

|  |  |
| --- | --- |
| **Scéim na nOifigeach Gaeilge 2018****Scéim trí bliana****Uasmhéid maoinithe: £44,774.50**Bliain 1: £14,658.50Bliain 2: £14,925Bliain 3: £15,191**Critéir na scéime agus treoirlínte le haghaidh an fhoirm iarratais a chomhlánú**Spriocdháta le haghaidh iarratas: 5pm 4ú Eanáir 2018 | **Irish Language Officers Scheme 2018****Three year scheme****Maximum funding: £44,774.50**Year 1: £14,658.50Year 2: £14,925Year 3: £15,191**Scheme criteria and guidelines for completing the application form**Deadline for applications: 5pm 4th January 2018 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cuireann na treoirlínte seo eolas ar fáil faoi Scéim na nOifigeach Gaeilge 2018. Cuideoidh siad leat:* cinneadh a dhéanamh an bhfuil do chomhairle cáilithe le cur isteach ar mhaoiniú faoin scéim seo,
* a léiriú go bhfuil éileamh le seirbhísí a chur ar fáil i nGaeilge agus le tacú le pobal na Gaeilge i gceantar na comhairle,
* iarratas a ullmhú ina bhfuil an t-eolas go léir atá de dhíth.

Léigh go cúramach iad, le do thoil, sula dtabharfaidh tú faoin fhoirm iarratais a chomhlánú.**1. Maidir le Foras na Gaeilge**Is comhlacht forfheidhmithe Thuaidh/Theas é Foras na Gaeilge agus baineann a ról le húsáid na Gaeilge a éascú agus a spreagadh sa tsaol phoiblí agus sa tsaol phríobháideach i bPoblacht na hÉireann, agus i dTuaisceart Éireann mar a mbíonn éileamh cuí ann. Reáchtálann Foras na Gaeilge scéimeanna éagsúla deontais. Bíonn spriocanna, cuspóirí agus critéir éagsúla ag na scéimeanna seo. Tá tosaíochtaí maoinithe chomh maith le spriocanna agus targaidí socraithe ag bord Fhoras na Gaeilge. Is féidir leat tuilleadh faoi seo a léamh in Aguisín 1. **2. Maidir leis an scéim seo****Réasúnaíocht don scéim** Tá Scéim na nOifigeach Gaeilge dírithe ar chomhairlí áitiúla ó thuaidh le deis a thabhairt dóibh seirbhísí a chur ar fáil as Gaeilge agus lena chur ar a gcumas dóibh forbairt a dhéanamh ar chur chun cinn agus úsáid na Gaeilge.**Bunaidhm na scéime** * Cuidiú a chur ar fáil do chomhairlí bonneagar, struchtúir, próisis agus córais a fhorbairt le go mbeidh siad in ann na seirbhísí a chuireann siad ar fáil trí Ghaeilge a mhéadú.
* Cuidiú a chur ar fáil do chomhairlí an Ghaeilge a chothú agus a chur chun cinn do phobal na comhairle.

Cuirfidh Foras na Gaeilge maoiniú ar fáil d’aon chomhairle a n-éiríonn leo sa phróiseas measúnaithe comhionann le 50% de thuarastal ar an scála d’oifigeach foirne ó thuaidh mar atá leagtha amach thíos:

|  |  |
| --- | --- |
| Tuarastal ar scála oifigigh foirne 2016 | 50% curtha ar fáil ag Foras na Gaeilge |
| Bliain 1**: £29,317**  | £14,658.50 |
| Bliain 2: **£29,850**  | £14,925 |
| Bliain 3: **£30,382**  | £15,191 |
| Iomlán: | **£44,774.50** |

