions that they feel are most appropriate to their size, area of activity and employee developmental needs.

The successful Training Networks will be substantially funded by the Training Links Programme (i.e. to a maximum of 80% of total budget costs). The funding covers the development and implementation of strategic, innovative and cost-effective training and development solutions for organisations that work collaboratively through networks, which they would be not be in a position to undertake as effectively on their own. The Training Links Programme is part-funded from the National Training Fund through the Department of Further & Higher Education, Research, Innovation and Science.

In addition to the provision of substantial financial subsidies to the Training Networks - directed at training provision - this programme provides much-needed opportunities for sectoral co-operation and shared learning.

To date Training Links has supported the establishment of over 70 Training Networks involving in excess of 40,000 employees and more than 850 community and voluntary organisations.

## 2. Training Links Programme Objectives

The Training Links Programme 2020 – 2022 will continue to reflect and be aligned to the trends that were relevant in the ongoing development of the skills agenda prior to COVID-19. However, it has been designed to also align with the updated skills priorities adopted by the government in mid-May 2020. These updated priorities are reflected in the selection criteria and the programme categories. It is expected that training and upskilling needs will continue to intensify as the country and the sector move out of crisis mode.

The objectives of the Training Links Programme 2020 – 2022 are:

1. To build skills amongst people working in community and voluntary organisations in the following priority areas:

* Fast-tracking digital transformation across all facets of organisational functioning;
* Enhancing the leadership and management skills to increase organisational impact, including strong governance, well-formed strategy, and agile and effective management and planning;
* Building skills as a means of responding to the challenge of Brexit;
* Developing new business models; new approaches to earning-income and fundraising; and new models for working with statutory funding partners;
* Achieving high-quality, impactful, consistent and responsive services (responding especially to ongoing COVID-19 related realities); demonstrating impact, and communicating that effectively;
* Upskilling and reskilling to accommodate successfully the changes necessary to ensure safe working environments in a COVID-19 context.

1. To promote and support a cohesive and organisational-led approach to training and learning especially within small and medium organisations, enabling increased awareness of and access to training options through the establishment of Training Networks across the sector.
2. To promote and encourage collaboration within and between networks of members so that ideas, initiatives and best practice in training and development can be identified and shared, resulting in cost-effective and innovative solutions to joint training needs.
3. To facilitate the provision of quality customised training by supporting the development of new, or innovative, or flexible training methodologies, in order to deliver more relevant, effective, efficient and user-friendly training solutions.

**3. New Call for Proposals for 2020 – 2022 Training Links Programme**

**Priority Themes**

The Wheel is now inviting applications for funding under the Training Links Programme from networks which will develop, deliver, monitor and evaluate innovative training and development solutions in the priority themes:

* Fast-tracking digital transformation across all facets of organisational functioning;
* Enhancing the leadership and management skills to increase organisational impact, including strong governance, well-formed strategy, and agile and effective management and planning;
* Building skills as a means of responding to the challenge of Brexit;
* Developing new business models; new approaches to earning-income and fundraising; and new models for working with statutory funding partners;
* Achieving high-quality, impactful, consistent and responsive services (responding especially to ongoing COVID-19 related realities); demonstrating impact, and communicating that effectively;
* Upskilling and reskilling to accommodate successfully the changes necessary to ensure safe working environments in a COVID-19 context.

Applications focussed on these priority themes that also address the cross-cutting challenges below are especially welcome:

* Applications that build skills on a **regional basis**
* A focus on **labour market** **inclusion**, particularly for those who are less likely to be included in employer-arranged training or to directly engage in training themselves
* Embedding a culture of lifelong **learning** across the workforce.

It is anticipated that **up to 20** networks will be chosen and will receive grants of between €10,000 (minimum) and €20,000 (maximum) each.

Applications are welcome from new, existing and previously funded networks (including networks that may not have been successful in securing funding in earlier calls). Networks that have been formed for the purposes of this programme are also eligible.

