FSSU
Financial Support Services Unit

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# Financial Guideline 2021/2022 - 20

## Voluntary Secondary and Community & Comprehensive Schools

# Exceptional Minor Works Grant Funding with a particular focus on supporting enhanced ventilation – (Circular 65/2021)

## 1. Introduction

The purpose of this guideline is to provide details of the Exceptional Minor Works Grant Funding for Post Primary Schools in continuing to support the operation of schools generally and particularly within a Covid-19 environment, with a specific focus on providing additional support to schools for the implementation of the ventilation guidance published by the Department in May 2021.

The payment of these grants at this stage gives schools the opportunity to undertake any minor works including ventilation improvements at school level as a matter of priority. The minor works grant funding provides good flexibility to address issues at local school level and to take a targeted approach. Schools need not apply to the Department for approval to carry out works or to purchase items to improve ventilation. Larger scale works (beyond the level of this enhanced funding) can be addressed under the Department's Emergency Works Scheme.

This guideline should be read in conjunction with Circular 0062/2013 "Grant Scheme for Minor Works to National School Properties", with the principles outlined in that circular also applying to Post Primary schools and the Department's document "Practical Steps for the Deployment of Good Ventilation Practices in Schools".

## 2. Accessing Technical Advice on Ventilation

In supporting schools in undertaking ventilation improvements, good guidance is available here on:

- Practical Steps for the Deployment of Good Ventilation Practices
- Carbon Dioxide Monitors (Your Questions Answered)
- Air Cleaners (Guidance for schools including HEPA Air Cleaner Technical Guidance in Appendix 1, Your Questions Answered)

Given that each school setting is different, individual schools are best placed to decide on the appropriate measures for their school and have flexibility in this regard. For instance, the funding also provides an opportunity for schools to enhance their outdoor learning environments for use as the weather permits.

Given that there is no one solution that fits all scenarios, schools may seek specific technical specialist advice/assistance of a Chartered Engineer or Registered Architect to advise on appropriate measures to take for enhancing ventilation. An Engineer or Architect who is currently, or has previously, worked on a project at the school may be well placed to give a school some initial advice on ventilation matters. This may include advice on the appropriate HEPA Air Cleaner unit as an additional measure in conjunction with other methods of ventilation that are available, which is matched to the specific room size, volume and existing ventilation arrangements in circumstances where poor ventilation continues to exist in a particular room/area after the recommended measures in the Practical Steps have been applied. Specialist advice/assistance of a Chartered Engineer or Registered Architect is an important source of support for schools.

The HEPA Air Cleaner Technical Guidance in Appendix 1 in the Room Air Cleaner Guidance document is particularly relevant here.

A dedicated team has been established in the Department of Education to support schools that may have concerns about ventilation. The team is also available to contact schools where required, walking through the steps that schools should take to deploy good ventilation practices etc. Where it is not possible for a school to access the expertise of an engineer or architect, and where necessary, a technical assessment to assist the school can be facilitated through the Department.

## 3. Minor Works Grant Payment Amount for post primary schools

The amount payable is based on the enrolment bands set out in the table below:

| School Size (Enrolments) | Grant Amount |
|---|---|
| Up to 500 | €20,000 |
| 501 to 750 | €25,000 |
| 751 to 1000 | €30,000 |
| >1000 | €35,000 |

## 4. Administration

The grant will be paid directly in one payment into the school bank account. It is envisaged that the payment will be processed in December 2021.

Applications from post-primary schools in the fee-charging sector will be considered on a case-by-case basis. Fee charging school have been contacted directly by the FSSU in relation to the application process.

As with all exchequer grant-aid, school authorities should maintain detailed records on how funding, provided under this scheme, was spent. If there is any unused funding this should also be recorded.

Where there is insufficient funding to address specific ventilation enhancements schools can address this through the Emergency Works Scheme.

Schools are required to adhere to procurement regulations and appropriately record costs paid from the grant received. A Chartered Engineer or Registered Architect can provide assistance to schools on procurement where required.

