

School Meals Local Projects Scheme

Academic Year 2020/2021



The School Meals Programme funding is to meet the food costs of groups currently operating school meals projects. Priority for funding is currently given to schools which are part of the Department of Education & Skills' initiative for disadvantaged schools, 'Delivering Equality of Opportunity in Schools' (DEIS). Funding is provided for food items only to projects that are up and running and benefiting disadvantaged students or children with special needs. **All procurement policies must be followed.**

The person named in Question 2 must sign the form. The treasurer/school board of management member/person responsible for finance in the Organisation should co-sign the application.

You must answer ALL Questions

1. Please state:

School Meals Identifier/Roll Number:
Name:
Address:
Postcode:
Tax Reference Number:

2. Name of person applying for Grant:

Name:	
Position held:	
Phone Number:	No. of School(s) Involved:
Email Address:	

3. Name, address, roll number(s) of the school(s) and the number of children enrolled:

(Please note that in the case of schools, pupil numbers for which funding is to be provided for under the scheme will be limited to the previous year's enrolment figures.)

School:	Address:	Roll Number:	No. of Children Enrolled:

4. Have you ever previously received funding from this Department for a food club? Yes No

If 'YES' a completed Income and Expenditure Report must be submitted, plus one month's worth of receipts. Report form is available at www.welfare.ie.

5. Does the school(s) benefit from the Urban School Meals Scheme operated by the Local Authorities Yes No

If 'Yes' please give details.

You must answer all of Question 6 if you are operating a Pre-School.

6. (a) When was the Organisation founded?
M M Y Y Y Y

- (b) The status of the group for example charitable status etc. and reference number?

- (c) Is your Organisation a community based project? Yes No

- (d) The age group of the children attending the Pre-School? (Please refer to the school meals criteria regarding condition on age (2.5+ years)).

- (e) Have you notified the Health Service Executive that your premises are in operation? Yes No

- (f) Has the Health Service Executive inspected and passed your premises for Health and Safety Regulations? Yes No

Please ensure that a separate copy of this page is completed in respect of each food club. Multi School Organisations (including School Completion Programmes) should provide a breakdown of the number of pupils, by school, participating in each food club on a separate sheet of paper. Note: you must comply with The Healthy Ireland Nutrition Standards for School Meals.

7. Type of food club for which funding is requested.

- (a) What **type** of club do you operate?
- Breakfast
 - Snack
 - Lunch/No drink
 - Lunch/With drink
 - Afterschool/No drink
 - Afterschool/With drink
 - Dinner/No drink
 - Dinner/With drink

(b) What food items are being provided? _____

(c) What drink is provided? Example: tap water, bottled water, milk, unsweetened juice

(d) How are the children selected? _____

(e) Main Supplier of food? _____

8. Are you operating a canteen? Yes No

9. Details of the food club for which funding is requested.

a) The average number of children who participate in the club on a **daily** basis?

b) How many days per week does the club operate?

c) How many weeks will the club operate in the current school year?

d) What is the actual period that this club will cover? (start date and finish date for the current school year)

Start date:

Finish date:

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e) Total amount required for this food club for the 2020/2021 academic year?

Note: Funding may be capped at this figure.

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Signature (not block letters)

Date:

D D M M Y Y Y Y

Co-signature (not block letters)

Date:

D D M M Y Y Y Y

Payment Details

School Meals Identifier/Roll Number: _____

You should provide the following information to enable the Department to lodge funds by Electronic Fund Transfer (EFT). Note: A personal bank account is not acceptable.

A separate bank account for school meals funding must be operated for all organisations where payments received under the Scheme exceed €10,000.

You will get the following details printed on statements from your financial institution.

Name of financial institution:	
Bank Identifier Code (BIC):	
International Bank Account Number (IBAN):	
Name of account (as per bank statement):	

Is this a separate school meals bank account used exclusively for school meals? Yes No

This completed Form and the Income and Expenditure Report should be sent to:

School Meals Programme, Department of Employment Affairs & Social Protection, College Road, Sligo. Telephone contacts: (071) 91 38625 and (071) 91 38626

Declaration (this must be signed by the person named in question 2)

We declare that the information given by us on this form is truthful and complete. We understand that if any of the information we provide is untrue or misleading or if we fail to disclose any relevant information, that we will be required to repay any payment we receive from the Department and that we may be prosecuted. We declare that we are operating within the criteria of the scheme and we undertake to immediately advise the Department of any change in circumstances which may affect the school's/organisation's entitlement.

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Signature (not block letters)

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Position held by me

Date:

		2	0				
D	D	M	M	Y	Y	Y	Y

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Co-signature: Treasurer/Board of Management Member/
person responsible for finance in the
organisation (not block letters)

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Position held by me

Date:

		2	0				
D	D	M	M	Y	Y	Y	Y

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

Supplementary Information

Standard for drinks:

School Meals funding is for food items only. Where a drink is funded (i.e. lunch club/dinner club/afterschool with drink) water can be funded as the drink, only if it is supplied in individual bottles, distributed from larger bottles, or from bulk cooler machines. In the case of water cooler systems funding is for water refills only. Other associated costs such as machine rental, servicing and accessories will not be funded. Mains water, whether from the tap or from a filter machine cannot be funded. Funding must not be spent on sugar-sweetened drinks or juices. Milk and water are the best drinks to serve; fruit juice (unsweetened) should not be served more than once per day.

Payment rates:

Funding under the School Meals Local Projects Scheme is based on a rate of payment per meal, per child, per day.

	Max Rate of Payment (per child per day)	Minimum number of food items	Examples of Food to be Provided
Breakfast/Snack	€0.60	2 items	1 serving of wholemeal/wholegrain cereal or bread PLUS 1 serving of fruit OR 1 serving of milk, yogurt or cheese
Lunch/Afterschool	€1.40	3 items: 1 substantial item + 1 small item + a drink	Wholemeal/wholegrain sandwich or roll containing 1 serving meat, poultry, egg or cheese and 1 serving salad PLUS 1 serving fruit PLUS a drink (e.g. water, milk, unsweetened juice)
Dinner	€1.90	Hot meal + drink	1 serving meat, poultry, egg, beans PLUS 1 serving potatoes, pasta or rice PLUS 2 servings vegetables/fruit PLUS a drink (Milk, Water, Unsweetened Juice)

Where the number of food items does not meet the minimum required (see above) the below rates should be applied.

Breakfast/Snack	1 serving of wholemeal/wholegrain cereal or bread or 1 serving of fruit or 1 serving of milk, yogurt or cheese	€0.30
Breakfast/Snack	1 serving of wholemeal/wholegrain cereal or bread + 1 serving of fruit or 1 serving of milk, yogurt or cheese	€0.60
Lunch/Afterschool	Soup & bread roll / Filled roll/ Sandwich	€0.80
Lunch/Afterschool	Soup & bread roll / Filled roll/ Sandwich + fruit/yoghurt or drink	€1.10
Lunch/Afterschool	Soup & bread roll / Filled roll/ Sandwich + fruit/yoghurt and drink	€1.40
Lunch/Afterschool	Fruit/yoghurt or drink	€0.30
Dinner	Hot dinner	€1.60
Dinner	Hot dinner and drink	€1.90

Checklist

Applications must be submitted no later than 30 October 2020.

Have you?

Application Form (SMLPS1)

- Enclosed a separate copy of page 3 (questions 7, 8 & 9) that has been completed and signed in respect of each food club being applied for
- Signed and countersigned the form
- Provided a breakdown of the number of pupils and the amount of funding sought, by school or preschool taking part in each food club on a separate sheet of paper attached to page 3 (Multi School Organisation including School Completion Programme ONLY)
- Completed Question 6 (Preschools only)

Income & Expenditure Report (SMLPS2)

- Enclosed a fully completed Income & Expenditure Report form in respect of the 2019/2020 academic year
- Enclosed bank statements covering the 2019/2020 academic year (Organisations in receipt of payments in excess of €10,000 only)
- Declared in Part 2 any payment received from other sources for the food club(s)
- Enclosed one month's worth of detailed invoices/receipts for January 2020 showing food items purchased under the scheme
- Provided details of any surplus or deficit balance at the end of school year, recorded in Part 4 of the Income & Expenditure Report. If a deficit occurs, please state how this has been funded
- Signed and countersigned the SMLPS 2 form

For more information, please visit www.welfare.ie.

Data Protection Statement

Personal data is required to determine eligibility for payments and services, administered for Ireland's social protection system. It may be shared with other Government Departments/Agencies where provided for by law. Data protection policy available at www.welfare.ie/dataprotection or hard copy

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

Edition: May 2020