A balance in the area of work of the Training Links networks will be sought so that as wide a range of sub-sectoral areas as possible will be covered including disability, community development, health, social enterprise, education & training, children, human rights & justice, arts & culture, sexual abuse, domestic violence, and volunteerism. Additionally, a geographical and regional spread will be sought in terms of where the beneficiaries of the members of each network are – to ensure that the funding is spread appropriately across the country.

Any community and voluntary sector organisation based in the Republic of Ireland is welcome to apply as the Lead Organisation for the Training Networks programme. The Lead Organisation must have consulted and agreed **with at least 9 other organisations** (giving a minimum 10organisations) to be named as network members in the application document.

Completed application forms must be submitted to [applications@wheel.ie](mailto:applications@wheel.ie) before 5pm on **Wednesday, 30 September 2020**.

## 4. What is a Training Grant?

## A training grant is the awarding of funds to successful applicants, to help their networks address identified and approved training programmes and interventions for their network members.

* The Wheel will provide Training Network grants in the range of €10,000 to €20,000, on a phased basis - over an eighteen-month period 2020 – 2022 - to approved network applications.
* As there is a total fund of **€225,000** available, it may be the case that some groups receive a grant that is less than they applied for.  If this is the case, the Training Network will be required to submit a revised training plan and budget for approval.
* This grant is for the development of the Training Network, the creation, implementation and evaluation of its training plan and fulfilling all other programme requirements.
* All Networks must have a **Network Committee**, which will oversee the development of the training plan and the work of the network. The Network Committee should be comprised of some or all of the members of the network.
* Each network will also be required to nominate a **Network Coordinator** who will have the capacity and time to undertake the work associated with the programme and who will also act as the main point of contact and financial accountability with The Wheel.
* It is anticipated that the first grant instalment will be paid by **Friday, 27 November 2020.**
* Successful applicants will contribute matching funding of at least 20% which may be cash or in-kind (e.g. such as providing staff support to the network).
* Advice, support and guidance from The Wheel will be available at all stages to the Training Networks.
* Payment of the grant to successful networks is subject to the receipt of ongoing funding from the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science.

## 5. What is a Training Network?

A Training Network is a group of independently run and governed community and voluntary sector organisations who decide to come together to co-operate as a group in order to undertake training that they may not be able to do individually. The term ‘community and voluntary’ in this instance includes: registered charities, social enterprises, independently run nonprofit organisations that do not have a charity status, incorporated or unincorporated entities.

* The Training Network identifies a Network Coordinator (most likely, but not necessarily, a person associated with the Lead Organisation) to coordinate network activities and have overall responsibility for the project.
* The Lead Organisation is the main applicant for the Training Links funding. It will have overall responsibility for meeting the Training Links network objectives, co-ordination of network activities for the member organisations listed in the application document, monitoring of progress and targets, and evaluation of all training delivered. It also holds accountability for all funding received and all associated reporting to The Wheel.
* The Training Network’s member organisations share in the decision-making, design and implementation of training (i.e. training developed by the network members for the network members). This is facilitated through the establishment of the Network Committee to oversee the work of the Network and to guide and support the work of the Network Coordinator.
* The member organisations of the Training Network must be stand-alone organisations, independently run and governed.  The full network cannot purely be branches of an organisation. A minimum of ten (10) members is required for eligibility. There is no maximum number of organisations that can be members of a Training Network - however, the network must be a manageable size for the Network Coordinator.
* Training Networks may be from the same town or area (regional); may be involved in similar activities (sub-sectoral); or may all be involved in a specific topic (theme).
* Training Networks considered for this programme can be existing networks within the community and voluntary sector or new networks developed to take part in this programme.

## 6. Application Process

The application process encourages and incentivises organisations to work and collaborate with other organisations (via networks) to identify shared training and supports needs. Through an identified and agreed Lead Organisation, the network (i.e. an existing network, or a newly formed network) will identify, agree and then jointly put in place a plan to address their collective training needs, as follows:

