



Helpful Hints

2011-2012

Please find below some hints to facilitate the completion of TPN forms for the academic year 2011/12.

TPN Calendar	
TPN4 – Branch proposals	To be agreed by the National Executive Committee of each TPN
TPN5– Activities proposals TPN6- National Executive Administration Expenses	30th September 2011 for first round of proposals 31st October 2011 for second round of proposals
TPN 4 – Activities claims	30th September 2012; ongoing claims can be made as soon as an activity happens.
TPN7 – National Executive claims	30th September 2012; ongoing claims can be made as soon as an expense has been incurred.

Check the level of funding for your TPN:

2011/12	Maximum grant for Activities	Maximum grant for National Executive Administration Costs
Level 1	€3,750	€3,750
Level 2	€7,500	€3,750
Level 3	€15,000	€7,500

FUNDING FOR CONFERENCES IS LIMITED TO 50% OF YOUR ACTIVITIES GRANT. It will affect your TPN5 as follows:

2011/12	Maximum grant for Activities	Maximum amount that can be allocated to a Conference
Level 1	€3,750	€1,875
Level 2	€7,500	€3,750
Level 3	€15,000	€7,500

Maximum allocation amounts have been agreed for some National Executive administration costs. These are as follows:

- Ⓢ T&S for members of Executive: Maximum 40% of total granted. Please specify number of members and number of meetings.
- Ⓢ Telephone/broadband expenses: Maximum €15 per member per month; maximum €180 per member per annum, or maximum €1,500 total for TPN.
- Ⓢ Creation of website: Maximum €2,000 – 3 quotes must be presented.
- Ⓢ Website maintenance: Maximum €100 per month (invoice must be submitted).

In order to facilitate the process of examining the proposals, both for activities and administration costs, please adhere to the following guidelines:

- Present a realistic estimate of expenses based on grant levels and maximum limits of funding.
- A reference number is required for activities proposed; claims made will have to be referenced to the original proposal using this reference number.
- Keep an attendance register for all activities and include it with your claim.
- Do not run activities for fewer than 10 participants; this does not apply to meetings of the Executive Committee.
- Provide as much information as possible when presenting a proposal for a conference; no proposals will be considered without such information and it will delay the process of approval of grant. Please note that conferences should be held outside of the school week.
- **Lecturers must be paid by the nominated Education Centre** in order to deduct the appropriate taxes. Vouchers ‘in lieu’ of payment may not be claimed for; neither can items such as flowers, wine or promotional bags.
- Participation of lecturers coming from abroad must be sanctioned in advance.
- No forms, whether proposals or claims, will be accepted without the appropriate signatures, especially those requiring the signature of the **Director of the nominated Education Centre**.
- When preparing a claim please bear in mind your costs as estimated; while some flexibility will be allowed, costs claimed should be consistent with costs estimated.
- Copies of branch proposal forms must be included with the composite proposal form (TPN5). The TPN Coordinator should have all the information relating to the activities of branches in case the Steering Committee requires more information.
- All printing is discouraged; instead website facilities should be developed in order to facilitate communication and the distribution of materials.

Always consult with the Director of your nominated Education Centre and with the appropriate PDST personnel (i.e. regional or national coordinator) in formulating your proposal.