School Roll No72241E, ST PAUL'S COMMUNITY COLLEGE

Department of Education and Youth
Portlaoise Road
Tullamore
Co. Offaly

An Roinn Oideachais agus Óige
Department of Education and Youth

Chairperson
Board of Management
Re:ST PAUL'S COMMUNITY COLLEGE Roll No:72241E

I refer to your application submitted in 2025 under the multi-annual Climate Action Summer Works Scheme (CASWS).

Following assessment of your application the Department has approved, in principle, an all-in grant for the proposed **Category 4: Climate Action & Mechanical Works** works at your school.

The Form of Acceptance (Appendix 1) outlines the total approved grant for the works inclusive of VAT and fees.

School Authorities are not allowed to extend the appointment of the consultant who prepared the original application. As funding has been approved in principle for the works, a new tender competition must take place. The form of acceptance should not be completed and returned until you have tendered for and appointed your consultant for the works, in accordance with the Departments Guidelines and this may take a minimum of 4 weeks (please refer to Appendix 2 for further guidance on the procurement process for appointment of a consultant).

The form of acceptance should be submitted at the earliest possible opportunity following completion of the procurement process for the consultant. The school's insurance brokers should then be notified that works will commence in due course.

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 which includes the CASWS.

1. The first is Guidance on Procuring Consultants for Small Works 4th Edition October 2021 available on the Department's website at Procuring Consultants for Small Works

   It is a matter for the School Authority to ensure this guidance is used for the appointment of the Consultant. Information on the level of consultant fees should be provided to the Department when appointing the consultant.

2. It is the responsibility of the successful Consultant, once appointed, in conjunction with the School Authority to ensure compliance with the second document which is Technical Guidance Document 007 Design Team Procedures for Small Works (7th Edition, October 2021). For further information please refer to the following Link; 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.

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

Specifically in this regard,**Departmental approval must be sought and obtained** to proceed with the project at three separate junctures. (a) The first is approval to lodge for planning permission (where such an application arises for the project). (b) the second time is at pretender approval stage insofar as it relates to the approved scope of works and (c) the third time you are required to contact the Department is when a preferred tenderer has been identified **as Departmental approval is required before the contract is placed.**

This request for approval must be accompanied by:

1. A copy of the Tender Report compiled by the consultant appointed to the project
2. The agreed Consultancy Fees
3. 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.

N.B. 85% of the grant will be paid when the works commence on site. The remaining 15% will 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 officials carry out random compliance checks of the procurement procedures for Climate Action Summer Works Scheme projects. These reviews entail 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,

Climate Action Summer Works Team

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Devolved Projects Section

Planning & Building Unit

03/11/2026

Return to the Landing Page