* The Training Network Lead Organisation must make the application to The Wheel on behalf of the network’s member organisations using the Training Links application form 2020-2022. (The form can be downloaded on [www.wheel.ie/traininglinks](http://www.wheel.ie/traininglinks) and is available in this document for reference.)
* Application forms should be completed with due regard to the information and advice on the website and in the guidelines for the application process.
* Completed application forms must be submitted to [**applications@wheel.ie**](mailto:applications@wheel.ie)before 5pm on **Wednesday, 30 September 2020.**
* Both existing community and voluntary sector networks and new networks are encouraged to apply.  With an existing network, the network members will already be in place.  With a new and developing network, the Lead Organisation and the Network Coordinator will develop the network and facilitate the creation of a Training Plan and invite members to participate.
* The assessment process to identify successful applicants will be carried out by an independent selection panel against the Training Links selection criteria (a copy of which is contained in this application document, page 9).
* Successful applicants will be notified on or before **Friday, 30 October 2020** and, it is anticipated that the first tranche of funding will be paid by **Friday, 27 November** **2020** – subject to signed contracts being received by The Wheel – on or before **Friday, 20 November 2020**.
* Project delivery, monitoring and evaluation will take place from **Monday, 30 November 2020** to **Friday, 19 March 2022**.
* A final project report must be completed and submitted by each network by **Friday, 14 May 2022**.
* Relevant dates are outlined in the Training Links Timetable on page 13 in this document.
* Support, advice or guidance required will be available from The Wheel to all applicants at all stages of the process.

## 7. Eligibility Criteria

## Detailed below are the eligibility criteria necessary for applications to be considered for funding under the Training Links Programme. If an application is deemed to be ‘not eligible’, the Lead Organisation will be advised, following completion of the eligibility assessment process.

* The Lead Organisation is an independently run and governed community and voluntary sector organisation based in the Republic of Ireland.
* The Lead Organisation in the network application has relevant legal status, e.g. Company Limited by Guarantee; Registered Charity, Unincorporated Association; Trust, Co-Operative / Friendly Society etc. (more than one form may apply to your organisation).
* Each member organisation of the network must be able to demonstrate that it has its own governance in place, i.e. that they are not branches of another organisation.  A Training Network comprising branches of an organisation is not eligible, even if they are independently constituted.
* All proposed members of the network are independently run and governed community and voluntary organisations legally based in the Republic of Ireland.
* A Network Committee is in place for each network, aligned with the network’s focus, i.e. organisation-led training.
* There is an identified person to co-ordinate the work of the Training Network and it is demonstrated in the application that the network co-ordinator is available as a resource to the network.
* The budget included in the application form abides by the financial guidelines detailed in Section C of the application form.
* The application includes matching funding from the proposed Training Network of at least 20% of the total project budget which may be cash or in-kind.
* The minimum number of independent organisations/members involved in the network must be **at least 10**.
* The application form has been completed in full - with due regard to the guidelines contained in this document (page 31) and the Training Links Programme Objectives (page 3).

## 8. Selection Criteria

There are four overall Selection Criteria:

1. **Strategic Criteria:** has the rationale, intended impact and learning outcomes of the proposed training programme been clearly articulated. How well does the application meet all of the objectives of the 2020-2022 Training Links Programme outlined in Section 2?
2. **Thematic Criteria:** how well does the proposed training plan align to the theme(s) chosen in the application? Is there evidence of alignment to the priority areas outlined in Section 3?
3. **Operational Criteria:** looks at the process and methods of achieving the networks strategies, including cost-effectiveness, network management and evaluation factors.
4. **Wider Impact:** focuses on what is developed and/or delivered by the network, what is shared as well as what can be continued after the network’s Training Links funding ceases.

|  |  |  |
| --- | --- | --- |
| **Selection Criteria** | **Sub Criteria** | **Weighting** |
| Strategic Criteria | * Clarity of alignment of proposed training to the priorities of the Training Links programme objectives in Section 2. * Clearly demonstrates advancement in promoting and supporting one or more priority themes. * Clarity about the proposed learning outcomes for participants. | 40% |
| Thematic Criteria | * Extent to which the proposed training plan is an effective solution to the identified need. * The extent to which the training plan also focuses on the additional cross-cutting challenges. * Impact on up-skilling and employability in the chosen priority area(s) is evident. | 25% |
| Operational Criteria | * Evidence that member organisations have been consulted / had input to the application. * Relevancy of training activities to members of the Training Network. * Capacity to deliver, manage, report and evaluate the Training Links project (considering such risks as COVID-19). * Financial efficiencies, degree of matched funding, and value for money in training and financial management * Clarity of application form and coherence of proposal. * Evidence of previous successful project delivery and performance. | 20% |
| Wider Impact | * Sharing / cascade of training to a wider group or audience within / outside of the network. * Accreditation of training / or if new/different training / products – how that can be continued into the future as a result of the funding. | 15% |
| **Total** |  | **100%** |