Tabhair faoi deara, féadfaidh comhairle tuarastal níos airde a íoc más mian leo ach ní mhaoineoidh Foras na Gaeilge ach na méideanna atá leagtha amach sa tábla seo. Bheadh ar an chomhairle aon tuarastal breise a chur ar fáil óna gcistí féin*.* Mar shampla, féadfaidh comhairle duine a fhostú ar scála leas-phríomhoifigigh sa chéad bhliain, ag tosú ar **£36,448**, ach ní dhéanfadh Foras na Gaeilge ach **£14,658.50** a chur ar fáil, is é sin 50% de thuarastal oifigigh foirne.Is as airgead poiblí a chuirtear deontais ar fáil agus tá dualgas reachtúil ar Fhoras na Gaeilge luach ar airgead a dheimhniú i ngach tionscadal maoinithe.Molann Foras na Gaeilge d’iarratasóirí cómhaoiniú a lorg le haghaidh tionscadal, nuair is cuí, agus comhoibriú le heagraíochtaí eile leis an luach is fearr a fháil ó dheontas Fhoras na Gaeilge.**3. An féidir linne cur isteach air?**Le bheith incháilithe cur isteach ar an scéim seo caithfidh do chomhairle a bheith in ann na critéir cháilitheacha seo a leanas a chomhlíonú;* Is comhairle áitiúil dTuaisceart Éireann í nach bhfuil beirt oifigeach Gaeilge ag obair inti cheana féin.
* Níl na himeachtaí á maoiniú cheana ag eagraíocht eile stáit ach amháin má tá comhthuiscint maoinithe aontaithe ann roimh ré.
* Beidh na himeachtaí ar siúl lasmuigh den Ghaeltacht oifigiúil.
* Tá an scéim seo teoranta d’iarratais ar mhaoiniú faoi bhun **£44,774.50** le linn thréimhse an deontais.
* Tá an t-iarratasóir sásta comhoibriú le Foras na Gaeilge maidir le monatóireacht agus le riaradh na n-imeachta.
* Is é cur chun cinn na Gaeilge príomhchuspóir an té a cheapfar faoin scéim seo.
* Deimhníonn an chomhairle, chun shástacht Fhoras na Gaeilge, go mbeidh leibhéal ard Gaeilge scríofa agus labhartha ag an fhostaí.
* Tá an chomhairle sásta Foras na Gaeilge a bheith luaite in aon phoiblíocht a dhéanfar le linn thréimhse an deontais, lógó Fhoras na Gaeilge a bheith le feiceáil ar aon fhoilseachán a bhaineann leis agus comhartha a bheith ar taispeáint le linn aon imeachtaí, a thugann aitheantas d’Fhoras na Gaeilge as an mhaoiniú atá curtha ar fáil.
* Tá an chomhairle in ann gach rud ar sheicliosta na foirme iarratais a chur ar fáil.

Féadfaidh Foras na Gaeilge cur leis na critéir cháilitheacha seo.Má tá aon cheist agus faoi ghné ar bith de na critéir cháilitheacha déan teagmháil le Foras na Gaeilge roimh an spriocdháta, 5pm 4ú Eanáir 2018.**4. Cad é mar a mheasfar na hiarratais?**Úsáideann Foras na Gaeilge critéir mheasúnaithe le hiarratais a mheasúnú. Tá critéir mheasúnaithe Scéim na nOifigeach Gaeilge leagtha amach thíos. Measfaimid agus scórálfaimid iarratais de réir na gcritéar seo. * An gá atá leis an tionscadal a mhaoiniú agus an luach ar airgead atá le fáil ag Foras na Gaeilge.
* Dearcadh na comhairle i leith na Gaeilge agus an tacaíocht a chuirfear ar fáil*.*
* Buntáistí gearrthéarmacha agus fadtéarmacha an tionscadail.
* Tionchar an oifigigh ar bhonneagar na Gaeilge i gceantar na comhairle
* Tionchar an oifigigh ar fhorbairt an phobail labhartha Gaeilge
* Tionchar an oifigigh ar fhorbairt bonneagar, struchtúr, próiseas agus córas a chuireann ar chumas na comhairle seirbhísí a sholáthar trí Ghaeilge.
* Na táscairí feidhmíochta a úsáidfear le dul chun cinn a mheas

**5. Cad é mar a chuirfimid isteach air?**Sula dtabharfaidh tú faoin fhoirm iarratais a chomhlánú léigh treoirlínte na scéime ina n-iomláine agus déan cinnte go gcomhlíonann an chomhairle critéir cháilitheacha na scéime faoi mhír 3 thuas.Is ar fhoirm iarratais na scéime amháin a ghlacfar le hiarratais. Féach Aguisín 2 le haghaidh treoir ar gach ceist.Agus tú ag comhlánú an iarratais caithfidh tú: * an fhoirm a chomhlánú ina hiomláine i gclóscríbhinn;
* gach ceist a fhreagairt;
* an seicliosta a chomhlánú agus gach rud ón tseicliosta a chur faoi iamh leis an iarratas;
* ainm agus seoladh na comhairle a chur ar gach leathanach breise nach cuid den fhoirm iarratais é.

Cuir cóip chrua shínithe amháin leis na rudaí ar fad ón tseicliosta chuig an tseoladh seo:

|  |  |
| --- | --- |
| Scéim na nOifigeach GaeilgeForas na GaeilgeTeach an Gheata Thiar2-4 Sráid na BanríonaBéal FeirsteBT16ED | Scéim na nImeachtaí ÓigeAn Rannóg OideachaisForas na GaeilgeTeach an Gheata Thiar2 – 4 Sráid na Banríona Béal Feirste BT1 6ED |

Is é 5pm 4ú Eanáir 2018 an spriocdháta le haghaidh iarratais a bheith faighte ag Foras na Gaeilge.Faoin chomhairle atá sé a dhéanamh cinnte go bhfuil an t-iarratas ag Foras na Gaeilge in am. Ní ghlacfar le haon iarratas i ndiaidh an spriocdháta. Ní ghlacfar le haon iarratas ar fhacs ná ar ríomhphost.Tabhair faoi deara, seachas admháil a chur, ní bheidh Foras na Gaeilge ag dul i mbun aon chomhfhreagrais le heagraíochtaí i ndiaidh an spriocdháta go dtí go mbeidh an measúnú déanta. Ní hionann an admháil seo agus aitheantas ar d’iarratas a bheith iomlán, bailí ná in am don spriocdháta. Mar sin de, cuirimid i gcuimhne do chomhairlí gach ceist ar an fhoirm seo a fhreagairt agus gach ní ar an tseicliosta a sholáthar roimh an spriocdháta.Má tá aon cheist agat faoi ghné ar bith den fhoirm iarratais ná den tseicliosta, déan teagmháil le Foras na Gaeilge roimh an spriocdháta.Dícháileofar aon iarratas a ndéanfar stocaireacht faoi le haon chomhalta boird nó le haon fhostaí de chuid Fhoras na Gaeilge. Dícháileofar aon iarratas ina dtugtar eolas míchruinn.**6. Cad é a tharlóidh dár n-iarratas?**Seolfaimid admháil chuig an chomhairle ar ríomhphost ag deimhniú go bhfuil an t-iarratas faighte. Ní hionann an admháil seo agus aitheantas ar d’iarratas a bheith iomlán, bailí, ná in am don spriocdháta. Is é bord Fhoras na Gaeilge atá freagrach as gach cinneadh faoi gach tionscadal atá le maoiniú. Is iad foireann bhainistíochta agus oifigigh Fhoras na Gaeilge a chuirfidh gach cinneadh maoinithe i gcrích.Cuirfear an cinneadh maoinithe in iúl do chomhairlí i litir sa phost in am cuí.Is mian le Foras na Gaeilge a chur in iúl d’eagraíochtaí go bhféadfadh sé tarlú go ndéanfar an t-eolas a thugtar in aon fhoirm iarratais a chur ar fáil faoi réir dhualgas Fhoras na Gaeilge faoin dlí lena n-áirítear an Cód Cleachtais um Shaoráil Faisnéise do na Comhlachtaí Forfheidhmithe Thuaidh/Theas a tháinig i bhfeidhm ar an 20 Meitheamh 2005.Is féidir go ndéanfaidh Foras na Gaeilge teagmháil le ranna rialtais agus le maoinitheoirí eile, thuaidh agus theas, le hiarratais a phlé.**7. Má éiríonn lenár n-iarratas?**Má éiríonn le d’iarratas cuirfimid litir thairisceana chugat ina mbeidh gach eolas ábhartha maidir le híocaíocht agus monatóireacht dheontas na scéime. Conradh dlíthiúil a bheidh sa litir seo agus ní mór cloí le coinníollacha an chonartha sin. Is féidir go ndéanfar aon sciar den deontas nó an deontas ar fad a chealú nó a aisghairm má sháraítear aon cheann de choinníollacha an chonartha.Ní dhéanfaidh Foras na Gaeilge aon mhaoiniú ar chaiteachas nach bhfuil ceadaithe roimh ré. Ní íocfar aon deontas go siarghabhálach. **8. Cad é mar is féidir liom aiseolas a thabhairt, gearán a dhéanamh nó achomharc a lorg?**Cuireann Foras na Gaeilge fáilte roimh aon mholtaí nó aiseolas a bheadh agat faoin scéim seo.Má tá ábhar gearáin agat faoin scéim seo is féidir sin a chur in iúl d’Fhoras na Gaeilge chomh maith.Tá córas achomhairc i bhfeidhm ag Foras na Gaeilge. Mura bhfuil tú sásta leis an gcinneadh a rinneadh maidir le d’iarratas, is féidir iarratas ar athbhreithniú a dhéanamh i scríbhinn taobh istigh de 14 lá ó dháta na litreach faoin gcinneadh. Ní mór gach iarratas ar athbhreithniú a bhunú ar na cúiseanna seo amháin:* Go ndearna Foras na Gaeilge míléamh ar an eolas a tugadh i rith an mheasúnaithe.
* Gur imigh Foras na Gaeilge, ar dhóigh shubstaintiúil, ón bpróiseas measúnaithe féin.

