**TRAINING LINKS APPLICATION FORM – 2025 - 2026**

Please complete the application form in full, with regard to the information provided in the programme overview document. We encourage the use of plain English and concise answers.

You can contact The Wheel on [traininglinks2025@wheel.ie](mailto:traininglinks2024@wheel.ie) with any queries or visit <https://www.wheel.ie/traininglinks> for more information.

**SECTION A – ORGANISATIONAL DETAILS**

**Section A.1 Lead Organisation Details**

The **Lead Organisation** is the main applicant for the Training Links funding. It will have overall responsibility for meeting the Training Network’s objectives, coordinating Training Network activities, monitoring progress and targets, and evaluating the training programme. The Lead Network is also responsible and accountable for the funding and reporting to The Wheel.

**A.1.1 Name of Lead Organisation**

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| --- |
| Name: |
| Address: |
| Telephone Contact Number: |
| Mobile Contact Number: |
| Email of Contact Person: |
| Website: |
| Has your organisation applied for Training Links funding before? |
| If yes, were you successful or unsuccessful with your application? |

**A.1.2 Name and Job Title of proposed Training Links Network Coordinator**

**Network Coordinators** must have the capacity to undertake the work associated with the programme and they will also act as the main point of contact for The Wheel.

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| Name: |
| Job Title: |
| Address: |
| Telephone Contact Number: |
| Mobile Contact Number: |
| Email of Network Coordinator: |

**A.1.3 Name of the proposed Training Network** (suggest a short name reflecting type of training or network focus, or innovative name, e.g. *Health Support Network*, or *Sports for Health* *Network*…. etc.).

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| --- |
| Name: |

**A.1.4 Please indicate the area, or region that the Network will operate in** (e.g. Co. Tipperary, South-East Region, Nationally).

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| Region/County: |

**A.1.5 Legal Form of the Lead Organisation** Company Limited by Guarantee, Co-Operative / Friendly Society etc. (Please note the Lead Organisation must be **incorporated**.)

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| Legal Form: |

**A.1.6 Tax Clearance Status is required. Confirm Status of Lead Organisation:**

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| Tax Number: |
| Revenue Access Number: |

All successfully funded Training Networks must submit a copy of their **Tax Clearance Certificate**.

**A.1.7 Compliance with Charities Governance Code** (applicable to registered charities only.

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| Registered Charity Number (RCN): |
| Please declare your compliance level with the Charities Regulator's Code of Governance   * Fully compliant * Partially compliant * Non-compliant.   If non-compliant, or partially compliant, please provide an explanation outlining the reasons. Your compliance levels may be used when assessing your application: |

**A.1.8** **Does the Lead Organisation carry out an annual audit of its accounts?**

Yes / No:

If No, please state what form of financial control is maintained?

**A.1.9** What is the most recent year for which audited accounts are available?

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**Section A.2 Training Network Member Organisations**

**A.2.1 Legal information** (Add more rows as required).

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| **No.** | **Name of member organisation** | **Tax Clearance Certificate** (Yes/No) | **Registered Charity Number**  (Provide **RCN** for all registered charities in the Network) | **Legal form of the member organisation** (Company Limited by Guarantee; Registered Charity, Co-Operative / Friendly Society etc. More than one form may apply to your organisation) | **If the organisation is not a charity or a registered company, please list the Board Members** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

**A.2.2. Network Supporters**

Some Training Networks engage with other agencies and organisations (such as funders or universities) who may support the work of the Network. These agencies are not members of the Network. If your Training Network has such a relationship, then you can list the Network Supporters here (NB: Network Supporters do not have to meet the Training Links eligibility criteria):

**SECTION B - PROJECT MANAGEMENT**

**Section B.1 Capacity of Lead Organisation**

**B.1.1** Outline any relevant experience the Lead Organisations has of designing, delivering and managing projects that have received public funding. Please include details of collaborative work, project evaluation and financial management where relevant.

**Section B.2 Management of the Training Network**

**B.2.1** Outline the tasks the Network Coordinator will undertake for the Training Network and how the Lead Organisation will facilitate and support the Network Coordinator in the role (max 200 words).

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**B.2.2** Describe how it is proposed that the Network Committee will be selected, will operate and will manage the work of the network (max 200 words).

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**SECTION C - TRAINING PLAN**

Training Links seeks to fund innovative and tailored solutions to the upskilling needs that Training Networks identify. Networks are encouraged to research training options that specifically targets their needs, rather than off-the-shelf options.

**Section C.1. Project Plan**

**C.1.1** Provide a summary of your proposed Training Plan (Max 200 words).

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**C.1.2** What skills gap does your Network’s training plan aim to address? (Max 200 words).

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**C.1.3** Provide evidence of the need for the proposed project and outline how this need was identified. Include information on how your Network members were involved in the planning process (max 200 words).

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**C.1.4** Provide a summary of how your project results will be sustained and utilised after the lifetime of the project (max 200 words).

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**C.1.5** Provide an estimated figure for the number of trainees that your Network intends to train during each project year.

**Example**: If you are upskilling 100 staff members and your training programme includes seven workshops then you will have 700 trainees in total. 100 staff x 7 workshops = 700 trainees.

2025– 100 staff members x 5 workshops = 500 trainees

2026 – 100 staff members x 2 workshops = 200 trainees

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| --- | --- | --- |
| **Trainees** | 2025 | 2026 |
|  |  |

**Section C.2 Training Provision – Priority Areas**

**C.2.1** Please indicate with **X** the priority area your network has identified as the focus of your Training Links application. More than one priority area can be selected.

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| **No.** | **Priority Area** | **Indicate with X if this priority area is applicable to your application** |
| 1. | **Digital Transformation:** training workers to support the use of digital technologies in organisations |  |
| 2. | **Enhancing leadership and management skills** to increase organisational impact and high-performance workplace practices, including strong governance, well-formed strategy, and agile and effective management and planning. |  |
| 3. | **Green Transition**: training workers to support organisations’ sustainable practices and goals. |  |
| 4. | **Developing new business models:** new approaches to earning-income and fundraising; and new models for working with statutory funding partners. |  |
| 5. | **Achieving high-quality, innovative, impactful, consistent and responsive workplaces and services,** demonstrating impact, and communicating that effectively. |  |
| 6. | **Addressing current sector priorities** such as re-engaging volunteers, retaining staff, collaborative working, measuring impact, new ways of working etc. |  |

**C.2.2** Does the application support these cross-cutting challenges? More than one cross-cutting challenge can be selected.

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| **No.** | **Cross-cutting Challenge** | **Indicate with X if this cross-cutting challenge is applicable to your application.** |
| 1. | Applications that build skills on a **regional basis** |  |
| 2. | Applications with a focus on **labour market** **inclusion**, particularly those that include workers who are less likely to directly engage in training themselves. |  |
| 3. | Applications that support a culture of **lifelong learning** across the workforce. |  |

**Section C.4** **Budget**

Please complete a proposed budget using the following table.

**Outline Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Expenditure*** | **2025**  **(€)** | **2026**  **(€)** | **Total Grant** |
| **Programme Development** (maximum 10% of budget costs) | | | |
| Consultants' costs (please explain) |  |  |  |
| Other Training Needs Analysis costs (specify) |  |  |  |
| Other (please specify) |  |  |  |
| **Network Management** (maximum 15% of budget costs)  Ensure sufficient consideration is given to role and time commitment of the Network Coordinator. | | | |
| Network Coordinator costs |  |  |  |
| Network Committee costs |  |  |  |
| Other (please specify) |  |  |  |
| **Administration/Logistics** (maximum 10% of budget costs) | | | |
| Meetings & Events |  |  |  |
| Materials & publications |  |  |  |
| Administration overheads |  |  |  |
| Other (please specify) |  |  |  |
| **Training Costs** (minimum 65% of total budget costs) | | | |
| Trainers |  |  |  |
| Venues |  |  |  |
| Evaluation |  |  |  |
| Other (please specify) |  |  |  |
| **Total costs** |  |  |  |
| ***Income*** | | | |
| 1. The grant requested must be between €10,000 and €50,000. The max grant available = 80% of total budget. |  |  |  |
| 2. Match funds\* = 20% of total budget (this can be as cash from other sources, or as in-kind i.e. staff salaries, overhead costs, etc.) |  |  |  |
| Total income = 100% of total budget |  |  |  |
| **\*Example of match funds:**   |  |  | | --- | --- | | Total costs of delivering the Training Links programme including staff costs | €25,000 | | Training Links grant available (80%) | €20,000 | | Match Funding required | €5,000 | | | | |

**SECTION D** - **SIGNATURE SHEET**

**Please read carefully:**

This undertaking must be completed and signed by an authorised signatory of the Lead organisation, normally a CEO/MD/chair of the Board.

It will be a condition of any application for funding under the eligibility and selection criteria of the Training Links programme, that the applicant has read, understood and accepted the following:

1. The Wheel shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

* The application or the subject matter of the application.
* The rejection for any reason of any application.

1. The Wheel shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.
2. The project funding is subject to ongoing funding from the National Training Fund through the Department of Further & Higher Education, Research, Innovation and Science. If this funding is not made available, The Wheel is not obliged to continue funding individual Training Links Networks.
3. The information given in the application is true and accurate.
4. An Appeals Process has been put in place for unsuccessful applicants. Please see <https://www.wheel.ie/traininglinks>.
5. A general comment on unsuccessful applications will be shared; the assessors do not share individual scoresheets or a breakdown of scoring.

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| **Name:** |  |
| **Job Title:** |  |
| **Lead Organisation:** |  |
| **Signature:** |  |
| **Date:** |  |

**SUBMISSION OF APPLICATION**

An electronic copy of the completed application form must be emailed to [traininglinks2025@wheel.ie.](mailto:traininglinks2024@wheel.ie) Hard copy applications will not be accepted.

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| **Closing date:** | 5pm on Friday, 7 Feb 2025 |
| **Email:** | [traininglinks2025@wheel.ie](mailto:traininglinks2024@wheel.ie) |
| **Website** | <https://www.wheel.ie/traininglinks> |