Summer Works Scheme 2019

Frequently Asked Questions

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How do I find out if my application for funding under the Summer Works Scheme has been successful?

Step 1. Log on to Esinet. Click on the Summer Works Scheme link.

Step 2. When you are on the SWS landing page click on the Decision Letter link. This will bring you to your decision letter. If your application has been successful you will see your approval letter and four appendices which you must read in detail.

Appendix 1 will give you details of the type of project that was approved and the total amount of funding the Department is granting the school.

See screen shots below for assistance.
On the Summer Works Scheme landing page click on the Decision Letter link.

Click on the tabs for your decision letter and associated appendices.

I’m a new principal, how do I find out what was applied for?

- Log onto Esinet, click on the Summer Works Scheme link, click on the Submitted SWS Application link.
I am having problems with Esinet, I can’t log in or when I do I can’t see the Summer Works Scheme link, who do I contact?

Send an email to sws_online@education.gov.ie including the following:

- School name
- School roll number
- Your log on details, username and pass word
- Brief description of the errors encountered with screen shots if possible

Your query will be dealt with in date order.

My application was approved what do I do next?

If you have been successful and your school has been granted funding under the Summer Works Scheme it is imperative that you read the decision letter and follow all the guidelines contained therein. All the information you need to successfully deliver your project is contained in the approval letter, associated appendices and the Departments Technical Guidance Documents (TGDs) which are referenced in the letter and appendices.

All TGDs are published on the Departments Website and can be accessed at the following link https://www.education.ie/en/School-Design/Technical-Guidance-Documents/

- The SWS Decision/Approval letter and all four appendices should be printed and brought to the attention of your Board of Management as soon as possible. Any queries that they may have should be emailed to sws_online@education.gov.ie where they will be dealt with in date order.

According to my approval letter I must first of all proceed to appoint a consultant to design and oversee the project, where do I start?


You are advised to refer to this document and familiarise yourself with the process.

- The first 7 pages will give you some general information which will be useful.
- Pages 8 and 9 give you guidance on how to procure a consultant to design and oversee your project.
- Pages 10 to 13 contains information on seeking tender submissions
- Pages 15 to 17 outlines procedures in relation to the procurement of a Project Supervisor
- Pages 18 and 19 outlines the final appointment procedure for consultants

- Standard template letters and forms or contracts are contained in the appendices and can be adapted to suit your project.

Please note that the appointment of a consultant to oversee your project usually takes approximately 4 weeks to complete.

I have appointed my consultant, what next?

The next step is to complete and return the Form of Acceptance to the Department. This document is on Esinet and is sent back to the Department electronically. You can access and complete this step once 4 weeks have passed since the decision letter has issued. This is because you can only complete this form once you have appointed your consultant and that process should take a minimum of 4 weeks.

- Log onto Esinet, click on the Summer Works Scheme link, click on the Decision Letter link and then click on the tab that says Appendix 1.
Click on the box beside each point on the form to accept them and when you have clicked on them all the document will be submitted electronically and automatically to the Department.

I have my consultant appointed and have returned my form of acceptance how do I progress my project?

Your consultant will now design the project, complete the necessary tender documentation and will guide you through the process of procuring and appointing a contractor to carry out the works that have been approved.

To progress the approved works, the school authority must ensure compliance with the procedures contained in the Technical Guidance Documents and it should get written confirmation that the appointed Consultant has referred to them during the design and delivery process.

Prior to placing a contract for the works, the school authority must submit a tender report and pricing document from the preferred tender for review. **Works should not commence without prior approval from the Department.**

I would like to ensure that my consultant and contractors do the works as the Department wants them done, can I access the TGDs?

A section **Guidance on Application Process and Delivery of Devolved Projects** is available on the Departments website [www.education.ie](http://www.education.ie) under Schools & Colleges > Services > Building Works > Guidance Documents on Application Process and Delivery of Devolved Projects.

Under this Section, you will find the Technical Guidance Documents relevant for the delivery of your project. These include:

- Step by Step Guide to using eTenders for procuring Consultants for Small Works
- TGD-007 Design Team procedures for Small Works 6th Edition September 2018
- TGD-002 Mechanical & Electrical Engineering Guidelines for Primary Schools
- TGD-003 Mechanical & Electrical Engineering Guidelines for Post Primary Schools
- TGD-021 Construction Standards for Schools
- TGD-026 and Addendum 1 to TGD-026 Specialist Accommodation for pupils with special needs
- TGD-031 Amendments to the M&E Building Services Guidelines (2004) TGD-003 & ICT Infrastructure Guidelines TGD-005 for Post-primary Schools

**Always check the website for the most up to date version.**
I have my contractor who is ready to start the works, when can I drawdown funds so I can make a payment to the contractor?

The Summer Works Scheme grant is paid out to schools in two tranches. The first 70% is payable when the contractor first goes on site and the final 30% is payable when the project is complete.

To drawdown the funds you must refer to Appendix 4 on Esinet and follow the instructions contained therein.

- Log onto Esinet, click on the Summer Works Scheme link, click on the Decision Letter link and then click on the tab that says Appendix 4.

There are 12 drawdown criteria for the 70% payment and a further 8 criteria for the 30% drawdown.

- The school authority must address each point individually on school headed paper.
- If one of the criteria does not apply to your project please provide a short explanation.
- If any individual point is not addressed the request will be returned to you and delays in payment will result.
- The drawdown criteria must be addressed in a letter signed by the school authority and returned to the Department by post to Devolved Projects Section, Department of Education and Skills, Portlaoise Road, Tullamore, Co. Offaly or by email to sws_online@education.gov.ie.

Payment request will be processed and funds deposited into the school authority bank account if all is in order.

Before you call the Department to check on your payment request please check your bank account to see if the funds have been deposited.

How long will the offer of the funding last if I am not in a position to progress the project in the coming summer?

If you do not intend to progress the project in the coming summer you are advised to proceed to appoint a consultant and complete the Form of Acceptance.

Then the Form of Acceptance and a letter explaining the delay in the project and requesting approval to carry the funds forward into the following year should be submitted to the Department. Once received and assessed a decision will issue to the school authority.

My decision letter indicates that my application was unsuccessful or invalid, how can I appeal this decision?

If you would like to have the decision reviewed, please put your case in writing and submit to sws_review@education.gov.ie