

School Roll No18683H, ST CANICES G N S

[Letter](#)

[Appendix 1](#)

[Appendix 2](#)

[Appendix 3](#)

[Appendix 4](#)

Department of Education and Youth

Portlaoise Road
Tullamore
Co. Offaly



An Roinn Oideachais
agus Óige
Department of Education
and Youth

Principal / Chairperson
ST CANICES G N S
Seamus Ennis Road Finglas Dublin 11
Re: EWS 2026 Category: CAT1: Life Safety Systems Roll No: 18683H

Dear Principal / Chairperson

I refer to your application under the Emergency Works Scheme 2026. Following assessment of your application the Department has approved an all in grant for the proposed **CAT1: Life Safety Systems** works at your school.

The Form of Acceptance (Appendix 1) outlines the total approved grant for the works inclusive of VAT and fees. This information is commercially sensitive and not for general release however it is necessary to give all tendering consultants an indication of the approximate level of grant to assist them in calculating an appropriate level of fees.

School Authorities are not allowed to extend the appointment of the consultant who prepared the original application for funding (where applicable). Now that funding has been approved for the works a new tender competition must take place. The form of acceptance cannot be completed and returned until you have tendered for and appointed your consultant for the works in accordance with the Departments Guidelines and this takes a minimum of 4 weeks.

Once you return the form of acceptance the schools insurance brokers should be notified that works will commence shortly thereafter.

The Department must be informed immediately should any reimbursement be received by the school from any source (e.g. an insurance claim) in respect of the works being grant-aided.

The Department provides two main guidance documents for devolved projects. The first is Guidance on Procuring Consultants for Small Works 3rd Edition April 2016 available on the Department's website www.gov.ie/education at [Procuring Consultants for Small Works](#) and it is a matter for the School Authority to ensure this guidance is used for the appointment of the Consultant.

It is the responsibility of your successful Consultant once appointed in conjunction with the School Authority to adhere to the second document Technical Guidance Document 007 Design Team Procedures for Small Works, 6th Edition September 2018 - [TGD 007](#) and any other Technical Guidance Documents relevant to the approved project. In order to progress the approved works the School Authority must comply with the procedures contained in these documents and attached [appendices 1 - 4](#).

In particular the school authority must ensure compliance with the conditions at paragraph 1.5 (b), where this arises for the project and paragraph 1.5 (d) of TGD 007.

Specifically in this regard, **Department approval must be sought and obtained** to proceed with the project at two separate junctures. The first is approval to lodge for planning permission (where such an application arises for the project). The second time you are required to contact the Department is when the preferred tenderer has been identified as Departmental approval **is required before the contract is placed**.

This request for approval must be accompanied by a copy of the **Tender Report** compiled by the consultant on the project and a copy of the **Itemised Breakdown of Costs** submitted with the tender documentation by the preferred tenderer only. Failure to seek these approvals from the Department may result in the loss of the grant.

85% of the grant will be paid when the works commence on site. The remaining 15% will be paid when the works have been completed.

All cost associated with works carried out over and above the level of grant aid approved in this letter must be borne by the School Authority.

Please note that, in accordance with the Department's public funding accounting obligations, Planning and Building Unit staff carry out random compliance checks of the procurement procedures for Emergency Works Scheme projects. These reviews entail on-site examinations of all original procurement documentation for the project to ascertain whether or not the public procurement guidelines made available to your Board of Management for the project have been adhered to. It is essential that the Board of Management keeps a full and correct project file in chronological order to facilitate such compliance checks including a proper financial trail.

Yours sincerely,

Emergency Works Team

Devolved Projects

15-09-2026

[Return to Search](#)