

**Access, Skills and Content (ASC) Initiative
APPLICATION FORM
Second Call for Proposals**

TABLE OF CONTENTS

- 1. Introduction**
- 2. Application Form**
- 3. Checklist**
- 4. Declaration**
- 5. Acknowledgement Form**

1. Introduction

All applicants are requested to consult the '[GUIDELINES AND CRITERIA](#)' of the second Call for proposals under the Access, Skills and Content (ASC) Initiative, before filling out this form.

The ASC (Access, Skills and Content) Initiative was established to assist voluntary, community and not-for-profit organisations and service providers to support the participation of late adopters of technology in an inclusive Information Society.

Applications are being invited from Voluntary, Community and Not-for Profit Organisations for funding towards projects that target those who are at greatest risk of being left behind in the move to the Information Society, including older people and people with disabilities, by exploiting the potential of technology to foster communities of common interest through on-line services and networks. These groups have been identified as two of the most vulnerable sectors in society.

Applications may also be considered for other target groups¹ and evaluated based on the criteria.

If you require assistance on completing any aspect of this application form please contact

Joan Perry
Information Society Policy Unit
Department of the Taoiseach
Government Buildings
Upper Merrion Street
Dublin 2
Phone: +353 1 6194333

Email: asc@taoiseach.gov.ie

Applications will not be considered if they are received after the specific deadline, are incomplete, or are submitted by fax. Applications for funding must be directly related to the criteria outlined in the Guidelines and Criteria document which accompanies this Application Form.

¹ The 5 target groups are – women with home duties; retired people; tradesmen/skilled workers; workers in agriculture, forestry or fishing; and the unemployed. (eInclusion: Expanding the Information Society in Ireland, Information Society Commission, October 2003)

APPLICATION FORM

Second Call for Proposals under the Access, Skills and Content (ASC) Initiative

Please answer all questions as comprehensively as possible

SECTION 1: DETAILS OF ORGANISATION RESPONSIBLE FOR THE PROJECT

Name of Organisation	
Address of Organisation	
Phone	
Fax	
Contact Name for all correspondence in connection with this application	
Address for Contact Person	
Phone Number of Contact Person	
email Address for Contact Person	

SECTION 2: BRIEF PROJECT OVERVIEW

Project Name	
State the Objective of this project	
Project Target Group	
What is the main age range of the target group	
Principal Output(s) from the Funding Sought	
Total Cost of this project Total funding sought from ASC Initiative What is the source of the remainder of the funding	

SECTION 3: PROJECT DETAILS

1. What, in tangible, practical terms, will be the specific outputs from the funding sought?

2. Please identify and quantify the number of beneficiaries of the project. You should clearly set out how delivery of this initiative will deliver benefits for the end users. How often are beneficiaries of this initiative likely to use the service?

3. Please set out the detailed time schedule for the project, giving an indication of the various phases of the project if applicable, and when they will be delivered. You should also set out the date on which the deliverable will be made available to the beneficiaries.

4. Please give details of the capacity that exists in your organisation and how you intend to successfully deliver and manage the project.

SECTION 4: DETAILED BUDGET ANALYSIS

Please provide a detailed cost breakdown for each of the project components, indicating when the expenditure will be incurred.

--

SECTION 5: ADDITIONAL INFORMATION

Describe briefly your organisation's aims, objectives and present activities	
Please provide details of your organisations sources of income.	
What is the most recent year for which audited accounts are available for your organisation?	
Please indicate what policies and procedures are in place to ensure good financial management in your organisation.	
Charity Number (CHY) If applicable	
Tax Reference Number	

Final Checklist

The following documents must be enclosed with your application (where applicable). Failure to supply these may result in your application not being considered. Please tick appropriate boxes below and/or enter N/A where applicable.

Application Form: Have you completed all Questions in Sections 1-5 of this application form ?

Accounts: Have you enclosed a copy of your most recently audited accounts or a certificate of compliance from a recognised financial authority?

Legal Status: Have you attached a copy of your legal status?

Tax Clearance Certificate: Have you attached a copy of your current Tax Clearance Certificate or evidence of Charity Status (CHY Number)?

Other Information: Have you attached any other relevant information that may assist your application?

Details of previous funding:

Has your organisation received any government funding for eInclusion or Information Society projects before?

If 'Yes', give details of the funding below

From Whom:

Year:

Amount Allocated:

For your Organisation: Have you kept a copy of this Application Form and accompanying documents for your own records?

Declaration

I/we, the undersigned, apply for funding from the Access, Skills and Content (ASC) Initiative towards the project described in this application and appendices. I declare that all the information given is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used for the purpose stated.

I/we also accept, as a condition of the application of funding, that it involves no commitment to any funding or grants from the Department of the Taoiseach.

I/we certify that I/we have read and understood the Guidelines and Criteria of the second Call for Proposals under the ASC Initiative and agree to comply fully with them.

I/we certify that all information in this application and all information in any supporting documents is truthful and accurate.

I/we, the undersigned, agree to have the project monitored by the Department of the Taoiseach or its agents and to allow access to premises and records, as necessary for that purpose.

I/we agree that from the date of receipt of funding, I/we will not deny anybody access to any facility or part of a facility for which we receive funding on the grounds of sex, religion, ethnic origin or disability without just, reasonable and proper cause.

Signed: _____ Date: _____

Name: _____
(in block capitals)

On behalf of:

(organisation's name)

IMPORTANT

You MUST print your completed application form, sign it above and return it to us by the closing deadline for the 2007 ASC Initiative. We will NOT accept faxed or copies of application forms.

Acknowledgement Form

Please type your name and address in the space provided below. This will help us send you an early confirmation that your application has been received by us. We will acknowledge your application by signing this page and returning it to you.

Name:

Address:

City or Town:

County: Postal Code if Dublin:

Acknowledgement from ISPU

We wish to acknowledge receipt of your application for funding from the second Call for Proposals under the Access, Skills and Content (ASC) Initiative. This acknowledgement does not imply that your application is valid, only that we have received it.

We will start evaluating applications as soon as possible. This process will take some time, due to the volume of applications and the detailed information contained in each one.

We intend to use the media and our website to announce funding allocations and will also write to individual applicants confirming the outcome of their application.

We will not provide any information on individual applications until all funding allocations have been provisionally announced and offered. Please do not contact the Department about your application until then.

Signed: _____
(on behalf of the Information Society Policy Unit)

Reference No: ASC 2007 _ _ _

(Please quote the above Reference No in all future correspondence with us.

Date Stamp: