

# **How to Create a Core Funding**

## **Application 2025/2026**

### **How to get the best from this guide:**

- If you think you might use this guide regularly, remember you can add this guide to your bookmarks or save it to your device
- Using the zoom function on your device can also make an image easier to read

**Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary**

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**Reminder:** A red asterix\* highlights that a section is mandatory to complete before proceeding.

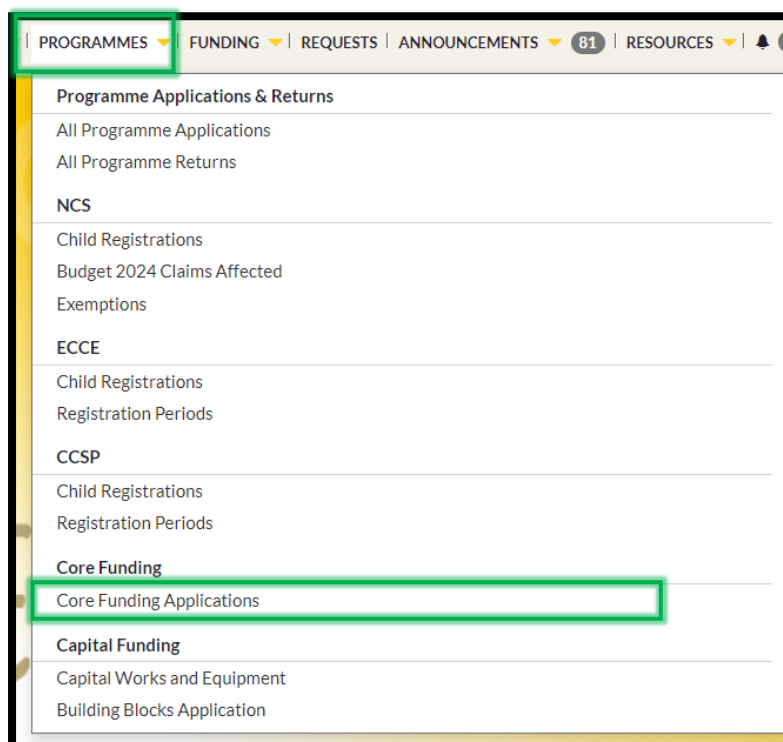
## Section 1: Where to find your Core Funding Application 2025/26

There are two ways to access the “Core Funding Application Module

1. Once you submit your Service Profile, a message is generated which will allow you to begin your Core Funding Application Module.



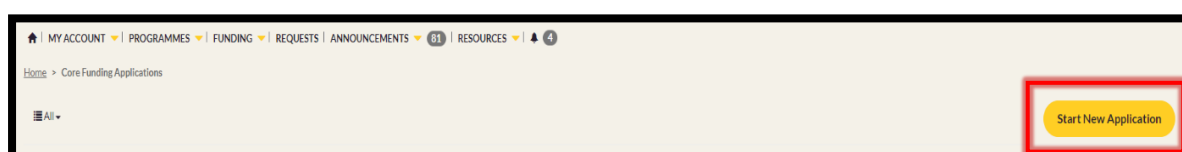
2. Navigate to the “**Programmes**” tab and select “Core Funding Applications”



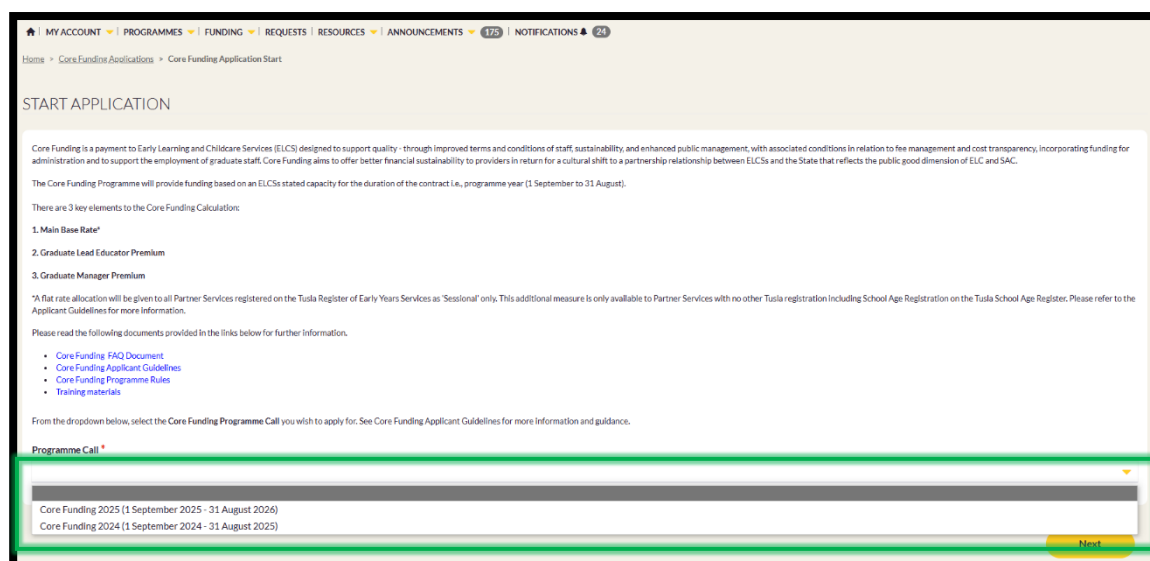
## Section 2: Creating Core Funding Application 2025/26

1. On the right-hand side of the page, click on **Start New Application**

Please note you may be blocked from completing your Core Funding Application Module for the Programme year 2025/2026. Please complete any retrospective Update Due Date on your most recent approved Core Funding Application Module or action your Review and Confirm on your most recent approved Core Funding Application Module 2024/2025.



2. Use the yellow drop-down arrow (▼) to select The **Programme Call**



Partner Services with an 'Approved' May Core Funding Review and Confirm will have the option to auto-populate their Core Funding Application Module for 2025/2026 using the information from the most recently approved Core Funding 2024/2025 Application.

When choosing the next Core Funding Application Module Programme call, a new field will appear asking you if you would like to use the data from the previous Core Funding Application Module. Select yes to use the previous data.



From the dropdown below, select the Core Funding Programme Call you wish to apply for. See Core Funding Applicant Guidelines for more information and guidance.

**Programme Call \***

Core Funding 2025 (1 September 2025 - 31 August 2026)

You have met the eligibility criteria to clone your most recently 'Approved' application record from the previous programme year. For more information on cloning, please refer to the Applicant Guidelines [here](#).

Do you want to populate the information from your most recently 'Approved' Core Funding application record from the previous programme year? \*

No

Yes

Next

Once you have selected the Programme Call and indicated if you would like to use the previous data select

Next

## Section 3: Step 1 of 4: Service Information

This **page** displays service level information, relevant to the Core Funding Application. Partner Services are required to check that the information is correct prior to proceeding to the next step. If any of this information is incorrect, you can navigate to **My Account > Service Profile** and update, as necessary.

1. Once you have reviewed the information and made any necessary changes you will select

Next

STEP 1 OF 4 - SERVICE INFORMATION

This page displays service level information relevant to the Core Funding Application Module. Please check that the information is correct and proceed to the next page. If any of this information is incorrect, you can navigate to [My Account > Service Profile](#), and update as necessary.

Service Provider *	Application ID *	Programme Call	Application Status
New Service 06	AQ-1224563	Core Funding 2024	Draft
Operating Weeks Per Year	Operating Hours Per Week	ELC Tusla Service Type	
38	40.00	Full Time	
Tusla ELC Reg No.	Number of places for ELC age ranges	Tusla SAC Reg No.	Number of places for SAC age ranges
TU1104	22	TU2104SA	22

If the Tusla registration number(s) listed above are incorrect or incomplete for your Early Learning and Childcare Service (for example if you are registered to provide SAC and ELC you should have a number displayed for both), you can navigate to [My Account > Tusla Reg Maintenance](#) and provide the correct Tusla registration number(s) before completing the Core Funding Application Module.

Next

## Section 4: Step 2 of 4: Rooms

All active rooms listed in the Service Profile will be displayed for you to enter the Capacity/Sessions and the Staff Member(s) to each room.



