



Reach Funding 2026

Application Form for Funding

Note: All Dublin College *Further Education and Training* (DDLETB) Reach Fund 2026 projects must be:

1. Submitted by **Tuesday 24th February 2026** at 5.00p.m.
2. Completed in their entirety on or before 31st December 2026

Section 1. Community Group/Project Information

Part 1 - to be completed by all applicants

Part 2 – only applicable where the ETB does not have the up-to-date details relating to Tax Clearance and Bank Account and where an external applicant is requesting fixed-term staffing sanction costs under Reach Funding

Section 1 - Part 1 - Community group/project	
Name of Community Group:	
Title of project proposed:	
Proposed Duration of Project (please indicate if the project is to run for a fixed term with provisional dates or continuously throughout 2026):	
Internal DDLETB Dublin College applicants ONLY: Please name your provider and your cost centre location code:	

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DDLETB HEAD OFFICE

Coláiste Átha Cliath Príomhoifig
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Office, 1 Tuansgate,
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(01) 452 9600
info@mydublincollege.ie
www.mydublincollege.ie

Contact details			
Contact Person		Role within organisation	
Community Group Address			
Email		Phone number	
Funding			
Have you previously received the Reach Fund (formerly known as Mitigating against Educational Disadvantage Funding – MAEDF)?		Yes	No
If yes, but not previously funded by Dublin College (DDLETB), please provide source(s) of this funding below:			
Have you applied for and received Reach Funding from another source in 2026?		Yes	No
If yes, please answer the following question			
Source(s) of this funding	Intended purpose of this funding		

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Section 1 – Part 2 – Complete if applicable

Tax Clearance – please provide details of your Tax Clearance Access with your application

Tax registration number:

Tax clearance certificate number:

CHY number (if applicable)

Bank details – please attach header of bank statement with any financial details redacted.

Please note: If awarded Reach Funding 2026 it will be a requirement to provide bank statements.

Name of bank

Address of bank

Sort code

Account number

IBAN

External Applicants Only - Staffing Sanction Request – Limited to Fixed-term contractual arrangements only (if applicable):

Will you require additional staff for the purposes of this initiative:

YES/NO

If yes, for what purpose?

If yes, please give provisional duration of additional staffing requirement:

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Please provide details below of staffing sanction requests and attach relevant documentary evidence* of any such arrangements

Note: Evidence of staffing costs are for the specific purpose of Reach Fund 2026 are a requirement for this area of funding and must be provided in advance of the closing date of 24th February 2026 or this request will not be considered.

***Acceptable examples of evidence include:**

- Advertisements for posts for fixed-term staff for the specific purpose of the Reach Fund 2026 initiative
- Employment contracts (with personal details redacted) for the specific purpose of Reach Fund 2026
- Payslips (with personal details redacted) for staff employed for the specific purpose of Reach Fund 2026
- Breakdown of the hours worked/timesheet – please complete an additional spreadsheet

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Section 2 – Project costs/funding

Total Cost of project	€
Grant request (the grant amount sought in this application)	€
If the total cost of the project is greater than the amount of the grant sought, <u>please outline where and how the balance of funding will be secured:</u>	
Project costs for each of the following, where applicable (grant amount sought for each)	
Widen/increase participation of key <u>Target Groups</u> or other priority target groups	Learner Supports
€	€
Climate and Sustainability	Supporting marginalised groups (outreach/pre-development)
€	€

Section 3 – Project details and description

Project outline and aims (maximum word count 250)

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Section 3 – Project details and description

Please provide a synopsis of the project proposed under the specific funding criteria (**as outlined in the Reach Fund 2026 Guidelines**) that the grant is sought for:

Funding Criteria	Target Group(s)	Funding Purpose – <u>Expected Outlay/Expenditure to Achieve this aim</u> (maximum word count 100)
Widen/increase participation of key target groups or other priority target groups		

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Learner Supports		
Climate & Sustainability		

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Supporting marginalised groups (outreach/ pre-development)	<p>Please select <u>all target group(s)</u> you wish to add to support this application as outlined in the guidelines and include any additional information regarding the groups in the space below (maximum word count 100)</p> <p>F1 (a) Priority/specific target group – Learners under 25</p> <p>F1 (b) Priority/specific target group – Long-term unemployed</p> <p>F1 (c) Priority/specific target group – People with disabilities</p> <p>F1 (d) Priority/specific target group – Refugee/migrant groups</p>	

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F2 Other Priority target group – please outline in the space below from 11 groups in the guidelines