The payment of the grant at this time provides the opportunity to schools to undertake any minor works including ventilation improvements as a matter of priority. Schools, on request, must be in a position to provide the Department with a written statement of the expenditure of the grant (which may be subject to compliance checks by the Department) and also a record of any unused funding. The treatment and arrangements in respect of any unused funding will be notified to schools by the end of 2022.

## 5. Recording the grant income and expenditure on Sage 50/Surf Accounts

The existing Covid Minor Works Grant and Expenditure codes can be used to record the income and expenditure. These codes are set out in the tables below.

| **Covid Minor Works Grant (CMWG) used for capital purposes** | | |
|---|---|---|
| **Grant income code** | **Expenditure Code** | **Example** |
| **3905 –** Covid Minor Works Capital Grant Income | **3941 –** Covid Minor Works Building Expense | CMWG is used for the purposes of construction, alteration, extending the school building or structure |
| | **1425 –** Covid Minor Works Fixtures, Fittings and Equipment | CMWG is used to purchase HEPA air cleaner unit, additional furniture for outside, single desks etc. |

| **Covid Minor Works Grant (CMWG) used for non-capital purchases** | | |
|---|---|---|
| **Grant Income Code** | **Expenditure Code** | **Example** |
| **3277 –** Covid Minor Works Grant (non-capital) | **5316 –** Covid Minor Works (non-capital) Expense | Rental of additional space/rooms |

## 6. Queries

Queries in relation to minor works grant payments should be emailed to:
pbufinmgt@education.gov.ie

Queries in relation to ventilation should be emailed to:
Schools_Ventilation@education.gov.ie

*Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.*

Tel: 01-269 0677
info@fssu.ie

15th December 2021

FSSU
Financial Support Services Unit

Teach Emmet, Baile an Mhuilinn, Baile Átha Cliath 14
Guthán: 01 2690677 R-phost: info@fssu.ie

# Treoirlíne Airgeadais 2021/2022 - 20

**Meánscoileanna Deonacha,
Pobalscoileanna agus Scoileanna Cuimsitheacha**

# Deontas i leith Mionoibreacha EisceachtúlaMaoiniú a bhfuil fócas faoi leith aige ar thacaíocht don aeráil fheabhsaithe – (Ciorclán 65/2021)

## 1. Réamhrá

Is é cuspóir na treoirlíne seo ná sonraí a sholáthar maidir leis an Maoiniú Deontais i leith Mionoibreacha Eisceachtúla d'Iar-Bhunscoileanna mar chuid den tacaíocht leanúnach d'fheidhmiú scoileanna i gcoitinne agus go háirithe i dtimpeallacht Covid-19, agus fócas faoi leith ar thacaíocht bhreise a sholáthar do scoileanna i dtaca le cur i bhfeidhm na treorach aerála arna foilsiú ag an Roinn i mí na Bealtaine 2021.

Tugann íoc na ndeontas seo ag an bpointe seo an deis do scoileanna tabhairt faoi mhionoibreacha ar bith, lena n-áirítear feabhsúcháin aerála ar leibhéal na scoile, mar bheart tosaíochta. Tríd an maoiniú deontais le haghaidh mionoibreacha, soláthraítear solúbthacht mhaith chun aghaidh a thabhairt ar fhadhbanna ar leibhéal na scoile áitiúla agus chun cur chuige dírithe a ghlacadh. Ní chaithfidh scoileanna faomhadh a lorg ón Roinn chun oibreacha a dhéanamh ná chun earraí a cheannach le feabhas a chur ar an aeráil. Is féidir tabhairt faoi oibreacha ar scála níos mó (níos faide ná leibhéal an mhaoinithe fheabhsaithe seo) faoi Scéim Oibreacha Éigeandála na Roinne.

Ba chóir go léifí an treoirlíne seo i dteannta Chiorclán 0062/2013 "Scéim Deontais do Mhionoibreacha ar Fhoirgnimh Scoileanna Náisiúnta", toisc go mbaineann na prionsabail atá leagtha amach sa chiorclán sin le hiar-bhunscoileanna chomh maith, agus i dteannta na cáipéise ón Roinn dar teideal "Céimeanna Praiticiúla chun Feidhm a Bhaint as Dea-Chleachtais Aerála i Scoileanna".