If you have used the auto-populate function, please review the information on this page and make any necessary changes that have taken place within your service.

**Please Note: If a room in your service is not listed in your application, you must return to the Service Profile to add the room.**

STEP 2 OF 4 - ROOMS

This page displays the full list of rooms that you have previously submitted as part of your Service Profile. By default, all rooms are listed as active as part of this Core Funding Application Module. If you wish to make any of the rooms inactive, then select 'Deactivate' from the menu item to the right of room information. Please note, making a room inactive will remove all related capacity, session and staff information.

To make a room active, select 'Activate' from the menu item to the right of room information.

If you need to modify the room information, navigate to [My Account > Service Profile](#) to update the necessary information and resume your Core Funding Application Module.

You can resume your application by navigating to [Applications > Core Funding Application Module](#) and then selecting the 'Edit' option for the Application, which will be at 'Draft' stage.

To add or update capacity and session information, select 'Step 1 - Manage Capacity and Sessions' from the drop-down menu item to the right of the room information.

To add or update staff information, select 'Step 2 - Manage Staff Allocation' from the drop-down menu item to the right of the room information.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Application ID \*

PV-5127805(7)

Export

Room Name	Offering	Term Time Weeks	Out of Term Weeks	Status
Green Room	Both Term / Out of Term	34.00	4.00	Active
Yellow Room	Both Term / Out of Term	20.00	18.00	Active

☐ Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

STEP 2 OF 4 - ROOMS

This page displays the full list of rooms that you have previously submitted as part of your Service Profile. By default, all rooms are listed as active as part of this Core Funding Application Module. If you wish to make any of the rooms inactive, then select 'Deactivate' from the menu item to the right of room information. Please note, making a room inactive will remove all related capacity, session and staff information.

To make a room active, select 'Activate' from the menu item to the right of room information.

If you need to modify the room information, navigate to [My Account > Service Profile](#) to update the necessary information and resume your Core Funding Application Module.

You can resume your application by navigating to [Applications > Core Funding Application Module](#) and then selecting the 'Edit' option for the Application, which will be at 'Draft' stage.

To add or update capacity and session information, select 'Step 1 - Manage Capacity and Sessions' from the drop-down menu item to the right of the room information.

To add or update staff information, select 'Step 2 - Manage Staff Allocation' from the drop-down menu item to the right of the room information.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Application ID \*

PV-5127805(7)

Export

Room Name	Offering	Term Time Weeks	Out of Term Weeks	Status
Green Room	Both Term / Out of Term	34.00	4.00	Active
Yellow Room	Both Term / Out of Term	20.00	18.00	Active

☐ Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

## Section 5: Manage Capacity and Sessions

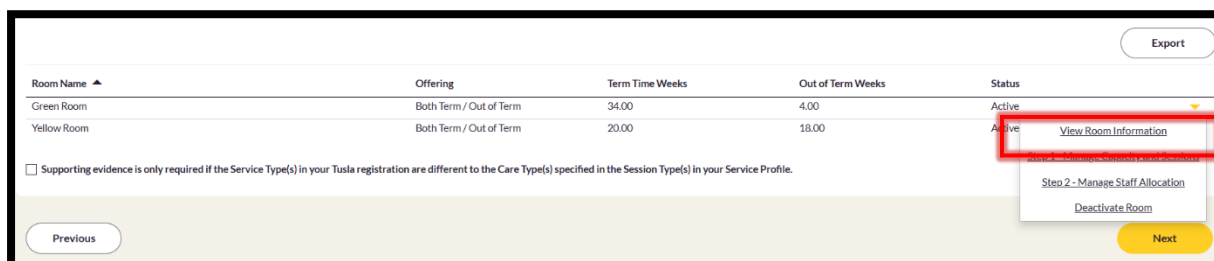
**You will be required to assign sessions and capacity to each active room.**

**You will also need to ensure the session offering is in line with the room offering. E.g. an out of term only session cannot be assigned to a term time only room.**



If you have used the auto-populate function, please review the information on this page and make any necessary changes that have taken place within your service.

1. Select the yellow dropdown for the active room and select **“Step 1: Manage Capacity and Sessions”**

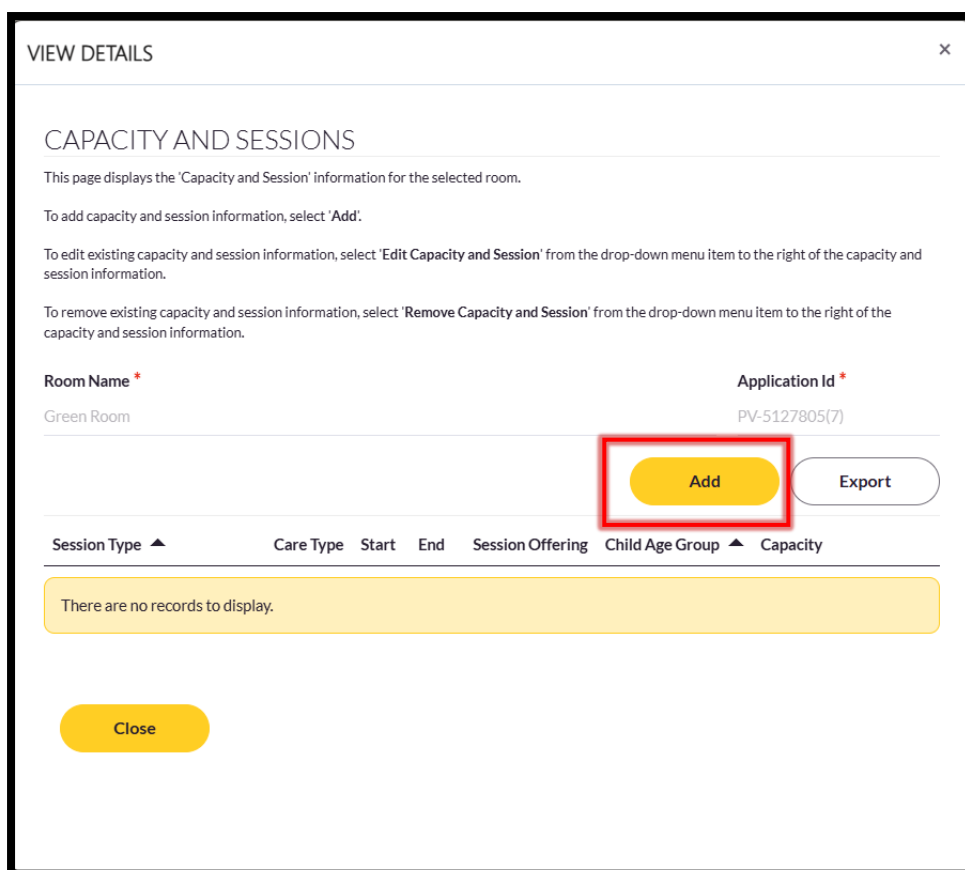


Room Name	Offering	Term Time Weeks	Out of Term Weeks	Status
Green Room	Both Term / Out of Term	34.00	4.00	Active
Yellow Room	Both Term / Out of Term	20.00	18.00	Active

☐ Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

Previous Next

2. You will then select **Add** to add the details of the Sessions and Capacity



**VIEW DETAILS**

### CAPACITY AND SESSIONS

This page displays the 'Capacity and Session' information for the selected room.

To add capacity and session information, select 'Add'.

To edit existing capacity and session information, select 'Edit Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

To remove existing capacity and session information, select 'Remove Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

Room Name \* Application Id \*  
 Green Room PV-5127805(7)

**Add** Export

Session Type	Care Type	Start	End	Session Offering	Child Age Group	Capacity
There are no records to display.						

**Close**

3. You will then select the **search icon** to select the session from the sessions listed in your service profile.





To remove existing capacity and session information, click the minus icon on the right of the session type.

