

Application form for the School Meals Local Projects Scheme

Academic Year 2022 - 2023

Social Welfare Services

SMLPS 1

Data Classification R



What is the School Meals Local Projects Scheme?

The School Meals Programme is a set of payments made to help eligible groups meet the food costs of operating school meals projects.

Funding is provided for food items only and priority is currently given to disadvantaged schools which are part of the Department of Education's Delivering Equality of Opportunity in Schools (DEIS) initiative.

How to complete this application form?

- write with a **black** ballpoint pen, use **capital letters** and place an **X** in the relevant boxes;
- fill in **Parts 1 to 4** as they apply to your school or club; **and**
- sign the declaration in **Part 4**.

Note: The person named in **Question 2** must sign the form. The treasurer or person from the school's board of management responsible for finance in the organisation should also co-sign. Please follow all procurement policies.

Part 1

Details of school and applicant

1. Details of the school applying for the grant:

School Meals Identifier
or Roll Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address:

County

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Eircode

--	--	--	--	--	--	--	--	--	--	--	--

Tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Details of the person applying for the grant:

Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Position held:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phone number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Number of schools involved:

--	--	--	--

Email address:

3. The names, addresses and roll numbers of the schools, and the number of the children enrolled:

Name of school	Address of school	Roll number	Number of children enrolled

Note: In the case of schools, pupil numbers for which funding will be provided is limited to the previous year's enrolment figures.

4. Have you previously received funding from us for a food club? Yes No

If **yes**, a completed Income and Expenditure Report (SMLPS 2) must be submitted, plus one month's receipts. This form is available at www.gov.ie/SchoolMealsScheme

5. Do the schools benefit from the Urban School Meals Scheme operated by the Local Authorities? Yes No

If **yes**, please provide details:

6. Are you operating a pre-school? Yes No

If **yes**, please answer questions (a) to (g).

(a) When was the organisation founded?
M M Y Y Y Y

(b) What is the status of the organisation, for example charitable status?

(c) What is the reference number?

(d) Is the organisation a community based project? Yes No

(e) Are the children you are applying for over 2.5 years of age? Yes No

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

(g) Has the Health Service Executive (HSE) passed your premises for Health and Safety Regulations? Yes No

A separate copy of this page must be 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 that are participating in each food club on a separate sheet of paper.

7. Type of food club for which funding is requested. The Healthy Ireland Nutrition Standards for School Meals must be implemented for the 2022 - 2023 year.

- (a) What type of club do you operate?
- | | | | |
|---|--------------------------|-------------------------|--------------------------|
| Breakfast | <input type="checkbox"/> | Afterschool, no drink | <input type="checkbox"/> |
| Snack | <input type="checkbox"/> | Afterschool, with drink | <input type="checkbox"/> |
| Lunch, no drink | <input type="checkbox"/> | Dinner, no drink | <input type="checkbox"/> |
| Lunch, with drink | <input type="checkbox"/> | Dinner, with drink | <input type="checkbox"/> |
| Hot meal (only available to eligible primary schools) | <input type="checkbox"/> | | |

(b) What food is provided? For example wholemeal or wholegrain cereal, or bread.

(c) What drink is provided? For example, tap water, bottled water, milk, unsweetened juice.

(d) Who is the main supplier of the above items?

8. Are you operating a canteen? Yes No

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

(a) What is the average number of children who participate in the club daily?

(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 period does this club cover?

Start date of current school year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0	<input type="text"/>	<input type="text"/>
Finish date of current school year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0	<input type="text"/>	<input type="text"/>
	D	D	M	M	Y	Y	Y	Y

(e) What is the total amount of funding required for this food club for the 2022 - 2023 academic year? € , .

Important: To calculate this figure, multiply 9(a) by 9(b) by 9(c) by the cost of the club.

Note: Funding may be capped at this figure.

--

--

Signature of applicant, **not** capital letters.

Co-signature, **not** capital letters.

Date:

Date:

This declaration 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 received 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 or organisation's entitlement.

Signature of applicant, **not** capital letters.

Position held.

Date:

--	--

--	--

2	0		
---	---	--	--

D D M M Y Y Y Y

Co-signature of Treasurer or Board of Management member responsible for finance in the organisation, **not** capital letters.

Position held.

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.

Standard for drinks:

Where a drink is funded for lunch, dinner or afterschool, water can be provided 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. Unsweetened fruit juice should not be served more than once per day.

Payment rates:

Funding is based on a rate of payment for each meal, for each child, for each day.

Club name	Maximum rate of payment	Minimum number of food items	Examples of food to be provided
Breakfast or Snack	€0.60	2 items.	1 serving of wholemeal or wholegrain cereal or bread plus 1 serving of fruit or 1 serving of milk, yoghurt or cheese.
Lunch or Afterschool	€1.40	3 items: 1 substantial item plus 1 small item plus a drink.	Wholemeal or wholegrain sandwich or roll containing 1 serving of meat, poultry, egg or cheese and 1 serving salad plus 1 serving fruit plus a drink, for example water, milk or unsweetened juice.
Dinner	€1.90	Hot meal plus a drink.	1 serving of meat, poultry, egg or cheese and 1 serving of potatoes, pasta or rice plus 2 servings of vegetables or fruit plus a drink, for example milk, water or unsweetened juice.

Note: Where the number of food items does not meet the minimum required as outlined above, the rate below should be applied

Club name	Examples of food to be provided	€
Breakfast or Snack	1 serving of wholemeal or wholegrain cereal or bread or 1 serving of fruit or 1 serving of milk, yoghurt or cheese	€0.30
Breakfast or Snack	1 serving of wholemeal or wholegrain cereal or bread plus 1 serving of fruit or 1 serving of milk, yoghurt or cheese	€0.60
Lunch or Afterschool	Soup and bread roll, filled roll, or sandwich	€0.80
Lunch or Afterschool	Soup and bread roll, filled roll, or sandwich plus fruit, yoghurt or drink	€1.10
Lunch or Afterschool	Soup and bread roll, filled roll, or sandwich plus fruit, yoghurt and drink	€1.40
Lunch or Afterschool	Fruit, yoghurt, or drink	€0.30
Dinner	Hot dinner	€1.60
Dinner	Hot dinner and drink	€1.90
Hot Meal	Per nutritional standards document	€2.90

Checklist

Have you:

- completed **Question 6** on **page 2** for pre-schools?
- enclosed and signed a separate copy of **page 3** for each food club being applied for?
- for a Multi School Organisation, including School Completion Programme, provided a breakdown of the number of pupils and the amount of funding sought, by school or pre-school, taking part in each food club on a separate sheet of paper attached to **page 3**?
- signed and co-signed the declaration on **page 5**?
- enclosed a completed Income and Expenditure Report (SMLPS2) for the 2021-2022 academic year? This can be downloaded on **www.gov.ie/SchoolMealsScheme**

Applications must be submitted no later than Friday 28 October 2022

Where to send this form?

Send this completed application form and the Income and Expenditure Report (SMLPS2) to the department at:

School Meals Programme

Department of Social Protection
College Road
Sligo
Co. Sligo
F91 T384

If you need any help to complete this form, please contact the School Meals Programme by email at school.meals@welfare.ie or by calling (071) 915 7100, (071) 913 8625 or (071) 913 8626.

For more information visit **www.gov.ie/SchoolMealsScheme**

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at **www.gov.ie/dsp/privacystatement** or in hard copy.

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