## 2. Teacht ar Chomhairle Theicniúil maidir leis an Aeráil

Mar thacaíocht do scoileanna agus iad ag tabhairt faoi fheabhsuithe aerála, tá treoir mhaith le fáil anseo maidir le:

- Céimeanna Praiticiúla chun Feidhm a Bhaint as Dea-Chleachtais Aerála i Scoileanna
- Monatóirí Dé-Ocsaíde Carbóin (Freagraí ar do Cheisteanna)

- Glantóirí Aeir (Treoraíocht do scoileanna lena n-áirítear Treoraíocht Theicniúil maidir le Glantóirí Aeir HEPA in Aguisín 1, Freagraí ar do Cheisteanna)

I bhfianaise go bhfuil gach suíomh scoile éagsúil, is ag an scoil aonair is fearr a bheidh an rogha cinneadh a dhéanamh i dtaca leis na bearta iomchuí don scoil féin agus beidh solúbthacht aici dá bharr. Mar shampla, leis an maoiniú, tugtar an deis do scoileanna feabhas a chur ar na timpeallachtaí foghlama lasmuigh lena n-úsáid má bhíonn an aimsir in araíocht dó.

I bhfianaise nach ann do réiteach amháin atá oiriúnach i ngach cás, is féidir go lorgóidh scoileanna sainchomhairle/cúnamh speisialaithe teicniúil ó Innealtóir Cairte nó Ailtire Cláraithe chun comhairle a thabhairt maidir leis na bearta iomchuí atá le glacadh chun an aeráil a fheabhsú. D'fhéadfadh Innealtóir nó Ailtire atá ag obair faoi láthair ar thionscadal sa scoil, nó a d'oibrigh roimhe seo air, a bheith feiliúnach chun réamhchomhairle a thabhairt do scoil ar ábhair aerála. D'fhéadfadh go n-áireofaí air sin comhairle maidir leis an aonad iomchuí de Ghlantóir Aeir HEPA mar bheart breise i dteannta le bearta eile aerála atá ar fáil a oireann do shainmhéid an tseomra, don toirt agus do na socruithe aerála atá ann cheana i gcásanna ina bhfuil droch-aeráil fós i seomra/limistéar faoi leith tar éis do chur i bhfeidhm na mbeart molta sna Céimeanna Praiticiúla. Is foinse thábhachtach thacaíochta do scoileanna comhairle/cúnamh speisialtóra Innealtóra Cairte nó Ailtire Cláraithe.

Tá an Treoraíocht Theicniúil maidir le Glantóirí Aeir HEPA in Aguisín 1 den cháipéis maidir le Glantóirí Aeir Seomra ábhartha go háirithe anseo.

Táthar tar éis foireann thiomanta a chur ar bun sa Roinn Oideachais chun tacú le scoileanna a bhféadfadh ceisteanna a bheith acu maidir leis an aeráil. Tá an fhoireann ar fáil freisin chun teagmháil a dhéanamh le scoileanna más gá, ag dul trí na céimeanna ar chóir do na scoileanna iad a thógáil chun feidhm a bhaint as dea-chleachtas aerála etc. Murar féidir le scoil teacht ar shaineolas innealtóra nó ailtire, agus más gá, is féidir measúnú teicniúil a éascú tríd an Roinn chun cúnamh a thabhairt don scoil.

## 3. Méid an Deontais Mionoibreacha d'Iar-Bunscoileanna

Tá an méid a bheidh iníoctha bunaithe ar na bandaí rollaithe atá leagtha amach sa tábla thíos:

| Méid na scoile (Rolluithe) | Méid an Deontais |
|---|---|
| Suas le 500 | €20,000 |
| 501 go 750 | €25,000 |
| 751 go 1000 | €30,000 |
| >1000 | €35,000 |

## 4. Riarachán

Íocfar an deontas go díreach isteach i gcuntas bainc na scoile mar íocaíocht amháin. Táthar ag súil go ndéanfar an íocaíocht i mí na Nollag 2021.

Déanfar iarratais ó iar-bhunscoileanna príobháideacha a mheas cás ar chás. Rinne an FSSU teagmháil dhíreach le scoileanna príobháideacha maidir leis an bpróiseas déanta iarratais.

Mar is amhlaidh i gcás an chúnaimh deontais uile ón státchiste, ba cheart d'údaráis scoile taifid mhionsonraithe a choinneáil maidir leis an tslí ar caitheadh an maoiniú a soláthraíodh faoin scéim seo. Más ann do mhaoiniú nár baineadh feidhm as, is ceart é sin a thaifeadadh freisin.

Sa chás nach bhfuil go leor maoinithe ann chun aghaidh a thabhairt ar fheabhsuithe aerála ar leith is féidir le scoileanna aghaidh a thabhairt air sin tríd an Scéim Oibreacha Éigeandála.

Ní foláir do scoileanna cloí le rialúcháin soláthair agus taifead a dhéanamh mar is iomchuí ar chostais a íocadh ón deontas a fuarthas. Is féidir le hInnealtóir Cairte nó le hAiltire Cláraithe cúnamh a sholáthar do scoileanna maidir le soláthar nuair is gá.

Tugann íocaíocht an deontais ag an bpointe seo an deis do scoileanna tabhairt faoi aon mhionoibreacha lena n-áirítear feabhsúcháin aerála ar leibhéal na scoile mar ábhar tosaíochta. Ní mór don scoil a bheith in ann ráiteas scríofa maidir le caitheamh an deontais (rud a bhféadfadh an Roinn a sheiceáil a dhéanamh air ó thaobh comhlíonta de) agus taifead ar aon mhaoiniú nár baineadh feidhm as a sholáthar don Roinn má iarrtar uirthi déanamh amhlaidh. Cuirfear scoileanna ar an eolas maidir le láimhseáil agus socruithe i dtaobh aon mhaoiniú nár baineadh feidhm as roimh dheireadh 2022.

## 5. Ioncam agus caitheamh an deontais a thaifeadadh in Sage 50/Surf Accounts

Is féidir na cóid atá ann cheana féin i gcomhair an Deontais Mionoibreacha Covid a úsáid chun an t-ioncam agus an caiteachas a thaifeadadh. Tá na cóid sin leagtha amach sa tábla thíos:

| **Deontas Mionoibreacha Covid arna úsáid chun críocha caipitiúla** | | |
|---|---|---|
| **Cód ioncaim deontais** | **Cód caiteachais** | **Sampla** |
| **3905 –** Ioncam ó Dheontas Caipitil le haghaidh Mionoibreacha Covid | **3941 –** Costas Tógála Mionoibreacha Covid | Baintear úsáid as an Deontas Mionoibreacha Covid le haghaidh Mionoibreacha Covid chun críocha foirgneamh nó struchtúr na scoile a thógáil, a leasú nó a shíneadh. |
| | **1425 –** Daingneáin, Feistis agus Trealamh Mionoibreacha Covid | Baintear úsáid as an Deontas Mionoibreacha Covid chun aonad glantóra aeir HEPA, troscán breise don taobh amuigh, deasca aonair, etc., a cheannach. |

| **Deontas Mionoibreacha Covid arna úsáid chun críocha neamhchaipitiúla** | | |
|---|---|---|
| **Cód Ioncaim Deontais** | **Cód caiteachais** | **Sampla** |
| **3277 –** Deontas Mionoibreacha Covid (neamhchaipitiúil) | **5316 –** Mionoibreacha COVID (Costas Neamhchaipitiúil) | Spás/seomraí breise a fháil ar cíos |

## 6. Fiosruithe

Is ceart fiosrúcháin maidir le híocaíochtaí deontas mionoibreacha a sheoladh chuig pbufinmgt@education.gov.ie

Is ceart fiosrúcháin maidir le haeráil a chur chuig: Schools_Ventilation@education.gov.ie

*Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo ach dul i dteagmháil le FSSU.*

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15 Nollaig 2021