Room Name \* Session Type \*

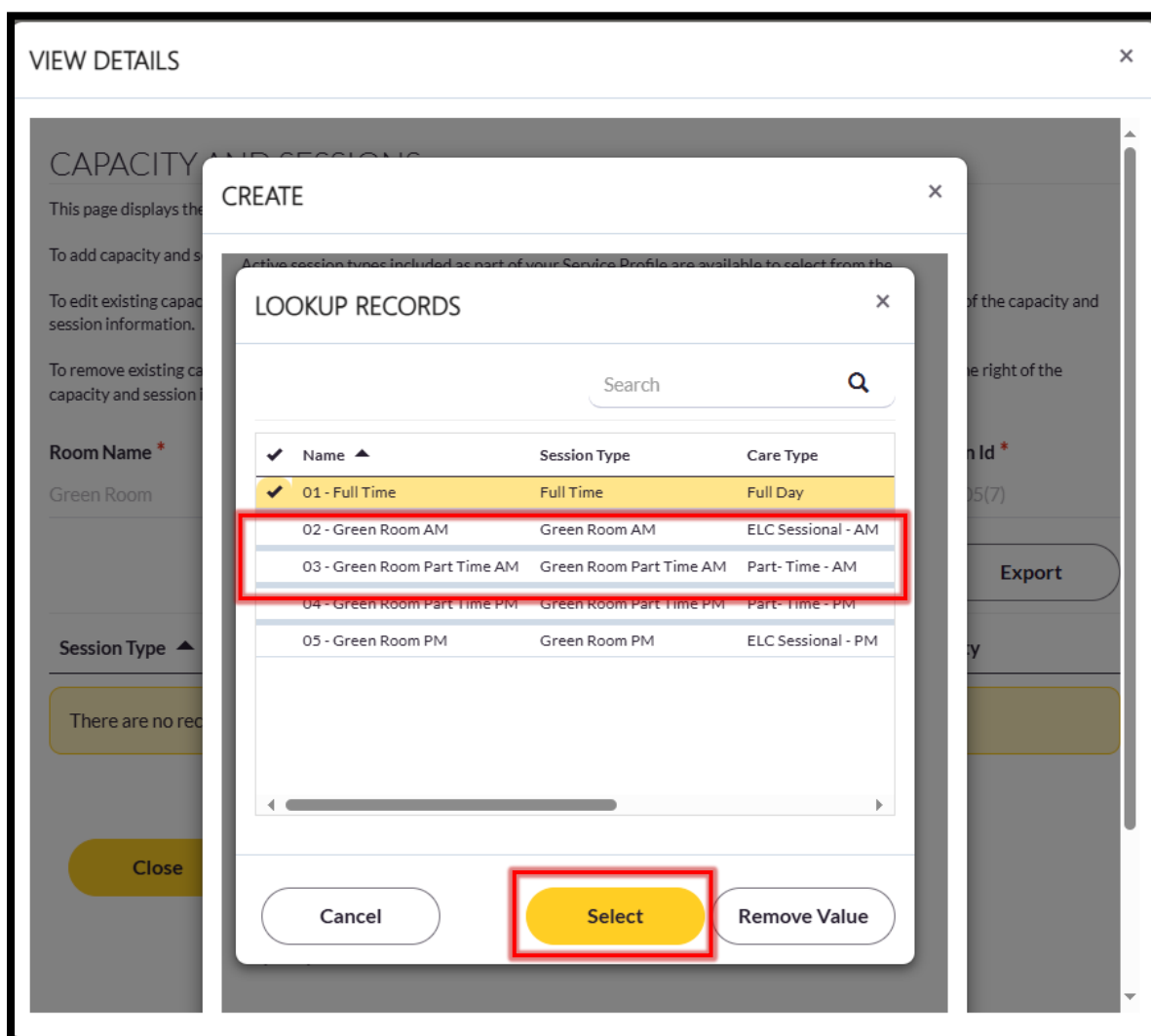
Full Time

Search icon highlighted in a red box.

- You will then need to tick the selected session to highlight it in yellow and then click

Select

**Please Note: If a session in your service is not listed in your application, you must return to the Service Profile to add the session.**



VIEW DETAILS

CAPACITY AND SESSIONS

This page displays the capacity and session information for your service profile.

To add capacity and session information, click the plus icon.

To edit existing capacity and session information, click the edit icon.

To remove existing capacity and session information, click the minus icon.

Room Name \* Green Room

Session Type \* Full Time

There are no records for this session type.

Close

CREATE

Active session types included as part of your Service Profile are available to select from the list below.

LOOKUP RECORDS

Search

✓ Name ▲	Session Type	Care Type
✓ 01 - Full Time	Full Time	Full Day
02 - Green Room AM	Green Room AM	ELC Sessional - AM
03 - Green Room Part Time AM	Green Room Part Time AM	Part- Time - AM
04 - Green Room Part Time PM	Green Room Part Time PM	Part- Time - PM
05 - Green Room PM	Green Room PM	ELC Sessional - PM

Cancel Select Remove Value

- You will then be required to select the yellow dropdown to choose the ELC/SAC Type for this session.



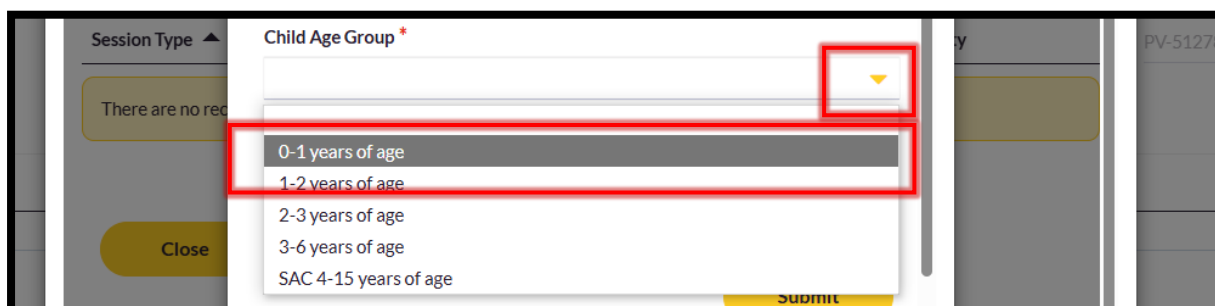




The screenshot shows a dropdown menu for 'ELC/SAC Type \*'. The menu is open, displaying three options: 'ELC Only', 'SAC Only', and 'ELC and SAC'. The 'ELC and SAC' option is highlighted with a red box. A yellow dropdown arrow is also highlighted with a red box.

6. Once you have added the ELC/SAC care type, you will then be required to enter the Child Age Group, by selecting the yellow dropdown and selecting the age group applicable.

Please Note: The **Child Age Group** dropdown provides options based on the **ELC/SAC Type** previously selected.



The screenshot shows a dropdown menu for 'Child Age Group \*'. The menu is open, displaying five options: '0-1 years of age', '1-2 years of age', '2-3 years of age', '3-6 years of age', and 'SAC 4-15 years of age'. The '0-1 years of age' option is highlighted with a red box. A yellow dropdown arrow is also highlighted with a red box.

7. You can then type in the text box the **Capacity** for that Age Group



The screenshot shows a text box for 'Capacity \*'. The number '11' is entered in the text box. A red box highlights the text box.

8. Once all details of the session and capacity have been entered, you can then submit the details by selecting **Submit**



The screenshot shows a yellow button labeled 'Submit'. A red box highlights the button.

Please Note: You must repeat the above process for all the **Session Types** and **Child Age Groups** in that room. Please enter the maximum capacity for each Child Age Range across all Room/Session type(s).



Please see below for examples:

### Example 1:

VIEW DETAILS

CAPACITY AND SESSIONS

This page displays the 'Capacity and Session' information for the selected room.

To add capacity and session information, select 'Add'.

To edit existing capacity and session information, select 'Edit Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

To remove existing capacity and session information, select 'Remove Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

Room Name \*

Green Room

Application Id \*

PV-5127805(7)

Add

Export

Session Type ▲	Care Type	Start	End	Session Offering	Child Age Group ▲	Capacit
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	0-1 years of age	11
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	1-2 years of age	11
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	2-3 years of age	11
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	3-6 years of age	11
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	SAC 4-15 years of age	11

Close



## Example 2:

VIEW DETAILS

CAPACITY AND SESSIONS

This page displays the 'Capacity and Session' information for the selected room.

To add capacity and session information, select 'Add'.

To edit existing capacity and session information, select 'Edit Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

To remove existing capacity and session information, select 'Remove Capacity and Session' from the drop-down menu item to the right of the capacity and session information.

