**APPLICATION FORM:**

**Provision of a Young Parent Support Programme (YPSP) Service in Clare**

 **Section 1: Organisation details**

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| **Organisation Details & Contacts** |
| **Name of Organisation***(This should be the official or Registered Legal Entity name)* |  |
| **Trading Name (known as)***(If different from above)* |  |
| **Address of Organisation***(This should not contain the* *personal name or address of**an individual e.g., secretary)* | **Line 1** |  |
| **Line 2** |  |
| **Line 3** |  |
| **Town** |  |
| **County** |  |
| **Eircode** |  |
| **Telephone Number/s** | **Contact e-mail/s** | **Website if Applicable** |
| **Mobile:** |  |  |  |
| **Landline:** |  |
| **Application Contact Details** |
| **Organisation Key / Main Contact Details** *(This should be the person who has overall responsibility for this application and potential funding arrangement and will act as key contact person with the Executive)* |
| **Title** |  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  | **Mobile** |  |
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| **Authorised Signatory Contact Details***(The person authorised by your organisation to sign the Funding Arrangement should this application be successful) – Chairperson or delegate* |
| **Title** |  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  | **Mobile** |  |

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| **Organisation Overview** |
| **Status /Structure of Organisation**  |
|  | **Yes** | **No** | **Tick Yes / No as Appropriate** |
| **Is your Organisation a registered Charity?** |  |  | **If yes, please provide Charity Regulatory Authority Number >** |  |
| **Is your Organisation registered with Revenue for Charity Tax Exemption?** |  |  | **Please provide Revenue CHY Number >** |  |
| **Is your Organisation a registered Company?** |  |  | **If yes, please provide Company Number (CRO Number) >** |  |
| **Is your Organisation a voluntary or community “*Not for Profit*” organisation?** |  |  | **If yes & you are neither a Registered Charity / Company or Statutory Body, please give details of your organisation’s structure/status >****If no, please describe your organisation >** |  |

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| **Organisation Aims & Objectives****(Please provide an overview of your Organisation’s aims & objectives)** |
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**Section 2: Criteria for selection**

* Organisations interest in providing a YPSP Service in Clare (10%)
* Track record of working effectively to deliver programmes that improve outcomes for Young People, Parents and or Children (20%)
* Evidence of working in partnership with Statutory and Voluntary Service providers (20%)
* Evidence of organisational capacity to deliver the commissioned service (40%)
* Examples of the ability to provide timely and accurate data to facilitate monitoring and evaluation of projects or services (10%)

Responses to the following questions will inform the assessment by the panel against the criteria listed above.

1. **Why is your organisation interested in providing the YPSP Service in Clare? (10%)**

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| **(Max Word count 200 words)** |

1. **Track record of working effectively to deliver programmes that work with Young People, Parents and Children in a child centred way that promotes participation and improves their outcomes.** Provide 3 examples that clearly describe the situation, task, needs assessment, action, participative Methodology, and outcome for each example **(20%)**

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| **Example 1 (Max Word count 250 words)** |
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| **Example 2 (Max Word count 250 words)** |
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| **Example 3 (Max Word count 250 words)** |

1. **Evidence of working in partnership with Statutory and Voluntary Service providers.** Provide 2 examples of partnership working with services including liaising with key stakeholders. **(20%)**

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| **Example 1 (Max Word count 250 words)** |
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| **Example 2 (Max Word count 250 words)** |

1. **Evidence of organisational capacity to deliver the commissioned service (40%)**
2. **Please outline your proposed step-by-step approach to setting up this new service.**

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| **(Max Word count 250 words)** |

1. **Outline your organisational capacity to implement this new service in Clare.**

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| **(Max Word count 250 words)** |

1. **Please provide a description of your organisation’s experience in recruitment, line management and supervision of staff and volunteers**

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| **(Max Word count 250 words)** |

1. **Please outline your organisational expertise, experience, and capacity to provide financial reporting and management of the YPSP.**

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| **(Max Word count 250 words)** |

1. **The budget allocation for the development of the YPSP site is €125,000**. **Please provide a breakdown of how you will allocate this project funding on an annual basis.**

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| **Detailed Breakdown of Projected Expenditure**

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| **Salaries & Wages** |  | **Projected Expenditure** |
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|  |  |  |
|  |  |  |
| **Total** |  |  |
|  |   |  |
| **Goods & Services** |  | **Projected Expenditure** |
| Staff Expenses - Mileage |   |   |
| Rent |   |   |
| Heat & Light |   |   |
| Telephone |   |   |
| Office Costs |   |   |
| Technology |   |   |
| **Total** |  |  |
|  |   |  |
| **Capital Costs** |  | **Projected Expenditure** |
| Furniture & Fittings |   |   |
| IT Equipment |   |   |
| Insurance |  |  |
| Audit |  |  |
| Postage |  |  |
| **Total** |  |  |
|  |   |  |
| **Programme Costs** |  | **Projected Expenditure** |
| Training, Capacity Building |   |   |
| Conferences & Seminars |   |   |
| Materials |   |   |
| Group Work |   |   |
| Other |   |   |
| **Total** |  |  |
|  |   |  |

**SUMMARY of BUDGET Expenditure** |
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| --- | --- | --- |
| **Summary of Budget Headings**  |  | **Overall Budget for each heading** |
| **Salaries & Wages** |   |   |
| **Goods & Services** |   |   |
| **Capital Costs** |   |   |
| **Programme Costs** |   |   |
| **Overall Total Cost** |  |  |
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1. **The successful organisation will be required to provide timely and accurate data to facilitate monitoring and evaluation of YPSP (10%)**

Please provide an example of the data capture, evaluation and reporting your organisation currently undertakes in relation to programmes your organisation delivers.

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| **(Max Word count 250 words)** |

1. **Where in Clare do you envisage your organisation will base the Young Parent Support Programme team?**

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***Closing Date for receipt of applications: 12noon on April 26, 2024***
**Send applications by email to: Áine Mellett**, Senior Manager Prevention, Partnership & Family Support (PPFS) Clare **E.** **aine.mellett@tusla.ie**

**CLEARLY label “YPSP EOI Application” in the e-mail title.**

**Please note, if your organisation is shortlisted, the Interview date is Friday the 16th of May**.