

SCHOOL PLANNING AND BUILDING UNIT



AN RÓINN OIDEACHAIS AGUS EOLAÍOCHTA | DEPARTMENT OF EDUCATION AND SCIENCE



**To: Primary and Post Primary School Authorities**

**FORM SWS 1**

**APPLICATION FORM FOR CAPITAL GRANT AID UNDER THE  
SUMMER WORKS SCHEME 2010**

**Scheme of Capital Grants for**

- **Small Scale Works**
- **Water Conservation Measures**

**Applicant please complete**

<b>County</b>	
<b>Roll No.</b>	
<b>School Name</b>	
<b>Contact name</b>	
<b>Telephone no.</b>	
<b>E-mail address</b>	
<b>Applying for small scale works yes/no</b>	
<b>Applying for water conservation measures yes/no</b>	

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**Small Scale Project**

**Invalid**

Project outside the scope of the Scheme	
Consultant not properly qualified/insured	
Consultant's report not properly completed / 3 costed solutions not provided	
Mandatory photographic evidence not provided	
Mandatory Appendix B documentation not provided	
Application not signed by Chairperson, Board of Management/Manager/CEO/Patron/Trustees	

**Unapproved**

Desirable not necessary	
Maintenance Issue	
Financial Constraints	
Other (Please specify)	

**Approved**

Project description	Project category/priority	Project VAT inclusive cost	Fees	Total project cost including VAT and Fees

**Comment**

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**Water conservation measures**

**Approved**

	Urinals	Cisterns	Taps	TMVs	Total
<b>Amount approved</b>					

**Unapproved**

<b>Reason:</b>
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## **Section 1**

### **Important Information**

#### **1. This application form has 5 Sections:**

**Section 1:** Important information in relation to the Scheme and completing and returning the application form.

**Section 2:** To be completed by a school authority applying for a small scale project.

**Section 3:** To be completed by an appropriately qualified Consultant to support an application for a small scale project.

**Section 4:** To be completed by a school applying for water conservation measures.

**Section 5:** To be completed, in all cases, by the Chairperson, Board of Management/Manager and CEO/Patron/Trustees.

#### **2. Governing Circular Letter 0057/2009**

**Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Summer Works Scheme 2010 which are contained in Circular Letter 0057/2009. The Board must also fully satisfy itself as to the absolute necessity of the small scale works being applied for as a school authority will bear the costs of any unsuccessful application.**

**Particular attention is drawn to the fact that a school may apply for one small scale project only and/or for the specified water conservation measures.**

**Applications for multiple small scale projects will automatically be deemed invalid.**

#### **3. Returning completed application form and supporting documentation**

Completed applications, together with supporting documentation, where appropriate, should be returned by post to **School Planning and Building Unit, Department of Education and Science, Tullamore, County Offaly.**

#### **4. Closing date for receipt of applications**

**The closing date for receipt of applications is close of business 27 November, 2009.**

Late applications will not be considered.

#### **5. Helpline**

If you require assistance in completing this form please contact **Freephone 1800 200 955**. This service will be available daily between 10am and 1pm from 22 October 2009 to 27 November 2009.

## Section 2 – Small Scale Project

### To be completed by a School Authority applying for a small scale project

#### Validation of application.

If you answer **NO** to any of these questions, your application is invalid and it will **not** be considered further.

	Yes	No
<p>Is the project within the scope of the Summer Works Scheme? Examples of projects outside the scope of the Scheme are:</p> <ul style="list-style-type: none"> <li>• <b>Multiple Projects</b></li> <li>• <b>Asbestos/ Dust Extraction/ Radon remediation projects</b></li> <li>• <b>New Build with the exception of toilet facilities</b></li> <li>• <b>Temporary accommodation</b></li> <li>• <b>Cannot be completed over the summer months</b></li> <li>• <b>Funded under earlier Summer Works or other scheme</b></li> </ul>		
Has a Consultant's report been fully and properly completed to include 3 individually costed solutions?		
Is the Consultant appropriately qualified/insured for the particular project? (see Appendix A Circular Letter 0057/2009)		
Has the Consultant appended the mandatory photographic evidence?		
Has (if appropriate) the supporting documentation outlined at Appendix B, Circular Letter 0057/2009 been attached to the application?		
<p>Is the application signed by the Chairperson of the Board of Management/Manager and the CEO/Patron/Trustees?</p> <p>Where a CEO/Patron/Trustees has delegated sanction to the Chairperson of the Board of Management, has part 5 of the application form been signed by the Chairperson to confirm this?</p>		

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	Yes	No	If no, why?
Application valid			

## Section 3 – Small Scale Project

### **To be completed by an appropriately qualified Consultant to support an application for a small scale project**

1. Where a Consultant is not suitably qualified for the works involved, the application will automatically be deemed to be invalid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0057/2009. This list is not exhaustive. If you have any queries on whether or not a Consultant is appropriately qualified, please contact the Helpline for advice before engaging a Consultant.