Sonraí teagmhála Fhoras na Gaeilge:Scéim na nOifigeach GaeilgeForas na GaeilgeTeach an Gheata Thiar2-4 Sráid na BanríonaBéal FeirsteBT16EDAguisín 1Cúspóirí straitéiseacha agus tosaíochtaí maoinithe Fhoras na Gaeilge Tá critéir agus cuspóirí Scéim na nOifigeach Gaeilge ag teacht le cúspóirí straitéiseacha agus tosaíochtaí maoinithe Fhoras na Gaeilge:* + Stádas agus dearcadh dearfach i leith na Gaeilge a chothú agus a chur chun cinn.
	+ Cumas Gaeilge an duine aonair agus an phobail a chothú agus a bhuanú.
	+ Úsáid na Gaeilge a chur chun cinn, a chothú agus a neartú.
	+ Pobal labhartha Gaeilge a chothú, a neartú agus a bhuanú.
	+ An t-aistriú teanga ó ghlúin go glúin trí mheán an teaghlaigh a éascú, a chothú agus a neartú.

Chuige sin, díríonn Foras na Gaeilge, go príomha, ar na réimsí seo a leanas:* + Oideachas
	+ Scoilphobail
	+ Imeachtaí pobail
	+ Obair óige
	+ Pleanáil teanga ar leibhéal logánta