# **9. Supports for Training Networks**

In addition to the financial subsidy, The Wheel will offer ongoing support throughout the application, development, implementation and evaluation phases of the project. This will involve the following:

* **An online workshop** at which the Network Coordinator or a suitable a representative from all networks must be present to share learning across the Training Links Programme and to provide assistance with reporting and monitoring.
* **Network monitoring visits** where The Wheel’s representative will communicate and connect with each network to review the network’s progress, achievement of training and financial targets, network co-ordination, and to provide guidance and support
* **Other supports:** email, telephone, Zoom assistance.

**10. Frequently Asked Questions**

**Q. What help is available from The Wheel in completing the application form?**

The Wheel is available at any time prior to the deadline for receipt of application forms, to give assistance with any areas of the application form or simply to discuss ideas. Please contact [applications@wheel.ie](mailto:applications@wheel.ie) if you need any support in completing your application.

**Q. Can existing networks/groups apply to The Wheel for Network funding?**

Yes, any organisation/network whose membership is comprised of community and voluntary sector organisations as defined by this application process can apply to The Wheel on behalf of its members.

**Q. Are there any restrictions on the type of training that can be supported by The Wheel?**

All types of training and development are eligible for support. The only restriction applies to training that is required by law. This should be carried out by all organisations whether or not they access training grants.

**Q. Who chooses the types of training and who provides that training?**

As the Training Networks programme is an organisation-led initiative, the organisations in the network decide all aspects of the training. The Wheel makes no restrictions on who provides the training or what type of courses the network delivers

**Q. Do all proposals have to be from groups in the same area of work?**

No, proposals can come from any group of organisations with a shared training need. Networks can be a group of organisations in the same town for example, or a group of organisations that have a common goal. Equally, organisations that share a common way of work e.g. social enterprises can find this a useful source of upskilling supports. Training needs can also apply to any specific group within an organisation e.g. policy officers, youth workers – or to the organisation as a whole

**Q. Where did the priority themes for training come from?**

**Training Links is funded from the National Training Fund (NTF) through the Department of Further & Higher Education, Research, Innovation and Science. The National Skills Council, an advisory group to this department, sets national priorities for skills needed across all sectors of the economy. In its summer statement 2020, and in light of the COVID-19 crisis, the National Skills Council established priority themes to guide expenditure of NTF funding. The Wheel aligned these priorities with recent research and surveys conducted across the sector pre and post-COVID-19 in relation to what the sector’s self-identified training and support needs are. For this round of Training Links, the priority themes are as identified in Section 3.**

**Q. When will I know whether my project application has been successful?**

All Lead Organisations will be communicated with to inform them of the outcome of their application on or before 5pm on **Friday, 30 October 2020**.

**11. Training Links Timetable**

|  |  |
| --- | --- |
| Date | Action |
| **Tuesday, 4 August 2020** | Application pack available on [www.wheel.ie/traininglinks](http://www.wheel.ie/traininglinks) website. |
| On-going | Advice, support and guidance is available from The Wheel at all times regarding any element of the Training Links Programme. Contact Bridie Corrigan Matthews at [bridie@wheel.ie](mailto:bridie@wheel.ie). |
| **Wednesday, 30 September 2020** | **APPLICATION CLOSING DATE:**  Submission of completed application forms by no later than 5pm. Submissions made to [applications@wheel.ie](mailto:applications@wheel.ie) |
| **October 2020** | Selection of the successful Training Networks.  An independent selection panel will select Training Networks. |
| **Friday, 30 October 2020** | Successful applications informed. |
| **Friday, 13 November 2020** | Final changes/adjustments (if required) to network training plans and budgets. |
| **Friday, 20 November 2020** | Contracts signed, bank details and administrative details received from successful networks. |
| **Friday, 27 November 2020** | First grant payment instalment available. |
| **November 2020 – March 2022** | **Training Networks Operational Period:** the Training Networks will run the training programmes as set down in the training plan, and will make regular reports to The Wheel. On-going support in the form of advice, guidance, monitoring (phone and Zoom calls or visits) to the Training Networks, will be available from The Wheel.   * First Network Coordinator Meeting via Zoom, **Tuesday, 24 November 2020 from 10am – 12pm.** |
| **Friday, 14 May 2022** | **Completion of Final Reports:** final financial and narrative report, and the network evaluation must be submitted to The Wheel. |