Room Name \*

Application Id \*

Yellow Room

PV-5127805(7)

Add

Export

Session Type ▲	Care Type	Start	End	Session Offering	Child Age Group ▲	Capacity
02 - Green Room AM	ELC Sessional - AM	09:00	12:00	Term Time Only	2.5 to 6 years	11 ▼
05 - Green Room PM	ELC Sessional - PM	13:30	16:00	Term Time Only	2.5 to 6 years	11 ▼

Close

## Section 6: Manage Staff Allocations

- The system will be able to calculate how many staff are required per room, based on sessions assigned and age ranges/capacity within the room and you are required to have the correct number of staff assigned to the room, based on the sessions and age ranges allocated to the room.
- Staff members cannot be allocated to two different rooms at the same time.
- You will also need to ensure the session offering is in line with the room offering. E.g. an out of term only session cannot be assigned to a term time only room.



1. Select the yellow dropdown of the active room you wish to assign the staff and select

## Step 2 – Manage Staff Allocation

Room Name	Offering	Term Time Weeks	Out of Term Weeks	Status
Green Room	Both Term / Out of Term	34.00	4.00	Active
Yellow Room	Both Term / Out of Term	20.00	18.00	Active

☐ Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

View Room Information  
Step 1 - Manage Capacity and Sessions  
**Step 2 - Manage Staff Allocation**  
Deactivate Room

The system has calculated the number of staff required in the room based on the sessions and capacity entered in the previous step. E.g. the room below requires at least one staff member to be allocated for the period 09:00-10:00 and at least one staff member to be allocation for the period 12:30-15:30

2. Select the **Add** button to add your staff to sessions.

VIEW DETAILS

### STAFF

This page displays the staff information for the selected room.

The 'Capacity and Session' information provided details the minimum number of staff required for each session. Failure to include adequate staff will result in a validation error at Step 3.

To add a staff member, select 'Add'.

To edit a staff members information, select 'Edit Staff Member' from the drop-down menu item to the right of the staff member name.

To remove a staff member, select 'Remove Staff Member' from the drop-down menu item to the right of the staff member name.

Room Name \*

Application Id \*

Green Room

PV-5127805(7)

✓ Session Type	Care Type	Start	End	Session Offering	No. of Child Places	Mi
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	55	10

Add

Staff Member

Role

Offering

Days

Start Time

End Time

There are no records to display.

3. You will then select the **search icon** to select the staff member you wish to allocate to the room.



Staff Member \*

🔍

- You will then need to tick the selected staff member to highlight it in yellow and then click **Select**

Please Note: If a staff member in your service is not listed in your application, you must return to the Service Profile to add the staff member.

VIEW DETAILS

Active staff member(s) included as part of your Service Profile are available to select from the 'Staff Member' dropdown.

Please specify

Please include

\*Please note single room

Staff Member

Role \*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time

End Time

LOOKUP RECORDS

Search

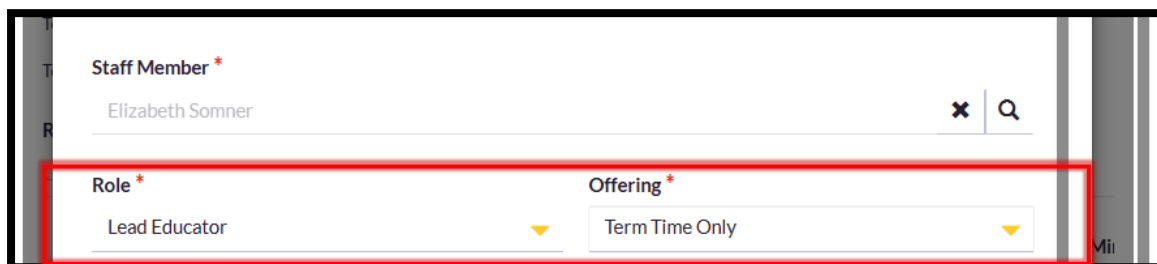
✓	Name	Staff Type	Staff ID	Job Title
	Andrea Kazuo	In ratio staff	22SO0035-PP19348	
	Caroline Byrne	In ratio staff	22SO0035-AE89797	
	Charles Paige	Deputy Manager	22SO0035-LE86365	
✓	Elizabeth Somner	In ratio staff	22SO0035-TB94584	
	Louise Shafran	Manager	22SO0035-FI52437	Manager Employed by Service
	Rachael Somer	In ratio staff	22SO0035-TN30966	
	Rachael Weiss	In ratio staff	22SO0035-AJ31660	
	Sabina Penman	In ratio staff	22SO0035-KH00799	
	Stephanie Close	In ratio staff	22SO0035-MP91227	
	Thomas Test	In ratio staff	22SO0035-MP13385	

1 2

Cancel Select Remove Value

- You will then need to select the yellow dropdown to select the **Role** of the staff member and the **Offering** applicable





Staff Member \*


Elizabeth Somner

Role \*  
Lead Educator

Offering \*  
Term Time Only

6. You will then need to tick the days that this Staff member is working in the room

7. You will also need to select the **clock icon** to enter the **Start Time** and **End Time** for this staff member



☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Start Time \*      End Time \*

⌚      ⌚



8. Once the details of the staff allocation have been added, you can then select **Submit**

VIEW DETAILS

STAFF ALLOCATION

Active staff member(s) included as part of your Service Profile are available to select from the 'Staff Member' dropdown.

Please specify the role of the staff member in the room - 'Lead Educator' or 'Educator'.

Please include the 'Offering', 'Days' and 'Time' the staff member is working in this room\*.

\*Please note, your Core Funding Application data will be based at room level. While multiple Lead Educators can be assigned to a single room, the Graduate Lead Educator Premium is payable for only one eligible staff member at any one time within a given room.

Staff Member \*

Elizabeth Somner

×

🔍

Role \*

Lead Educator

▼

Offering \*

Term Time Only

▼

☐ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Start Time \*

09:00

🕒

End Time \*

17:00

🕒

Submit



- Once All staff have been allocated correctly, you can select **Close** to save the details of the staff allocated.

VIEW DETAILS

STAFF

This page displays the staff information for the selected room.

The 'Capacity and Session' information provided details the minimum number of staff required for each session. Failure to include adequate staff will result in a validation error at Step 3.

To add a staff member, select 'Add'.

To edit a staff members information, select 'Edit Staff Member' from the drop-down menu item to the right of the staff member name.

To remove a staff member, select "Remove Staff Member" from the drop-down menu item to the right of the staff member name.

Room Name \*

Application Id \*

Green Room

PV-5127805(7)

✓ Session Type ▲	Care Type	Start ▲	End	Session Offering	No. of Child Places	Mi
03 - Green Room Part Time AM	Part- Time - AM	09:00	12:00	Both Term / Out of Term	55	10

Add

Staff Member ▲	Role	Offering	Days	Start Time	End Time	
Elizabeth Somner	Lead Educator	Term Time Only	Tu-F	09:00	17:00	▼

Close

## Section 7: Attach Supporting Evidence.

Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

- To attach Supporting Evidence, please select the tick box where you will be prompted to Attach Evidence





☒ Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

Document Type

Description

Created On

There are no records to display.

Attach Evidence

- Once you have attached the supporting evidence or there is no supporting evidence to be attached, you can then select **Next** to proceed with the application.

Previous

Next

## Section 8: Step 3 of 4: Validations (no Validation Messages)

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'.

Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

- If 'Yes' is displayed for all of the below questions, you are then required to review all of the details to assure they are correct and select **Next** to continue to step 4 of 4: Summary

STEP 3 OF 4 - VALIDATIONS

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'.

Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the [Core Funding Applicant Guidelines here](#).

Are the operating hours in line with the maximum session hours?	Are the square meters sufficient for the age range(s) and capacity offered?	Application ID *
<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	PV-5127805(7)
Is the Capacity entered in Step 2 in accordance with the Tusla Capacity?	Are there sufficient staff for the age range(s) and capacity offered?	Programme Call
<input type="radio"/> No <input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes	Core Funding 2024

Your allocated staff is insufficient for the number of child places offered, either in a single session or during a period of overlap of multiple sessions. You need to select the Previous button and amend the staff allocation or reduce the capacity.



