

# **Social Inclusion Community Activation Programme Guidelines for Individual Grants Lifelong Learning & Training**

**Individual grant aid for upskilling & retraining of unemployed or underemployed individuals**

**Grant application deadline 8<sup>th</sup> March 2021 @9am**

**Late applications will not be considered**

**Grants for individuals** are intended to provide financial assistance to those who are experiencing unemployment and or underemployment at this time and who need to retrain or up skill.

The maximum grant for an individual is €500.00 per annum; one application per applicant.

These grants are intended to assist individuals to obtain a certified or QQI accredited vocational skill from a recognised training provider within the Republic of Ireland so that the individual gains/sustains employment.

## **COMPLETING YOUR APPLICATION FORM:**

### **Applicant Criteria:**

- Applications can only be considered from individuals living in the North Tipperary region.
- Applicants must be deemed eligible under one of the following SICAP target groups:
  - Unemployed
  - Low-income worker/household

NB: Supporting documentation will need to be submitted to show this:

- Proof you are unemployed – recent jobseekers/benefit/PUP receipt or letter from DEASP.
- Proof you are underemployed - letter from your employer or from a state employment scheme supervisor.
- If the applicant has applied to other funding sources, they must have a letter from any other agencies where they were unsuccessful in securing the funding, stating the reasons for refusal, where applicable.

- You are obliged to inform the SICAP worker in North Tipperary Development Company if you have applied for or been awarded or will receive a Back to Education Allowance (BTEA) payment for this academic year.
- You are obliged to inform NTDC if you have applied for, been offered or will receive any other financial assistance from any other sources for your training course.
- *A declaration to verify this element is on the application form for signature – should NTDC become aware of duplicate funding, awarded funding will be withdrawn.*
- The applicant must have and state the desired outcome and reason behind the training sought.
  - It is the responsibility of the applicant to identify the needs for this training in achieving employment or sustaining/improving current underemployment.
  - Stating why this funding fits in with past employment interests, education, or training.
  - The applicant must also provide where applicable, a letter from employers who have a position of progression available.
- Applicants who are successful will have to engage with the SICAP worker and register with the work readiness service.
- If your application is successful, the amount funded will not exceed €500 and will only be made payable to the recognised training provider.

For further details or assistance in completing the Individual Grant Application form please submit an Expression of Interest form or contact:

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