**TRAINING LINKS APPLICATION FORM 2020 - 2022**

It is strongly recommended that any group planning to apply read the ‘Guidelines’ (page 33) for this application form and the full application pack as they contain the necessary information to complete the application. Please also refer to [www.wheel.ie/traininglinks](http://www.wheel.ie/traininglinks) for necessary further information.

Contact Bridie Corrigan Matthews at [bridie@wheel.ie](mailto:bridie@wheel.ie) for more information.

Please fill in this form using Word software and add any additional lines as necessary (within reason).

**SECTION A – ORGANISATIONAL DETAILS**

**Section A.1 Lead Organisation Details**

The Lead Organisation is the main applicant for the Training Links funding. It will have overall responsibility for meeting the Training Links network objectives, co-ordination of network activities for the member organisations listed in the application document, monitoring of progress and targets, and evaluation of all training delivered. It also holds accountability for all funding received and associated reporting to The Wheel.

**A.1.1 Name of Lead Organisation**

Name:

Address:

Telephone Contact Number:

Mobile Contact Number:

E-mail of Contact Person:

Website:

**A.1.2 Name/Job title of proposed Training Links Network Co-ordinator**

Name:

Job Title:

Address:

Telephone Contact Number:

Mobile Contact Number:

E-mail of Network Co-ordinator:

[NB: The Network Co-ordinator **must be available and have the capacity to undertake the role of the Network Co-ordinator**, as there may be considerable time required to manage and operate the delivery of the training plan, as well as reporting to The Wheel. **The time and commitment of this role has been underestimated in previous funding programmes.** Please ensure the person identified and agreed has the time and capacity to undertake this role, and that the project has considered and included the costs for this role in the budget.]

**A.1.3 Name of the proposed Training Network** [suggest a short name reflecting type of training or network focus, or innovative name, e.g. *Health Support Network*, or *Sports for Health* *Network*…. etc.]

Name:

**A.1.4 Please indicate the area, or region the network will operate in (e.g. County Tipperary, South-East Region, Nationally)**

Region/County:

**A.1.5 Legal Form of the Lead Organisation**

e.g. Company Limited by Guarantee; Registered Charity, Unincorporated Association; Trust, Co-Operative / Friendly Society etc. (more than one form may apply to your organisation)

Legal Form:

**A.1.6 Tax Clearance Status is required. Confirm Status of Lead Organisation:**

Revenue Access Number:

Tax Number:

[NB. All organisations in receipt of funding must have current Tax Clearance Status and must provide both their tax number and revenue access number to The Wheel.]

AND

Registered Charity Number (if applicable):

**Section A.2 Training Network Member Organisations**

**A.2.1 Contact Information** (Please ensure Lead Organisation is typed in line No. 1 below. Add more rows if required.)

|  |  |  |
| --- | --- | --- |
| **No.** | **Organisation**  (**minimum 10** member organisations) | **Name, address, contact details (e-mail/phone number) and job title of contact person** |
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**A.2.2 Member Organisation Information** – Minimum of 10 (Add more rows as required.)

