

**Multi-Campus Allocation Application**

**INSERT HIGHER EDUCATION INSTITUTION NAME**

**INSERT LOCATION OF SATELITE CAMPUS**

**Notes**

**Completing Template**

Do not leave any questions or sections blank. Ifa question / section is not applicable to a specific project, insert ‘N/A’ or ‘N/A at this time’.

Submission Format

Submissions must be received by **5pm, Thursday 8th November 2018** for consideration for 2018 funding. Submissions must be emailed in PDF format to [funding@hea.ie](mailto:funding@hea.ie)

Submission Criteria

To be eligible, HEIs must satisfy all the following criteria, which relate to (a) the institution’s suitability for multi-campus funding and (b) the robustness of its financial plan.

1. Appropriateness of HEI for multi-campus funding:

* The institution has both a main or primary campus and one or more smaller satellite campuses.
* The location of the satellite campus is relatively remote. Campuses located in/near cities or otherwise highly populated areas are not eligible.
* The satellite campus serves a regional area with no other alternative higher education provision within a reasonable distance. For the purpose of this scheme, a ‘reasonable distance’ occurs where the satellite campus is a distance of at least 45km from the main campus.
* The satellite campus’ provision includes undergraduate courses listed by the CAO.
* The satellite campus lacks the critical mass of students to allow sufficient overheads to be generated to ensure that adequate student and administrative support infrastructure can be put in place.

1. Financial Analysis & Business Planning:

* Robust evidence of a deficit relating to the campus and that the parent institution is taking all reasonable action to ensure that it can move to a sustainable position will be provided.
* The proposal will clearly outline how the provision of funding will enable it to generate income, to undertake reforms, to create cost efficiencies and/or to diversify its offering sufficiently such that a sustainable operating model to be in place by the end of this period.
* The institution will not already be in receipt of ring-fenced funding for related purposes.
* The institution will demonstrate that no other source of state funding is available to achieve these specific ends.

**ALL TEXT AND NOTES HIGHLIGHTED IN GREY SHOULD BE DELETED IN PROPOSAL SUBMISSION**

**SATELITE CAMPUS DETAILS**

|  |  |
| --- | --- |
| **Satellite Campus:** | |
| **Campus Location:** |  |
| **Campus Appropriateness for Multi-Campus Funding:** | Confirm that the campus fulfils all the criteria detailed in section (a) |
| **Provide a lead contact person for Satellite Campus** | |
| **Lead Institution:** |  |
| **Name:** |  |
| **Job title:** |  |
| **Office:** |  |
| **Email address:** |  |
| **Contact number:** |  |

**Section 1: Proposal for funding**

*Attach a maximum of five pages including any diagrams or tables providing*

* Robust evidence of a deficit relating to the satellite campus.
* A clear outline of how the provision of funding will enable income generation, reforms, and create cost efficiencies and/or to diversify its offering sufficiently such that a sustainable operating model to be in place by the end of this period.
* Confirmation that the institution is not already in receipt of ring-fenced funding for related purposes.
* Evidence to demonstrate that no other source of state funding is available to achieve these specific ends.
* The milestones, output measurements, indicators and other evidence which will be used to monitor the performance and progress of the project.

**Section 2: Sustainability and Mainstreaming Plan**

* Specify how the multi-campus funded proposal as detailed in section 1 will be mainstreamed and what resources will be dedicated and or sought to sustain the campus post cessation of multi-campus support funding. Detail how the institution is taking all reasonable action to ensure that it can move to a sustainable position.

**Section 3: Signatures**

Proposals must be signed by the Head of Institution.

|  |  |
| --- | --- |
| **Head of Institution Signature:** |  |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |