I want to apply to the Department for grant aid for:

- Additional Accommodation
- Application Form
- Primary Summer Works

Application Information

- Technical Report not required with Application
- Technical Report Required with Application
- Please refer to Section 2 of "Guidance on Procuring Consultants for Small Works" on how to appoint a Consultant for Technical Reports only.

Submit Application to Department

Grant Approval

- Less than €550,000
- Greater than €550,000

Devolved Projects

- Step 1
- Step 2
- Step 3

Tendering Procedure & Public Advertisement

- Grant Approved Goods or Services over €500,000
- School Authority approves Goods or Services under €500,000

Tender & Appointment of Consultant

- Tendering Procedure & Public Advertisement
- School Authority ensures Consultant has Checked Contractors; Tax Clearance; Pension Sick Pay Scheme; Contractors Insurances

Declaration of Suitability for Contractors for Small Works

Form of Contract to be signed

Contracts less than €500,000

Contracts Greater than €500,000

Minor Building and Civil Engineering Works

Must be advertised on eTenders Website

Appointment of Consultant for Approved Works

School receives approval letter from Department

BOM must appoint Consultant(s) following tender competition

Grant Approval

- Less than €50,000
- Greater than €50,000

Restricted (5 quotes) or Open (local paper advertisement)

Open (Must Advertise on eTenders)

Devolved Projects

Step 2

If the approval is for:

- How to appoint a PSDP
- See "Guidance on Procuring Consultants for Small Works" Section 5

Devolved Projects

Step 3

Tender & Appointment of Contractor

- Grant Approval
- Less than €50,000
- Greater than €50,000

Restricted (5 quotes) or Open (local paper advertisement)

Open (Must Advertise on eTenders)

Please refer to Technical Guidance Document TGD-007 Design Team Procedures for Small Works

Appointment contractor for the approved works (responsibility of Consultant & School Authority)

Appointment of Consultant for Approved Works

School Authority ensures Consultant has Checked Contractors; Tax Clearance; Pension Sick Pay Scheme; Contractors Insurances

Declaration of Suitability for Contractors for Small Works

Form of Contract to be signed

Contracts less than €500,000

Contracts Greater than €500,000

Minor Building and Civil Engineering Works

Must be advertised on eTenders Website

Appointment of Consultant for Approved Works

School receives approval letter from Department

BOM must appoint Consultant(s) following tender competition

Grant Approval

- Less than €50,000
- Greater than €50,000

Restricted (5 quotes) or Open (local paper advertisement)

Open (Must Advertise on eTenders)

Please refer to Technical Guidance Document TGD-007 Design Team Procedures for Small Works

Appointment contractor for the approved works (responsibility of Consultant & School Authority)