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| --- | --- | --- | --- | --- |
| **No.** | **No. of Employees** | **No. of volunteers**  **(excl. Board members)** | **Actual number of people to be trained in the project from each member organisation**  **(e.g. 35)** | **Anticipated number of other people that will be impacted by training delivered in the project** |
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**A.2.3 Legal information** (Add more rows as required.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Member Organisation** | **Tax clearance certificate (yes/no)** | **Charitable Status - Registered Charity Number**  **(yes/no)** | **Legal form of the member organisation** (Company Limited by Guarantee; Registered Charity, Unincorporated Association; Trust, Co-Operative / Friendly Society etc.) |
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**SECTION B - PROJECT MANAGEMENT**

**Section B.1 Capacity of Lead Organisation**

**B.1.1** Please outline any relevant experience the Lead Organisation has had of managing or promoting other projects which have received public funding (from Irish agencies, statutory bodies, cross border bodies, EU programmes etc.) (Add more rows as required.)

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| --- | --- | --- |
| **Project Name** | **Awarding Body** | **Role of Lead Organisation** |
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**B.1.2** Please outline any experience the Lead Organisation has of developing, delivering, managing or participating in interagency, collaborative and/or networking projects or working. Please describe any benefits the organisation has seen from this networking (max 200 words).

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**B.1.3** Does the Lead Organisation carry out an annual audit of its accounts?

Yes / No:

If No, please state what form of financial control is maintained?

**B.1.4** What is the most recent year for which audited accounts are available?

**B.1.5** Outline the management and decision-making procedures that are in place in the Lead Organisation with particular reference to financial management and control (max 200 words).

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**B.1.6** Please outline any experience the Lead Organisation has of evaluating projects/networks or activities it has conducted (max 300 words).

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**Section B.2 Management of the Training Network**

**B.2.1** Please outline the tasks the Network Coordinator will undertake for the Training Network and how the Lead Organisation will facilitate and support the Network Co-ordinator in the role (max 200 words).­­­­­­­­­­­­­­­­­­­

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**B.2.2** Please describe how it is proposed that the Network Committee will be selected, will operate and will manage the work of the network (max 200 words).­­­­­­­­­­­­­­­­­­­

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**Section B.3 Role of the Network Members**

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**B.3.1** Please describe the extent to which network objectives, activities and plans are, and will be, decided and managed by the network members, and the mechanisms in place to facilitate this. What evidence is there, or will there be, that the members have or will actually commit to the network? (max 300 words).­­­­­­­­­­­­­­­­­­­

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**SECTION C - TRAINING PLAN**

**Section C.1 Training Provision – Priority Themes**

**C1.1** In line with the Government’s National Skills Strategy, there are priority skills areas that are the focus of this Training Links Programme, and applications should clearly identify and reflect one, or as many as is appropriate, to their application. These priority themes are identified below.

[NB. Please indicate with a tick (or X) the priority theme your network has identified as the focus of your Training Links application. More than one priority theme can be selected].

Fast-tracking digital transformation across all facets of organisational functioning

Enhancing the leadership and management skills to increase organisational impact, including strong governance, well-formed strategy, and agile and effective management and planning

Building skills as a means of responding to the challenge of Brexit

Developing new business models; new approaches to earning-income and fundraising; and new models for working with statutory funding partners

Achieving high-quality, impactful, consistent and responsive services (responding especially to ongoing COVID-19 related realities); demonstrating impact, and communicating that effectively

Upskilling and reskilling to accommodate successfully the changes necessary to ensure safe working environments in a COVID-19 context

**C.1.2** Does the application demonstrate advancement in promoting and supporting these cross-cutting challenges? (Please indicate with tick in the appropriate box)

Applications that build skills on a **regional basis**

A focus on **labour market** **inclusion**, particularly for those who are less likely to be included in employer-arranged training or to directly engage in training themselves

Embedding a culture of lifelong **learning** across the workforce.

**C.1.3** What are the gaps in provision or skills needs of organisations, workers and volunteers, which the networks training plan is intended to address? (max 200 words)

**C.1.4** Please describe why you need to access the Training Links Programme and why you have not been able to address the identified needs to date? Please also indicate any part of your proposed programme that would go ahead in the absence of this funding (max 200 words).

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**C.2.1** Please provide a brief overall summary of your Training Networks proposal outlining the regional, sectoral or thematic environment/context in which the network operates/plans to operate and the challenges therein (max 200 words).