Service Details

Operating Hours Per Week
35.00

Max ELC Capacity
22

Max SAC Capacity
0

Room Details

Room Name	Min Required Staff Term	Min Allocated Staff Term	Min Required Staff Out of Term	Min Allocated Staff Out of Term	Required Floor Space	Room Floor Space	Max ELC Capacity	Max SAC Capacity
Green Room	3	3	0	0	20.00	300.00	11	0
Yellow Room	1	1	0	0	20.00	150.00	11	0

Session Details

Room Name	Session Type	Care Type	Start	End	Offering	ELC Capacity	SAC Capacity	Min Allocated Staff Term	Min Allocated Staff Out of Term
Green Room	02 - Green Room AM	ELC Sessional - AM	09:00	12:00	Term Time Only	11	0	3	0
Yellow Room	02 - Green Room AM	ELC Sessional - AM	09:00	12:00	Term Time Only	11	0	1	0
Yellow Room	05 - Green Room PM	ELC Sessional - PM	13:30	16:00	Term Time Only	11	0	1	0

Previous
Next

## Section 9: Step 3 of 4: Validations (with Validation Messages)

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'.

Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

1. If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.
2. Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [2025/2026 Core Funding Applicant Guidelines](#)

Please see below screenshots of Validation Messages and ways to rectify.

### Validation 1: Are the operating hours in line with the maximum session hours? (No)

STEP 3 OF 4 - VALIDATIONS

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'.

Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Are the operating hours in line with the maximum session hours?
☒ No ☐ Yes

Are the square meters sufficient for the age range(s) and capacity offered?
☒ No ☐ Yes

Application ID \*
PV-5127805(7)

Is the Capacity entered in Step 2 in accordance with the Tusla Capacity?
☒ No ☐ Yes

Are there sufficient staff for the age range(s) and capacity offered?
☒ No ☐ Yes

Programme Call
Core Funding 2024

Your Service Operating Hours exceeds 35.00 hours. Please review the Operating Hours per week in your Service Profile and update as required or review your session information on the previous page.

Your Tusla Capacity has been exceeded. Please select the previous button and update your capacity or attach supporting evidence at the bottom of this page.

Your floor space available has been exceeded. Please select the previous button and update your capacity or review the information provided in your Service Profile.

Your allocated staff is insufficient for the number of child places offered, either in a single session or during a period of overlap of multiple sessions. You need to select the Previous button and amend the staff allocation or reduce the capacity.



The operating hours validation will be triggered when the Operating Hours Per Week (as noted in the Service Profile) exceeds the maximum weekly hours of the session(s) assigned to a room(s) at step 2 of the application.

1. You can resolve this validation by either reviewing the operating hours per week, noted in the Service Profile.
2. Or, if the operating hours per week are correct, review the session start and end times as part of Step 2 of the application.

## Validation 2: Is the Capacity entered in Step 2 in accordance with the Tusla Capacity? (No)

STEP 3 OF 4 - VALIDATIONS

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'. Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

<p>Are the operating hours in line with the maximum session hours?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Are the square meters sufficient for the age range(s) and capacity offered?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Application ID *</p> <p>PV-5127805(7)</p>
<p>Is the Capacity entered in Step 2 in accordance with the Tusla Capacity?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Are there sufficient staff for the age range(s) and capacity offered?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Programme Call</p> <p>Core Funding 2024</p>

Your Service Operating Hours exceeds 35.00 hours. Please review the Operating Hours per week in your Service Profile and update as required or review your session information on the previous page.

Your Tusla Capacity has been exceeded. Please select the previous button and update your capacity or attach supporting evidence at the bottom of this page.

Your floor space available has been exceeded. Please select the previous button and update your capacity or review the information provided in your Service Profile.

Your allocated staff is insufficient for the number of child places offered, either in a single session or during a period of overlap of multiple sessions. You need to select the Previous button and amend the staff allocation or reduce the capacity.

The Tusla Capacity validation is triggered when the capacity entered as part of Step 2 of the application, exceeds the Tusla Registration Capacity noted on step 1 of the application.

1. To identify which Tusla Registration capacity has been exceeded, please review the Max ELC and Max SAC fields. The exceeded capacity value(s) will be highlighted in red.

<p>Max ELC Capacity</p> <p>31</p>	<p>Max SAC Capacity</p> <p>5</p>
-----------------------------------	----------------------------------

2. If a discrepancy exists regarding the Tusla Registration Capacity, you will be required to attach supporting evidence at the bottom of the page. You are only required to attach evidence if there is a discrepancy in their Tusla registration data.
3. To attach Supporting Evidence, please select the tick box where you will be prompted to Attach Evidence



Supporting evidence is only required if the Service Type(s) in your Tusla registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

Attach Evidence

Document Type	Description	Created On
There are no records to display.		

- If no discrepancy exists in the Tusla Registration Capacity, Partner Services will need to review the 'Capacity and Sessions' section on step 2 of the application, to ensure they have correctly entered the capacity of a session(s).

### Validation 3: Are the square meters sufficient for the age range(s) and capacity offered? (No)

STEP 3 OF 4 - VALIDATIONS

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'. Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Are the operating hours in line with the maximum session hours?  
☒ No ☐ Yes

Are the square meters sufficient for the age range(s) and capacity offered?  
☒ No ☐ Yes

Is the Capacity entered in Step 2 in accordance with the Tusla Capacity?  
☒ No ☐ Yes

Are there sufficient staff for the age range(s) and capacity offered?  
☒ No ☐ Yes

Application ID \*  
PV-5127805(7)

Programme Call  
Core Funding 2024

Your Service Operating Hours exceeds 35.00 hours. Please review the Operating Hours per week in your Service Profile and update as required or review your session information on the previous page.

Your Tusla Capacity has been exceeded. Please select the previous button and update your capacity or attach supporting evidence at the bottom of this page.

Your floor space available has been exceeded. Please select the previous button and update your capacity or review the information provided in your Service Profile.

The Room Floor Space validation is based on the capacity entered in Step 2, therefore is triggered when the available floor space included for a room(s) in the Service Profile has been exceeded.

- To identify the room where the floor space has been exceeded, review the active rooms. Where the floor space has been exceeded, this will be highlighted in red.

Required Floor Space	Room Floor Space	Max ELC Capacity	Max SAC Capacity
75.75	1,000.00	25	5
10.91	10.00	6	0

- Under 'Rooms' on the Service Profile, you can review the square meters of a room to ensure the information is correct.
- If the square meters entered for each room is correct, you should then review the capacity entered for a room(s) on step 2 of the application.



## Validation 4: Are there sufficient staff for the age range(s) and capacity offered? (No)

STEP 3 OF 4 - VALIDATIONS

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'. Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Are the operating hours in line with the maximum session hours? ☒ No ☐ Yes

Are the square meters sufficient for the age range(s) and capacity offered? ☒ No ☐ Yes

Application ID \*  
PV-5127805(7)

Programme Call  
Core Funding 2024

Is the Capacity entered in Step 2 in accordance with the Tusla Capacity? ☒ No ☐ Yes

Are there sufficient staff for the age range(s) and capacity offered? ☒ No ☐ Yes

Your Service Operating Hours exceeds 35.00 hours. Please review the Operating Hours per week in your Service Profile and update as required or review your session information on the previous page.

Your Tusla Capacity has been exceeded. Please select the previous button and update your capacity or attach supporting evidence at the bottom of this page.

**Your allocated staff is insufficient for the number of child places offered, either in a single session or during a period of overlap of multiple sessions. You need to select the Previous button and amend the staff allocation or reduce the capacity.**

The Staff to Child ratio validation triggers when the number of allocated staff is insufficient for the number of child places offered, either in a single session or during a period of overlap of multiple sessions.

- To identify which room(s) and session(s) has insufficient staff, Partner Services should review the room details as part of Step 3 of the application. The minimum required and allocated staff, both for term and out of term offerings should be reviewed. The incorrect value will be highlighted in red.