Please provide information demonstrating how this funding intends to mitigate against educational disadvantage for the cohort you are working with (maximum word count 200)

Please outline how the funding can complement and/or enhance the current provision of similar education in the area (maximum word count 150)

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Please clarify how this funding will support your learners to achieve positive educational outcomes as a result of this support (maximum word count 150)

In relation to the above (positive educational outcomes) would you like DDLETB to provide a training course/educational to support this project? – YES/NO	If yes, please expand (maximum word count 50)
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Please provide an estimated <u>number of beneficiaries</u> of this project	
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How will the benefits of this funding be measured? (maximum word count 150)

Please provide information on how this project represents value for money and indicate what steps the project has taken to ensure avoiding duplication with existing services in the area (maximum word count 150)

Section 4 – Submission Details

I declare on behalf of *insert organisation name*

That I have the appropriate authority to make this submission for funding. This application for funding form is fully completed and the information provided is a full and accurate account of how the funding (if allocated) will be used in 2026.

I have also read the guidelines in the appendices below on DDLETB public procurement procedures, and fixed-term staffing sanctions and I agree to abide by these in my application for Reach Funding 2026.

Signature

Print name

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Position in organisation

Date

Applications to be submitted to Dublin College Further Education and Training Reach Fund - DDLETB Head Office at:
reachfund@ddletb.ie

Closing date for receipt of applications is:

Tuesday 24th February 2026 at 5.00p.m.

APPENDICES

APPENDIX I – DDLETB PUBLIC PROCUREMENT GUIDELINES ON THE REQUIREMENT FOR SUPPLY OF QUOTATION DOCUMENTS FOR SUPPLY OF GOODS/SUPPLIES AND SERVICES

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8.1 VALUE OF CONTRACT BETWEEN €501- €5,000 (EXCL. VAT)

- One or more competitive quotation(s) - if verbal, document same
- These should be approved by the Budget Holder and retained in the school/centre for internal checking and audit purposes.

8.2 VALUE OF CONTRACT BETWEEN €5,001- €15,000 (EXCL. VAT)

- Minimum of three quotations should be sought from suitably qualified suppliers/providers.
- Brief specifications should be prepared and issued to the suppliers/providers.
- Closing date and time for return of quotes should be specified.
- Evaluation on lowest price meeting the specification unless MEAT was specified in the Request for Quote (RFQ).
- Appendix 1B should be completed by the Budget Holder and recorded locally in the school/centre

8.3 VALUE OF CONTRACT BETWEEN €15,001 - €25,000 (EXCL. VAT)

- Minimum of five quotations should be sought from suitably qualified suppliers/providers.
- Specifications for the goods/supplies/works should be prepared and issued to the suppliers/providers.
- Closing date and time for return of Request for Tender (RFQ) should be specified.

APPENDIX II –CAPITAL THRESHOLDS FOR THEURCHASE OF INDIVIDUAL ITEMS

Capital Thresholds

The thresholds for the purchase of individual items are as follows:

€1,000 excluding VAT per each individual item for external projects and

€3,000 including VAT per each individual item for internal (DDLETB) projects

Any single item over the thresholds specified in the guidelines is considered a capital item and, therefore, not eligible under Reach funding.

APPENDIX III – LIMITED FIXED-TERM STAFFING SANCTIONS (EXTERNAL APPLICANTS ONLY)

There is limited scope to fund additional fixed-term staffing costs for external bodies for the purposes of Reach Funding 2026 initiatives

We request that any staffing sanction request solely for the purposes of a project funded by Reach Funding 2026 is supported by **documentary evidence**** of the non-recurring, fixed-term nature of costs to the external

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non-ETB applicant. All documents must be received before the closing date of 24th February 2026 or staffing cost applications will not be considered. Recurring or undocumented costs cannot be accommodated.

****Acceptable examples of evidence include:**

- Advertisements for posts for fixed-term staff for the specific purpose of the Reach Fund 2026 initiative
- Employment contracts with personal details redacted for the specific purpose of the Reach Fund 2026 initiative – signed by the programme manager
- Payslips with personal details redacted for staff employed for the specific purpose of Reach Fund 2026 – signed by the programme manager
- Breakdown of the hours worked/timesheet – complete additional spreadsheet

See section 1, part 2 of this form

APPENDIX IV – MAXIMUM DDLETB PROVIDERS GRANT (INTERNAL APPLICANTS ONLY)

Please contact reachfund@ddletb.ie if you have any questions around the maximum Reach Fund 2026 Grant allocation for which internal DDLETB / Dublin College providers can apply.

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