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**C.2.2**  Please provide evidence of the need for the proposed project and outline how this need was identified. Please also highlight any objective data available to support this proposal (max 200 words).

**C.2.3** Please identify the number of individual trainees (by occupational category) your network intends to train during each project year.

|  |  |  |
| --- | --- | --- |
| **Trainee Type** | **Total No. of Trainees 2020-21** | **Total No. of Trainees 2022** |
| CEO/Manager or equivalent |  |  |
| Middle Mgt./Supervisory |  |  |
| Support officers |  |  |
| Administration |  |  |
| Fundraising/Marketing |  |  |
| Information Technology |  |  |
| Professional/Specialist |  |  |
| Financial |  |  |
| Board Member |  |  |
| Other (Please specify) |  |  |
| **TOTAL** |  |  |

**Section C.3 Project Development**

**C.3.1** Please describe how the network will improve the adaptability and long-term employability of workers in the network, and how it will address the skills gap through the collaboration aspects of the Training Links Programme (max 200 words).

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**C.3.2** Please describe how the Training Network Programme will help the Lead Organisation develop and promote increased active participation in training and development by the member organisations (both during and after the lifetime of the project); share/cascade training to a wider audience than the initial project trainees; enable networking and collaboration (max 300 words).

**Section C.4.1** **Budget**

Please complete the Training Links network-proposed budget as outlined below:

**Outline Budget**

|  |  |  |
| --- | --- | --- |
| ***Expenditure*** | **2020-2021**  **(€)** | **2022** |
| **Programme Development** (maximum 10% of budget costs) | | |
| Consultants costs (please explain) |  |  |
| Other Training Needs Analysis costs (specify) |  |  |
| Other (please specify) |  |  |
| **Network Management** (maximum 15% of budget costs)  Please ensure sufficient consideration is given to role and time commitment of the network  co-ordinator responsible for running, planning, organising and reporting on the Network training | | |
| Network Co-ordinator costs |  |  |
| Network Committee costs |  |  |
| Other (please specify) |  |  |
| **Administration/Logistics** (maximum 10% of budget costs) | | |
| Meetings & Events |  |  |
| Materials & publications |  |  |
| Administration overheads |  |  |
| Other (please specify) |  |  |
| **Training Costs**  (**minimum 65%** of total budget costs) | | |
| Trainers |  |  |
| Venues |  |  |
| Evaluation |  |  |
| Other (please specify) |  |  |
| Total costs |  |  |
| ***Income*** | | |
| 1. The Wheel grant requested - must not exceed €20,000 i.e. the max grant available = 80% of total budget, and the grant request must not be less than €10,000 |  |  |
| 2. Matching funds = 20% of total budget (this can be as cash from other sources, or as in-kind i.e. staff salaries, overhead costs, etc.) |  |  |
| Total income = 100% of total budget |  |  |
| *\*Total costs should equal total income* | | |

**SECTION D**

**Signature Sheet**

It is absolutely **essential** to complete and return this sheet.

**Please read carefully:**

This undertaking must be completed and signed by an authorised signatory of the Lead organisation.

It will be a condition of any application for funding under the terms and conditions of the Training Networks programme, that the applicant has read, understood and accepted the following:

1. The Wheel shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:
   1. The application or the subject matter of the application:
   2. The rejection for any reason of any application.
2. The Wheel shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.
3. The project funding is subject to ongoing funding from the National Training Fund through the Department of Further & Higher Education, Research, Innovation and Science. If this funding is not made available, The Wheel is not obliged to continue funding individual Training Links Networks
4. The information given in the application is true and accurate

Name:

(Block Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of: (name of the

Lead Organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**GUIDELINES FOR COMPLETING THE**

**TRAINING LINKS PROGRAMME**

**APPLICATION FORM 2020-2022**

***Please read this before completing the application form.***

**Introduction**

Applications must be submitted in soft copy by **5pm Wednesday, 30 September 2020**.