The session(s) will also be highlighted in red, to flag which session(s) additional staff members need to be added to. **In the case of overlapping sessions, both sessions will be highlighted in red.**

Room Details						
Room Name ^	Minimum Required Staff Term	Minimum Allocated Staff Term	Minimum Required Staff Out of Term	Minimum Allocated Staff Out of Term	Required Floor Space	
Full Time	7	4	0	0	75.75	
Yellow Room	1	1	0	0	10.91	

Session Details						
Room Name ^	Session Type ^	Start	End	Offering	ELC Capacity	SAC Capacity
Full Time	03 - Full Time	09:00	17:00	Term Time Only	25	5
Yellow Room	05 - yellow Room AM	09:00	10:00	Term Time Only	6	0
Yellow Room	06 - yellow Room PM	12:30	15:30	Term Time Only	6	0

- You can review the 'Staff Allocation' on Step 2 for each session, to ensure the correct Start and End Times and the correct days per week have been selected.



3. Overlapping sessions should also be reviewed to ensure that the correct number of staff have been allocated, if there is an increase in capacity requiring an increase in staff ratio, during the period of overlap.
4. Once all Validations have been rectified, you are then required to review all of the details to assure they are correct and select **Next** to continue to step 4 of 4: Summary

**STEP 3 OF 4 - VALIDATIONS**

This page displays information included as part of your Service Profile and Step 2 of this Application at 'Service Level', 'Room Level' and 'Session Level'. Please review the information prior to proceeding to Step 4.

The 'Max ELC Capacity' and 'Max SAC Capacity' is the capacity as noted in Step 2 of this application.

If 'No' is displayed for any of the below questions, please refer to the information message that appears for guidance.

Further information relating to the details provided on this page can be found within the Core Funding Applicant Guidelines [here](#).

Are the operating hours in line with the maximum session hours? ☐ No ☒ Yes

Are the square meters sufficient for the age range(s) and capacity offered? ☐ No ☒ Yes

Is the Capacity entered in Step 2 in accordance with the Tusla Capacity? ☐ No ☒ Yes

Are there sufficient staff for the age range(s) and capacity offered? ☐ No ☒ Yes

Application ID \*  
RC-0319077

Service Details	
Operating Hours Per Week	Max ELC Capacity
40.00	21
	Max SAC Capacity
	5

Service Details	
Operating Hours Per Week	Max ELC Capacity
40.00	21
	Max SAC Capacity
	5

Room Details								
Room Name	Minimum Required Staff Term	Minimum Allocated Staff Term	Minimum Required Staff Out of Term	Minimum Allocated Staff Out of Term	Required Floor Space	Room Floor Space	Max ELC Capacity	Max SAC Capacity
Full Time	4	4	0	0	40.75	1,000.00	15	5
Yellow Room	1	1	0	0	10.91	30.00	6	0

Session Details								
Room Name	Session Type	Start	End	Offering	ELC Capacity	SAC Capacity	Min Staff Required Term	Min Staff Required Out of Term
Full Time	03 - Full Time	09:00	17:00	Term Time Only	15	5	4	0
Yellow Room	05 - yellow Room AM	09:00	10:00	Term Time Only	6	0	1	0
Yellow Room	06 - yellow Room PM	12:30	15:30	Term Time Only	6	0	1	0

Previous
Next



## Section 10: Step 4 of 4: Summary

1. Please review the summary page before submitting your application.

The summary page details key information on your Core Funding grant values. The calculations displayed reflect the full Core Funding Programme Year (1 September - 31 August). The 'Weekly Grant' value is the 'Annual Grant' value divided by 52 weeks.

STEP 4 OF 4 - SUMMARY

Please review the summary page before submitting your application.

The summary page details key information on your Core Funding grant values. The calculations displayed reflect the full Core Funding Programme Year (1 September - 31 August). The 'Weekly Grant' value is the 'Annual Grant' value divided by 52 weeks.

These grant values are provisional and are dependent on your application passing all relevant validations and satisfy relevant Core Funding Partner Service Funding Agreement conditions. The annual values relate to a full 52 week programme year. Partner Service that are in Core Funding for less than a full programme year will be allocated the appropriate number of weekly payments.

The Summary - Room section shows a summary for each room. The 'View Details' from the drop-down menu item to the right for each room provides further information on the capacity, session, staff and grant values for each room.

Further information relating to the details provided on the summary page can be found within the [Core Funding Applicant Guidelines](#).

Service Details

Service Provider \*

SP113

Programme Call

Core Funding 2024

Application ID \*

PV-5127805(6)

Operating Hours Per Week

35.00

Operating Weeks per Year

38

Max ELC Capacity

22

Max SAC Capacity

0

Service Manager

Shafiran Louise

Date Calculated

14/05/2025 09:44

Service Level and/or Service Manager Change Effective Date

14/05/2025

Staff Member and/or Capacity Change Effective Date

06/04/2025

Summary Funding

The grant values displayed on this page are calculated using the information provided in this application and is reflective of a full Core Funding Programme year (1 September - 31 August). Your actual Core Funding allocation is representative of your entitlement from the Monday on which the programme year begins, or the Monday of the week on which you sign your Funding Agreement, whichever is later.

The 'Annual Grant' and 'Weekly Grant' values displayed are representative of the 'Base Rate Grant', 'Flat Rate' (if applicable), 'Graduate Lead Educator Premium' (if applicable) and 'Graduate Manager Premium' (if applicable). The 'Annual Grant' and 'Weekly Grant' do not include the minimum and maximum targeted measures which may impact your service.

If the total 'Base Rate Grant' value and 'Flat Rate' (where applicable), outlined below is less than the minimum value or exceeding the maximum value, this will be displayed in the 'Min Base Rate' or 'Max Base Rate' field and your allocations will be adjusted accordingly, which will be reflected through your Core Funding payments.

Your actual Core Funding allocations will be dependant on 'Base Rate Grant' capping rules and application changes which may impact funding allocations, depending on the type of change submitted. Changes to funding allocations will be effective from the change effective date or the application change submission date. Further information on the payment and allocation rules for Core Funding can be found within the Core Funding Applicant Guidelines [here](#).

**'Base Rate Grant' capping rules**  
Partner Services who submit their original Core Funding Application Module on or before the 31 August, the 'Base Rate Grant' value will cap at their approved August Review and Confirm.

After the August Review and Confirm window closes, Partner Services who submit their original Core Funding Application Module from 1 September onwards are not eligible to complete the August Review and Confirm, and their 'Base Rate Grant' value will cap on the approval of their original Core Funding Application Module.

If a Partner Service submits application changes throughout the programme year, this may cause the 'Base Rate Grant' value to fluctuate, but no Partner Service will receive payments based on increases to their 'Base Rate Grant' above this highest approved capped 'Base Rate Grant' value.

To view your approved Core Funding allocations, navigate to the 'Funding' section of the Early Years Hive.

Further information on the payment and allocation rules for Core Funding can be found within the Core Funding Applicant Guidelines [here](#).





### Summary Funding

The grant values displayed on this page are calculated using the information provided in this application and is reflective of a full Core Funding Programme year (1 September - 31 August). Your actual Core Funding allocation is representative of your entitlement from the Monday on which the programme year begins, or the Monday of the week on which you sign your Funding Agreement, whichever is later.

The 'Annual Grant' and 'Weekly Grant' values displayed are representative of the 'Base Rate Grant', 'Flat Rate' (if applicable), 'Graduate Lead Educator Premium' (if applicable) and 'Graduate Manager Premium' (if applicable). The 'Annual Grant' and 'Weekly Grant' do not include the minimum and maximum targeted measures which may impact your service.

If the total 'Base Rate Grant' value and 'Flat Rate' (where applicable), outlined below is less than the minimum value or exceeding the maximum value, this will be displayed in the 'Min Base Rate' or 'Max Base Rate' field and your allocations will be adjusted accordingly, which will be reflected through your Core Funding payments.

Your actual Core Funding allocations will be dependant on 'Base Rate Grant' capping rules and application changes which may impact funding allocations, depending on the type of change submitted. Changes to funding allocations will be effective from the change effective date or the application change submission date. Further information on the payment and allocation rules for Core Funding can be found within the Core Funding Applicant Guidelines [here](#).

**'Base Rate Grant' capping rules**  
Partner Services who submit their original Core Funding Application Module on or before the 31 August, the 'Base Rate Grant' value will cap at their approved August Review and Confirm.

After the August Review and Confirm window closes, Partner Services who submit their original Core Funding Application Module from 1 September onwards are not eligible to complete the August Review and Confirm, and their 'Base Rate Grant' value will cap on the approval of their original Core Funding Application Module.