2. A decision concerning this application will be determined from information provided in this application form.

Photographic evidence of the affected area is mandatory together with, if appropriate, supporting documentation as detailed at Appendix B of Circular Letter 0057/2009.

Accordingly, it is not necessary for a Consultant to complete a further written report. The fees charged should reflect this.

Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular Letter 0057/2009.

### **Consultant's Report**

#### **Project details**

**1. Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.**

**2. Provide a full explanation of the nature and extent of the defect(s) with supporting photographs.**

**3. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.**

**4. What evidence is there of an effective maintenance programme for the affected area(s)?**

**5. In your view, how would the school be affected if:**  
**(a) all elements of the proposed project were not carried out?**  
**(b) some of the elements of the proposed project were not carried out?**

**6. Outline the MANDATORY THREE separate options to address the proposed project**

Note: For projects mainly comprising mechanical and/or electrical services, a full breakdown of all building services mechanical and electrical costs must be scheduled as an appendix in accordance with the relevant Technical Guidance Documents using the National Standards Building Elements.

**Option 1**

Realistic VAT inclusive cost of option 1 (excl fees)	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total

**Option 2**

Realistic VAT inclusive cost of option 2 (excl fees)	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total

**Option 3**

Realistic VAT inclusive cost of option 3 excl fees	Fees for this option	Timeframe for implementation in weeks		
		Design	Construction	Total



7. What are your VAT inclusive fees for this report?

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Signed: \_\_\_\_\_ Qualification: \_\_\_\_\_

Name of Firm \_\_\_\_\_

**Details of Professional Indemnity Insurance and Employer's Liability Insurance:**

\_\_\_\_\_

\_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company stamp

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	Comment
Does the application demonstrate that the project is absolutely necessary?	
If not why?	
Have 3 remediation options been provided?	
Recommended option for approval	
Why is this option being recommended?	
Approved/unapproved	
Comment	

## Section 4 – Water Conservation Measures

### To be completed by a school authority applying for water conservation measures

Schools must also familiarise themselves with and provide the contractor with the following documents:

- WCMS 01/2009 – Water Conservation Scheme, Guide for School Authorities (available on Department’s website and energyeducation.ie).
- WCMS 02/2009 – Contractors Code of Practice and Standards and Specification Guidelines (This will be published on the Department’s website and energy education .ie in early 2010).

<b>County</b>	
<b>Roll No.</b>	
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#### Details of Proposed Installation Upgrade

Proposed to install	Please indicate yes or no in this column	Quantity	How to Calculate
Urinal Controls			One per toilet space where urinals are fitted
Cistern Displacement Devices or Variable flushing devices			One per suitable WC cistern
			One per suitable WC cistern
Push Type Percussion Spray taps			Normally, one tap per wash hand basin
Thermostatic Mixing Valves* (TMV)			*One per wash hand basin and sink (TMVs are only needed if schools have a hot and cold water supply)

\*Where wash hand basins or sinks are adjoining or back to back these should be combined to one TMV unit.

**Section 5 - Small Scale Projects and Water Conservation Measures**

**Declaration and Certification of Chairperson Board of Management/Manager  
AND OF  
CEO/Patron/Trustees**

I am familiar with the terms and conditions of the Summer Works Scheme 2010 and I agree to abide by them.

I declare that the information given in this application form is true and complete to the best of my knowledge and belief.

I confirm that proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report where a small scale project has been applied for and that proper tendering and procurement procedures will be followed in the event of our application being successful.

I understand that authority and responsibility for the proper execution of the project, if approved for grant aid, is devolved to the Board of Management.

I undertake that any funds granted will be used solely for the purpose given and may not be used to replace existing funding.

I understand that if this application is successful, the subsequent investment will be secured legally.

I confirm that:

- All areas included in the application are used by the school and are not sublet to a third party.
- No other applications have been submitted on our behalf by other schools on our campus.
- That the Board of Management is agreeable to have the project monitored by the Department of Education and Science or its agents and to allow access to its premises and records, as necessary, for that purpose.
- That, if not already done, the school will sign up to the Department's energy website, [www.energyeducation.ie](http://www.energyeducation.ie), and submit energy data for future years via the Display Energy Certificate (DEC) process.

**Chairperson Board of Management/Manager signature:**

**Signed:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEO/Patron/Trustee signature:**

**Signed:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed also where a local manager is signing on the basis of a delegated sanction**

I confirm that I have delegated sanction from the CEO/Patron/Trustees to apply for funding under this Scheme.

**Signed:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For official use only	Yes/No
Correct signatures	