Applications will be assessed by an independent panel against the *Training Links Selection Criteria* which are all based on the *Training Links Programme Objectives.*

In you have any queries or need support of any kind in filling out the application form or about Training Links please do not hesitate to contact Bridie Corrigan Matthews, [bridie@wheel.ie](mailto:bridie@wheel.ie), Tel: 01- 454 8727

**Section A Organisational Details**

This section details the administrative details of the Lead Organisation.

**A.1.1** The Lead Organisation is the main applicant for the Training Links funding. It will have overall responsibility for meeting the Training Links network objectives, coordination of network activities for the member organisations listed in the application document, monitoring of progress and targets, and evaluation of all training delivered. It also holds accountability for all funding received and associated reporting to The Wheel. The Lead Organisation must also detail its organisation’s governance in Section A.1.5 of the application form; (Company Limited by Guarantee; Registered Charity, Unincorporated Association; Trust, Co-Operative / Friendly Society etc.)

**A.1.2** The Training Links Network Coordinator is the person who is to be given responsibility by the Training Network to drive the Training Links network forward and is the main point of contact with The Wheel on behalf of the Network.

**A.1.3** Each Training Network must have its own unique name.

**A.1.4 - A.1.6** Administrative details of Lead Organisation.

**A.2.1 - A.2.3** Administrative details of Training Network member organisations.

**Section B: Project Management Details**

**B.1.1 – B3.1. – Overview of the Network**

**Section C: Training Links Programme**

**C.1.1** This question will identify how the network will align and reflect its training plan in line with the Government’s National Skills Strategy as detailed in the Training Links Programme objectives on page 3.

**C.1.2** ­­­­­­­­­­­­­­­­­­­­This question will illustrate how the application supports the advancement of the key priority skills areas as those have been identified by the network on page 24.

**C.1.3** This question will demonstrate thevalue of the training plan in meeting the needs of the members of the Training Network, identifying specific and key gaps in training needs of organisations that the Network can address.

**C.1.4** This question will demonstrate why the funding is important and how it will help the network address and support key upskilling gaps and opportunities.

**C.2.1**  Overview of Training Network proposal – provide exactly that: i.e. does the Training Network address needs at regional (geographical area), sectoral (sector in which the member organisations work), or thematic (specific theme which the Training Network seeks to address).

**C.2.2** Evidence of need for proposed training. Is there any objective data on the need for the proposed training?

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**C.2.3** Identify the number of individuals in each category that the Network will train during the project, on a yearly basis. Please be realistic and consult network members for confirmation before finalising and submitting the application document. Each successful network application will be expected to commit/adhere to the trainee numbers identified, as a minimum target.

**C.3.1 - C.3.2** Project development questions as asked.

**Section C4: Financial Management and Budget**

**C.4.1** Note that this budget will be the one against which reports to The Wheel will be requested. Upon completion of the final training plan after the training needs analysis, it is possible that the details in this budget may change and, if so, any changes to the budget prior to project implementation must be agreed and signed-off in consultation with The Wheel.

Applicants are advised to note that, the maximum allocation of budgetary divisions, places a significant proportion of the overall budget (i.e. 65%) towards the design and delivery of training for the Training Network member organisations.

**CHECKLIST FOR 2020 - 2022 APPLICATIONS**

Please ensure that you have attached/enclosed all of the items listed below when submitting your application:

* A copy of the most recent annual report and accounts or equivalent of the Lead Organisation
* Provision of Tax Clearance Status and Registered Charity status (if applicable) for the Lead Organisation
* Any other relevant supporting documentation
* Detailed Financial Budget breakdown, with consideration for the role of the Network Coordinator
* Signed Declarations – Section D – Signature Sheet.

**Submission of Application**

An electronic version of the completed application form must be emailed to: [applications@wheel.ie](mailto:applications@wheel.ie)

[NB. Due to COVID-19 requirements, it is not possible for The Wheel to receive hard copy applications. If this is an issue please contact [bridie@wheel.ie](mailto:bridie@wheel.ie)].

**Closing date: Wednesday, 30 September, 2020**

**Time: 5.00 pm**

**Email:** [**applications@wheel.ie**](mailto:applications@wheel.ie)

**Website:** [**www.wheel.ie/traininglinks**](http://www.wheel.ie/traininglinks)