**Aguisín 2****Treoir maidir leis an fhoirm iarratais a chomhlánú****Critéir cháilitheacha**Sula dtabharfaidh tú faoin fhoirm iarratais a chomhlánú léigh na treoirlínte agus deimhnigh go gcomhlíonann do chomhairle critéir cháilitheacha na scéime atá faoi mhír 3 de na treoirlínte.**Seicliosta**Dícháileofar aon iarratas nach mbeidh gach rud ar an tseicliosta curtha leis ach amháin má thagtar ar chomhaontú chun shástacht Fhoras na Gaeilge. Má cheapann tú nach mbaineann rud ar leith ón tseicliosta leat déan teagmháil le Foras na Gaeilge sula gcuirfidh tú an t-iarratas isteach. Tabhair faoi deara gur gá gach rud a chur ar fáil, fiú má cuireadh chuig Foras na Gaeilge roimhe é.**Ceisteanna*** Ainm na comhairle – ainm na comhairle atá ag cur isteach ar an deontas.
* Ainm teagmhála agus stádas san eagraíocht – ainm agus stádas an duine a bheas ag plé leis an iarratas. Cuirfimid aon chomhfhreagras chuig an duine seo. Má imíonn duine seo ón chomhairle caithfear pointe teagmhála nua a thabhairt d’Fhoras na Gaeilge láithreach.
* Uimhir theagmhála, ríomhphost, cód poist agus seoladh – sonraí teagmhála an duine a bheidh ag plé le bainistiú an tionscadail ó lá go lá.
* Uimhir chláraithe cánach – is féidir í seo a aimsiú ag barr bhur dteastais imréitigh cánach. Mura bhfuil teastas imréitigh cánach agaibh cuir isteach n/bh. Beidh deimhniú imréitigh cánach de dhíth le glacadh leis an deontas ach is féidir n/bh a chur isteach don iarratas.
* Toghcheantar Tionóil – tabhair faoi deara go n-iarrtar an t-eolas seo ar mhaithe le cúiseanna riaracháin amháin, agus nach bhfuil aon tionchar aige ar an phróiseas measúnaithe.
* Costas iomlán an tionscadail – luaigh costas iomlán an tionscadail, le costais a bhaineann clár oibre, fostaíocht agus seirbhísí seachtracha san áireamh.
* Méid atá á éileamh ó Fhoras na Gaeilge – luaigh an méid iomlán atá á éileamh ó Fhoras na Gaeilge. Tabhair faoi deara gur maoiniú 50% de tuarastal oifigigh foirne ar scála 2016 atá ar fáil faoin scéim seo.
* Eolas ar bhonneagar phobal na Gaeilge i gceantar na comhairle – tabhair eolas ar an staid reatha bhonneagar phobal na Gaeilge sa cheantar, ag lua aon taighde nó foinsí eolais atá in úsáid agaibh leis an cheist a fhreagairt. Tabhair sonraí faoin ghá sa cheantar d’oifigeach Gaeilge sa chomhairle.
* Tacaíocht na comhairle faoi láthair – luaigh aon tacaíocht atá á cur ar fáil ag an chomhairle cheana féin, mar shampla seirbhísí aistriúcháin nó imeachtaí Gaeilge. Mura bhfuil aon tacaíocht ar fáil faoi láthair mínigh na fáthanna leis sin agus na rudaí a chuirfdih sibh in áit má éiríonn libh sa scéim seo.
* Buntáistí gearrthéarmacha agus fadtéarmacha don cheantar – luaigh na buntáistí a bheadh ann do cheantar na comhairle dá mbeadh oifigeach Gaeilge in áit, go háirithe an tionchar ar lucht labhartha na Gaeilge agus cad é mar a chuideodh an t-oifigeach le feasacht agus infheictheacht na teanga.
* Tosaíochtaí na comhairle le linn an thréimhse an deontais – luaigh na príomhchuspóirí a bheadh ag an chomhairle le linn thréimhse an deontais seo. Inis dúinn má tá na cuspóirí seo bunaithe ar aon straitéis nó polasaí, mar shampla an Straitéis 20 Bliain don Ghaeilge, Dréacht-Straitéis le Forbairt na Gaeilge a Chosaint agus a Fheabhsú de chuid na Roinne Pobal nó polasaí teanga na comhairle féin.
* Acmhainní a chuirfidh an chomhairle ar fáil – luaigh cad é mar a chuirfidh an chomhairle leis an bhuiséad reatha agus cad iad na costais nó seirbhísí breise a chlúdóidh an chomhairle, mar shampla scéimeanna maoinithe.
* Tionchar an oifigigh ar an chomhairle go hinmheánach – léirigh cad é mar a chuideodh an t-oifigeach Gaeilge leis na structúir, próisis agus córais inmheánacha sa Chomhairle cheana féin, mar shampla comharthaíocht bhreise, scéimeanna maoinithe ar fáil i nGaeilge, imeachtaí Gaeilge, foilseacháin i nGaeilge.
* Pleanáil teanga – luaigh cén phleanáil teanga don Ghaeilge atá déanta ag an chomhairle go dtí seo. Mura bhfuil aon rud déanta go fóill luaigh cad é a dhéanfadh an chomhairle dá mbeadh oifigeach Gaeilge fostaithe faoin scéim seo.
* Coimhlint leasa – inis dúinn ainm aon bhaill foirne nó comhalta boird de chuid Fhoras na Gaeilge a bhfuil baint acu leis an chomhairle atá ag cur isteach ar mhaoiniú faoin scéim seo. Luaigh ainm an duine. Ní bheidh aon tionchar aige seo ar d’iarratas ach ní mór é seo a chur in iúl d’Fhoras na Gaeilge.