If a Partner Service submits application changes throughout the programme year, this may cause the 'Base Rate Grant' value to fluctuate, but no Partner Service will receive payments based on increases to their 'Base Rate Grant' above this highest approved capped 'Base Rate Grant' value.

To view your approved Core funding allocations, navigate to the 'Funding' section of the Early Years Hive.

Further information on the payment and allocation rules for Core Funding can be found within the Core Funding Applicant Guidelines [here](#).

Current Grant Values	Previous Grant Values	Difference
<b>Base Rate Grant</b>	<b>Base Rate Grant</b>	<b>Base Rate Grant</b>
€13,886.40	€11,646.80	€2,239.60
<b>Graduate Lead Educator Premium</b>	<b>Graduate Lead Educator Premium</b>	<b>Graduate Lead Educator Premium</b>
€6,171.60	€1,554.00	€4,617.60
<b>Graduate Manager Premium</b>	<b>Graduate Manager Premium</b>	<b>Graduate Manager Premium</b>
€5,905.20	€6,748.80	(€843.60)
<b>Min Base Rate</b>	<b>Min Rate</b>	<b>Min Rate</b>
€14,000.00	€14,000.00	€0.00
<b>Annual Grant</b>	<b>Annual Grant</b>	<b>Annual Grant</b>
€25,963.20	€19,949.60	€6,013.60
<b>Weekly Grant</b>	<b>Weekly Grant</b>	<b>Weekly Grant</b>
€499.29	€383.65	€115.64

### Summary Rooms

Export

Room Name ^	Offering	Square Metres	Term Time Weeks	Out of Term Weeks	Base Rate Grant	Graduate Lead Educator Premium	Annual Room Grant
Full Time	Both Term / Out of Term	300.00	34.00	4.00	€9,530.40	€5,061.60	€14,592.00
Yellow Room	Both Term / Out of Term	150.00	20.00	18.00	€4,356.00	€1,110.00	€5,466.00

The **Summary - Rooms** section shows a summary for each room. The 'View Details' from the drop-down menu item to the right for each room provides further information on the capacity, session, staff and grant values for each room.

- Once you have reviewed all summary details, you will need to select the tick box to confirm that you agree to the declaration above.
- you can then select **Submit** to submit your Core Funding Application.

**Please Note: Upon submission of your Core Funding application, your application information will be locked, and no further changes can be made at this time until your application is 'Approved' and application changes functionality is available. Application changes can also be made as part of the August Review and Confirm process.**





Declaration:

- I declare that all the information I have provided is true and accurate to the best of my knowledge.
- I understand that the funding award displayed has been calculated on the information provided by me and is provisional until such a time as it is appraised (where applicable) and approved.
- I understand the calculations displayed reflect the full Core Funding Programme Year (01st Sept- 31st Aug). The weekly value is the Annual Grant Value divided by 52 weeks.
- I understand my Core Funding calculation is representative of my entitlement from the Monday on which the Programme Year begins, or the Monday of the week which I sign my Funding Agreement, whichever is later.
- I confirm that I have completed an online Parent Statement for Partner Services, and that this is the one that is currently in effect in my service.
- I also confirm that I will keep this updated as well as publish and distribute to all users of my Service and will display at all times in an area accessible to parents/guardians as well as on any online platform maintained by my service for the purpose of advertising or providing information to parents/guardians.
- I understand that the Core Funding Base Rate value may come in under the minimum/maximum value and the system will make the necessary adjustments when Core Funding payments are processed.

☐ I confirm that I agree to the declaration above?

Previous Submit

#### 4. You will then need to confirm that you are submitting the Core Funding Application

Confirmation?

By clicking 'Submit' your are agreeing that you have read and understood all of the information on the summary page including the 'Base Rate Capping Rules'.

Once you click 'Submit', your application will be locked and no further changes can be made at this time until your application is 'Approved' and application changes functionality is available. Application changes can also be made as part of the August Review and Confirm process. Please ensure all details are correct.

Cancel Confirm

## Section 11: Accessing the Funding Agreement

Once you have submitted your Core Funding application, on the next screen a green banner will appear to advise the Core Funding Partner Service Funding Agreement 2025/26 is now available. You will have 21 days from the submission of the application to accept the funding agreement.

**Please Note: If the Funding Agreement is not accepted after 21 days, the application will be cancelled. Partner Services will then be required to submit a new Core Funding Application Module for 2025/26.**

1. You can access the Core Funding Partner Service Funding Agreement through the green banner by selecting 'click here'

MY ACCOUNT | PROGRAMMES | FUNDING | REQUESTS | ANNOUNCEMENTS | RESOURCES

Home > Core Funding Application > Core Funding Application

If you have submitted an original Core Funding Application Module for the programme year 2024/2025, you will now need to accept the terms and conditions in the Core Funding Partner Service Funding Agreement 2024/2025. To accept your Core Funding Partner Service Funding Agreement 2024/2025, navigate to 'All Programme Applications' under the heading 'Programmes' or alternatively, [click here](#).

Please note, Partner Services will have 21 days from the submission date of the original Core Funding Application Module to activate the Funding Agreement. Once 21 days have passed, the Core Funding Application Module will be cancelled if the funding agreement has not been activated, and this will require a new application submission.

If you have already accepted your Core Funding Partner Service Funding Agreement 2024/2025, [click here](#) to return to your list of Core Funding Applications.

2. You can also access the Core Funding Partner Service Funding Agreement through the Programmes tab by selecting A Programme Applications.



PROGRAMMES
FUNDING
REQUESTS

Programme Applications & Returns

All Programme Applications

AVAILABLE PROGRAMME APPLICATIONS			
Programme	Name	Open Date/Time	Close Date/Time
AIMS	AIM Level 5 - 2024	07/05/2024 08:00	11/07/2025 23:59
AIMS	AIM Level 5 - 2025	06/05/2025 08:00	21/08/2026 23:59
Community Childcare Subvention PLUS	CCSP 2025	23/04/2025 08:00	07/08/2026 17:00
Core Funding	Core Funding Partner Service Funding Agreement 2025	02/05/2025 00:00	31/08/2026 00:00
Early Childhood Care and Education	ECCE 2022	31/01/2022 08:00	27/08/2027 23:30

3. Alternatively, you can access the Funding Agreement from your notifications.



View Details

GENERAL

Title

Your Core Funding Partner Service Funding Agreement is now available

ID

PM-2530357

Notification Text

Copy Text

Dear SP113,

Your Core Funding Application Module has been submitted, and your Core Funding Partner Service Funding Agreement has been generated. Please go to 'All Programme Applications' to agree to the Terms and Conditions.

Please Note: You will have 21 days to agree to the Terms and Conditions before your Core Funding Partner Service Funding Agreement will expire.

Payments can only be processed for services who have agreed to the Core Funding Partner Service Funding Agreement.

Your Core Funding allocations are calculated from the date the Programme Year begins, or the date you sign the Funding Agreement, whichever is later. Payments will not be backdated.

Service Provider

User

SP113

View Core Funding Partner Service Funding Agreement

Archive

Delete



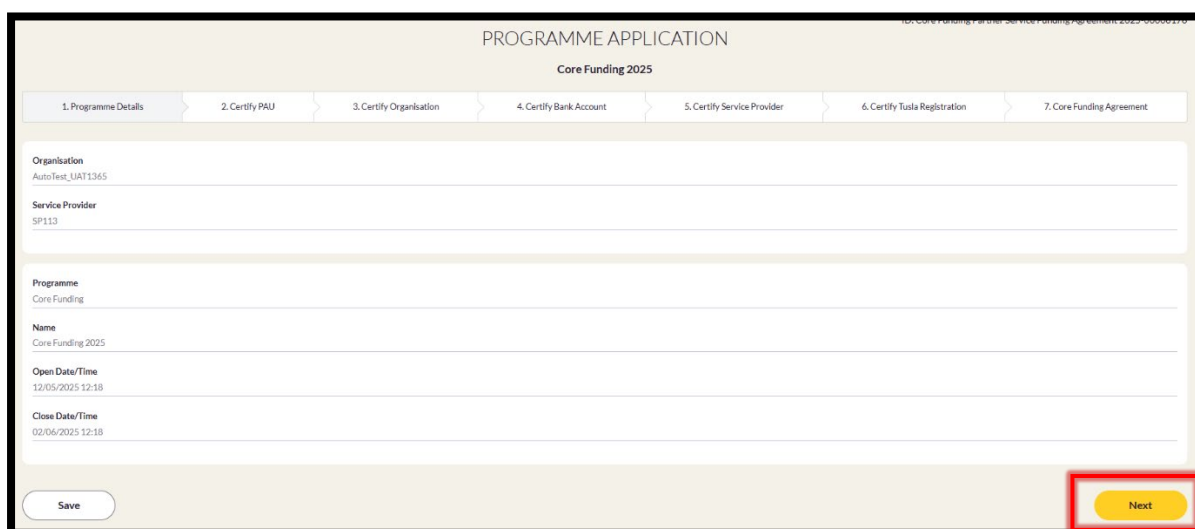
## Section 12: Completing the Funding Agreement

On the below pages, you will need to review and confirm the details by selecting the tick box at the bottom of each page.

