

# Service Level Agreement

## Covering Summer Projects 2024

### ACTIONS

- Read the document
- Detach and sign the acceptance form
- Upload the acceptance form in the supporting documentation of the application form
- Retain the document for your records
- Contact South Dublin County Council with any queries

Terms & Conditions Summer Project

### **Online Applications for Summer Projects must be submitted by 10<sup>th</sup> May 2024**

1. The Summer Project Committee must be properly structured with Chairperson, Secretary and Treasurer. Clear evidence of voluntary participation on the committee is essential.
2. The project must nominate one person as contact person for all queries/ problems that may arise. Contact person must be always contactable for the duration of project.
3. A specific bank account must be set up and details provided.
4. INSURANCE: No activity will be allowed to take place without adequate public liability insurance. (Your minimum public liability cover should be €6.5 million) and must include documentation to support indemnities to South Dublin County Council. Each Summer Project is responsible for their own insurance.

5. a) Volunteers Leaders – Each project must ensure that Volunteer Leaders are over 18 years of age
  - b) The correct ratios are in place for all activities
  - c) Volunteers - Garda vetted in advance of start date of the project
  - d) Have attended Child Protection training in advance of the start date of the project
  - e) Each project must provide a copy of their Child Protection Policy to SDCC in advance of the start date of the project.
  - f) Health and Safety – Each project must conduct a risk assessment on all planned activities to outdoor or off site based.
6. Summer Project grants cannot be used to purchase perishable items.
  7. Activities must be run for a minimum of five days out of every seven-day period.
  8. Receipts for Summer Project grants must be returned to SDCC 14 days after completion of project. Failure to do so may result in funding for 2025 not being considered.

ACCEPTANCE FORM –

Thank you for your application for support from South Dublin County Council Summer Projects Grants. Please detach this page, sign it and upload it with your online application in the supporting documentation section.

- ✓ I have read and agree to abide by the Terms & Conditions
- ✓ I have provided all necessary Insurance documentation

Summer Project Name:

Signatories to be either Chairperson, Secretary or Coordinator

Summer Project (1) Name: \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Summer Project (2) Name: \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Date            \_/\_/\_\_\_