**Dearbhú**Ní mór an dearbhú a bheith sínithe ag an teagmhálaí agus ag finné neamhspleách. Ní ghlacfar le hiarratas ar bith gan an dearbhú a bheith sínithe. | These guidelines provide information on the Irish Language Officers Scheme 2018. They will help you to: * decide whether your council is eligible to apply for funding under this scheme,
* show that there is a demand for the provision of services in the Irish language and to support the Irish language community within the council area,
* prepare an application which contains all the information needed.

Please read them carefully before completing the application form.1. **About Foras na Gaeilge**

Foras na Gaeilge is a North/South implementation body and its role is facilitating and encouraging the use of Irish in public and private life in the Republic of Ireland, and in Northern Ireland where there is appropriate demand. Foras na Gaeilge runs various grant schemes. These schemes have different targets, objectives and criteria. The board of Foras na Gaeilge has set funding priorities as well as goals and targets. You can read more on this in Appendix 1 **2. About this scheme****Reasoning for the scheme** The Irish Language Officers Scheme is aimed at local councils in the north to give them an opportunity to provide services in Irish and to enable them to develop the promotion and use of the Irish language.**Basic aim of the scheme** * To provide assistance to councils to develop an infrastructure, structures, processes and systems so that they can increase the services they provide through the Irish language.
* To provide assistance to councils to foster and promote the Irish language for the council’s community.

Foras na Gaeilge will provide funding to any council who are successful in the assessment process equal to 50% of salary on the scale for a staff officer in the north as set out below:

|  |  |
| --- | --- |
| Salary on 2016 staff officer scale | 50% provided by Foras na Gaeilge,  |
| Bliain 1**: £29,317**  | £14,658.50 |
| Bliain 2: **£29,850**  | £14,925 |
| Bliain 3: **£30,382**  | £15,191 |
| Iomlán: | **£44,774.50** |

Note, a council may pay a higher salary if they wish but Foras na Gaeilge will only fund the amounts set out in this table. The council would have to provide any extra salary from their own funds.For example, a council may employ a person on a deputy principal scale in the first year, starting at **£36,448**, but Foras na Gaeilge will only provide **£14,658.50**, that is 50% of a staff officer salary.Grants are provided out of public money and Foras na Gaeilge has a statutory duty to ensure value for money in all funded projects.Foras na Gaeilge recommends applicants seek joint funding for projects, when appropriate, and to cooperate with other organisations to achieve the best value from the Foras na Gaeilge grant.**3.** **Can we apply?**To be eligible to apply for this scheme your council must be able to fulfil the following qualifying criteria;* It is a local council in Northern Ireland which does not have two Irish language officers already employed.
* The activities are not already funded by another state body except if there is a previously agreed joint funding understanding.
* The activities will be taking place outside of the official Gaeltacht.
* This scheme is limited to applications for funding under **£44,774.50** during the period of the grant.
* The applicant is happy to cooperate with Foras na Gaeilge as regards monitoring and administration of the activities.
* The promotion of Irish is the main objective of the person to be appointed under this scheme.
* The council confirms, to the satisfaction of Foras na Gaeilge, that the employee will have high level of written and spoken Irish.
* The council is happy for Foras na Gaeilge to be mentioned in any publicity during the period of the grant, for the Foras na Gaeilge logo to be visible on any publication and for a sign to be displayed during any activities, giving recognition to Foras na Gaeilge for the funding provided.
* The council can provide all items on the checklist on the application form.