You will select **Next** to proceed to the next page.

Please Note: If any details are incorrect, you will need to amend the details through the **My Account** tab.

### 1. Programme Details:



PROGRAMME APPLICATION

Core Funding 2025

1. Programme Details 2. Certify PAU 3. Certify Organisation 4. Certify Bank Account 5. Certify Service Provider 6. Certify Tusla Registration 7. Core Funding Agreement

Organisation  
AutoTest\_UAT1365

Service Provider  
SP113

Programme  
Core Funding

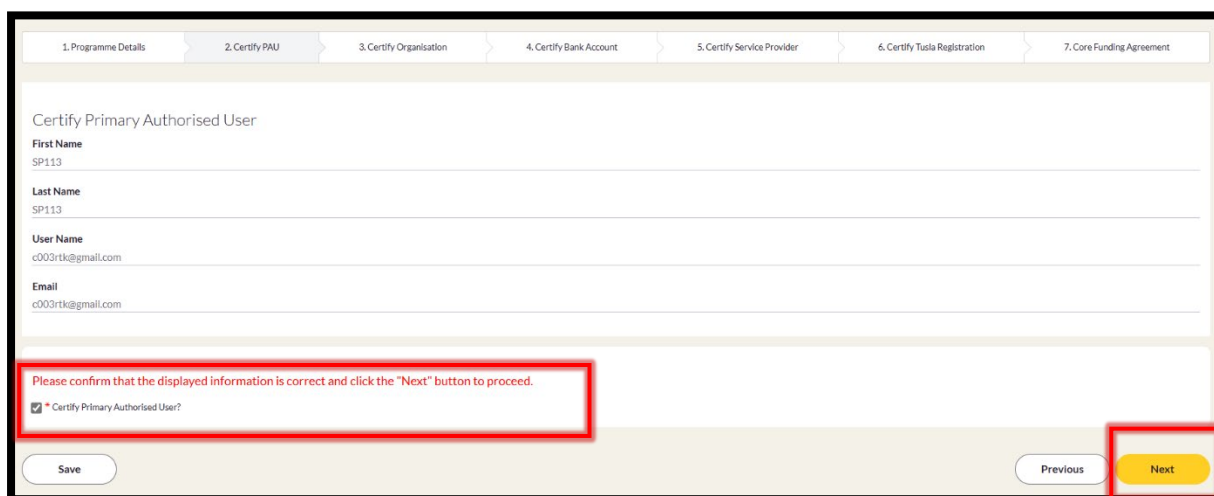
Name  
Core Funding 2025

Open Date/Time  
12/05/2025 12:18

Close Date/Time  
02/06/2025 12:18

Save Next

### 2. Certify PAU:



1. Programme Details 2. Certify PAU 3. Certify Organisation 4. Certify Bank Account 5. Certify Service Provider 6. Certify Tusla Registration 7. Core Funding Agreement

Certify Primary Authorised User

First Name  
SP113

Last Name  
SP113

User Name  
c003rtk@gmail.com

Email  
c003rtk@gmail.com

Please confirm that the displayed information is correct and click the "Next" button to proceed.

☒ \* Certify Primary Authorised User?

Save Previous Next



### 3. Certify Organisation:

Certify Organisation

Legal Name  
AutoTest\_UAT1365

Address Line 1  
16 Pearse Square

Address Line 2  
Greenpark Road

Address Line 3

City / Town  
Bray

County  
Wicklow

TRN  
066744285

TCAN  
303853

Legal Structure Group  
Partnership

Please confirm that the displayed information is correct and click the "Next" button to proceed.

☐ \* Confirm Organisation?

### 4. Certify Bank Account

Certify Bank Account

\* Bank Account  
Childcare SP Account name

Account Name  
Childcare SP Account name

Bank  
Aareal Bank AG

Bank Branch  
Rathmines

BIC  
BOFIE2D

IBAN  
DE89370400440532013000

Account Number  
12547812

Sort Code  
2133

Please confirm that the displayed information is correct and click the "Next" button to proceed.

☐ \* Confirm Bank Account?

Save

Previous

Next



## 5. Certify Service Provider

Certify Service Provider

Service Ref  
22500035

Business / Facility Name  
SP113

Street 1  
17 The Blennicks

Street 2

Street 3

City  
Rosses Point

County  
Sligo

Is The Facility a Nalona?  
Yes

Is this a Childminding Service?  
No

Located on School Premises?  
Yes

Full Time?  
No

ECCE Only?  
No

Please confirm that the displayed information is correct and click the "Next" button to proceed.

☒ Confirm Service Provider?

Save Previous Next

## 6. Certify Tusla Registration

Certify TUSLA Registration

TUSLA ELC No.  
TU4567

TUSLA SAC No.  
TU4567SA

If the numbers listed above are not correct or complete for your facility (for example if you are registered to provider SAC and ELC you should have a number displayed for both), please visit [My Account](#) and provide the correct Tusla Registration number(s).

Please confirm that the displayed information is correct and click the "Next" button to proceed.

☐ Confirm Tusla Registration?

Save Previous Next

## 7. Core Funding Agreement.

You will be required to read through the Core Funding Agreement and select the tick box to agree.



ID: Core Funding Partner Service Funding Agreement 2025-00006399

## PROGRAMME APPLICATION

### Core Funding 2025

1. Programme Details
2. Certify PAU
3. Certify Organisation
4. Certify Bank Account
5. Certify Service Provider
6. Certify Tusla Registration
7. Core Funding Agreement

---

**Service Provider**  
SP113

**Programme Name**  
Core Funding 2025

**Funding Agreement Number**  
Core Funding Partner Service Funding Agreement 2025-00006399

**Submitted By**

**Submitted On**

---

Department of Children, Disability & Equality

Agreement for the provision of CORE FUNDING in PROGRAMME YEAR 4 (2025/2026)

This Funding Agreement between

(1) The Minister of Children, Disability and Equality,

and

Once you have read through the Core Funding Agreement, you will see a declaration agreeing that the information provided is correct. Click on the checkbox to accept the conditions.

By checking this box I agree to the terms and conditions of the Core Funding Partner Service Funding Agreement. I acknowledge that this Funding Agreement shall commence on the date of acceptance by the Partner Service, and will expire on 31 August 2026 (Term) unless otherwise terminated by the Minister.

☐ \* I agree

8. You Can then select Submit to complete and submit your Funding Agreement.

By checking this box I agree to the terms and conditions of the Core Funding Partner Service Funding Agreement. I acknowledge that this Funding Agreement shall commence on the date of acceptance by the Partner Service, and will expire on 31 August 2026 (Term) unless otherwise terminated by the Minister.

☒ \* I agree

Save

Previous
Submit

A pop up will appear stating “Are you sure you wish to submit your Core Funding Partner Service?” Click Submit to submit your application.



SUBMIT APPLICATION

Are you sure you wish to submit the Core Funding Partner Service Funding Agreement?

Cancel

Submit

Once submitted, you have completed your Core Funding Agreement. Click “Close” to close the Core Funding Agreement.

PROGRAMME APPLICATION

ID: Core Funding Partner Service Funding Agreement 2025-00006399

Core Funding 2025

Thank you for completing the Core Funding Partner Service Funding Agreement

Close