Foras na Gaeilge may add to these qualifying criteria.If you have any question on any aspect of the qualifying criteria, contact Foras na Gaeilge before the deadline, 5pm 4th January 2018.**4.** **How will the applications be assessed?**Foras na Gaeilge uses assessment criteria to assess applications. The assessment criteria of the Irish Language Officers Scheme is set out below. We will assess and score applications based on these criteria. * The need for funding the project and the value for money available to Foras na Gaeilge.
* The outlook of the council in relation to the Irish language and the support which will be made available.
* Short-term and long-term advantages of the project.
* The impact of the officer on the Irish language infrastructure in the council area.
* The impact of the officer on the development of the Irish speaking community.
* The impact of the officer on the development of infrastructures, structures, processes and systems which enable the council to provide services through the medium of Irish.
* The performance indicators which will be used to assess progress.

**5.** **How will we apply?**Before you start to complete the application form read the scheme guidelines fully and make sure that the council fulfils the qualifying criteria of the scheme under section 3 above.Applications will be accepted on the scheme application form only. See Appendix 2 for guidance on each question.As you complete the application you must: * complete the whole form in typescript;
* answer each question;
* complete the checklist and enclose all items from the checklist with the application;
* include the council’s name and address on all extra pages not part of the application form.

Send one signed hard copy with all the items from the checklist to the following address: Scéim na nOifigeach GaeilgeForas na GaeilgeTeach an Gheata Thiar2-4 Sráid na BanríonaBéal FeirsteBT16EDThe deadline for Foras na Gaeilge to receive applications is 5pm 4th January 2018.It is up to the council to ensure that the application reaches Foras na Gaeilge in time. No applications will be accepted after the deadline. No applications will be accepted by fax or email.Please note that, apart from issuing a receipt, Foras na Gaeilge will not enter into any correspondence with organisations after the deadline until assessment is complete. This receipt is not recognition that your application is complete, valid or in time for the deadline. Therefore we reminded councils to answer every question on the form and provide all information required from the checklist before the deadline. If you have any question on any aspect of the application form or the checklist, contact Foras na Gaeilge before the deadline.Any application about which canvassing of any board member or any employee of Foras na Gaeilge is done will be disqualified. Any application in which inaccurate information is given will be disqualified.**6.** **What will happen to our application?**We will send a receipt to the council confirming that the application has been received via email. This receipt is not recognition that your application is complete, valid or in time for the deadline. The board of Foras na Gaeilge is responsible for all decisions regarding all projects to be funded. Foras na Gaeilge management team and officers of will implement all funding decisions.Councils will be informed of the funding decision by letter in the post within an appropriate time.Foras na Gaeilge wishes to make applicants aware that information provided on any application form could be made available subject to Foras na Gaeilge’s duty under law including the Freedom of Information Code of Practice for North/South Implementation Bodies which came into force on 20 June 2005.Foras na Gaeilge may contact government departments and other funders, north and south, to discuss applications.**7.** **If our application is successful**If your application is successful we will send a letter of offer to you in which there will be all relevant information on payment and monitoring of the scheme. This letter will be a legal contract and it the conditions of this contract must be adhered to. Part or all of the grant may be cancelled or recalled if any of the conditions are infringed.Foras na Gaeilge will not fund any spending not approved in advance. No grants will be made retrospectively. **8.** **How can I give feedback, make a complaint or seek an appeal?**Foras na Gaeilge welcomes any recommendations or feedback you may have about this scheme.If you have cause for complaint about this scheme this can be made known to Foras na Gaeilge as well.Foras na Gaeilge has an appeals process in place. If you are not happy with the decision made in respect of your application a request for a review can be made in writing within 14 days from the date of the decision letter. All applications for review must be based on these grounds only:* That Foras na Gaeilge misread the information given at the time of assessment.
* That Foras na Gaeilge departed, in a substantial way, from the assessment process itself.

Contact details for Foras na Gaeilge:Scéim na nOifigeach GaeilgeForas na GaeilgeTeach an Gheata Thiar2-4 Sráid na BanríonaBéal FeirsteBT16EDAppendix 1The strategic objectives and funding priorities of Foras na Gaeilge The criteria and objectives of the Irish Language Officers Scheme comply with the strategic objectives and funding priorities of Foras na Gaeilge:* + Foster and promote the status and a positive view of the Irish language.
	+ Foster and promote the ability of the individual and the community to speak Irish.
	+ Promote, foster and strengthen the use of Irish.
	+ Foster, strengthen and maintain the Irish speaking community.
	+ Facilitate, foster and strengthen intergenerational linguistic transfer through the family.

To achieve this Foras na Gaeilge focuses primarily on the following areas:* + Education
	+ School communities
	+ Community activities
	+ Youth work
	+ Language planning at local level

**Appendix 2****Guidance for completing the application form****Qualifying criteria**Before you start to complete the application form read the guidelines fully and ensure that your organisation fulfils the qualifying criteria of the scheme under section 3 of the guidelines.**Checklist**Any application which does not have every item on the checklist sent with it will be disqualified unless an agreement is reached to the satisfaction of Foras na Gaeilge. If you think that an item from the checklist does not pertain to you contact Foras na Gaeilge officers before you submit the application. Note that everything must be supplied, even if previously submitted to Foras na Gaeilge.**Questions** * Name of the council – name of the council applying for the grant.
* Contact name and status within the organisation – name and status of the person who will be dealing with the application. We will be sending any correspondence to this person. If this person leaves the council, a new point of contact must be given to Foras na Gaeilge immediately.
* Contact number, email, post code and address – contact details of the person who will managing the grant from day to day.
* Tax registration number – this can be found at the top of your tax clearance certificate. If you do not have a tax clearance certificate, write n/a. A tax clearance certificate will be needed to accept the grant but n/a can be entered for the application.
* Assembly constituency – note that this information is requested for administrative purposes only, and that it has no influence on the assessment process.
* Total cost of the project – state the total cost of the project, including costs for programme, employment and external services.
* Amount requested from Foras na Gaeilge – state the total amount requested from Foras na Gaeilge. Note that 50% of the salary costs of a staff officer salary on the 2016 scale is available under this scheme.
* Information on the Irish language community infrastructure in the council area – give information on the current state of the Irish language community infrastructure in the area stating any research or sources of information you are using to answer the question. Give details of the need in the council area for an Irish language officer in the council.
* Current council support – state any support that is already provided by the council, for example translation services or Irish language events. If there is currently no support available explain the reasons for this and the things you will put into place if you succeed in this scheme.
* Short-term and long-term advantages for the area – state the advantages for the council area if there was an Irish language officer in place, especially the impact on Irish speakers and how the officer would help with awareness and visibility of the language.
* Council priorities during the period of the grant – state the main objectives which the council would have during the period of this grant. Tell us if these aims are based on any strategy or policy, for example the 20 Year Strategy Irish for the Irish Language, the Department for Communities’ Draft-Strategy for Protecting and Enhancing the Development of Irish or the council’s own language policy.
* Resources which the council will provide – state how the Council will add to the current budget and what extra costs or services the council will cover, for example funding schemes.
* The impact of the officer on the Council internally – state how the officer would aid with the internal structures, processes and systems already in the council already, for example additional signage, funding schemes available in Irish, Irish language activities, publications in Irish etc.
* Language planning – state what language planning for the Irish language the council has done to date. If nothing has yet been done state what the council would do if an Irish language officer was employed under this scheme.
* Conflict of interest – tell us the name of any member of staff or board member of Foras na Gaeilge connected with the council applying for funding under this scheme. This will not affect your application, but must be made known to Foras na Gaeilge.

**Declaration**The declaration must be signed by the contact person and an independent witness. No application will be accepted without the declaration having been signed. |