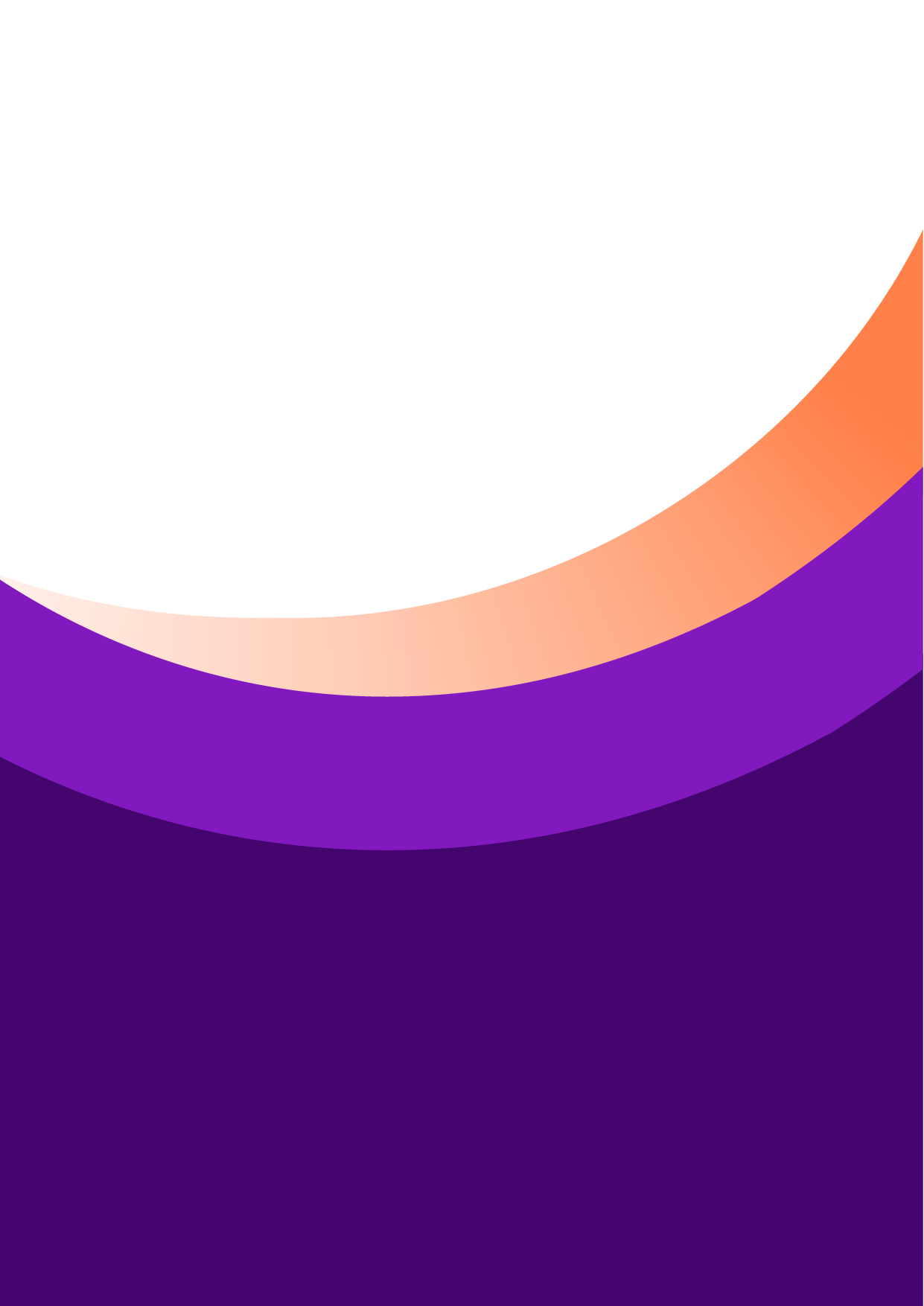


**Food Safety Skills Fund**

**Application Form**

**Food Safety Skills Fund**

**Application Form - 2025**



**Contents**

**1. Instructions for Applicants 3**

**2. The Application**

1. SECTION A: Personal Details 6
2. SECTION B: Event Details 7
3. SECTION C: Declaration 9

**Instructions for applicants - please read carefully**

1. **Background to the Food Safety Skills Fund**

The overall purpose of the Safefood Knowledge Network is to create linkages between food safety professionals on the island of Ireland. We are a community of professionals with an interest in food safety who meet, share and exchange information and knowledge. One of the key deliverables of the Knowledge Network is to provide opportunities for members to develop their professional skills.

The Safefood Food Safety Skills Fund (the Fund) supports the professional development of Knowledge Network members by enabling them to visit other organisations or attend events to enhance their food safety knowledge and expertise. In doing so, the members can also exchange knowledge and encourage collaboration to enhance food safety between organisations and/or disciplines.

We have issued the following instructions to provide you with information on the Fund offered by Safefood, and to help you complete the application form. The Fund is limited and will close once funds have been exhausted. Therefore, it is strongly recommended that enquiries are made by email to Ms. Tracey Thompson at [fssf@safefood.net](mailto:fssf@safefood.net) prior to completing an application.

1. **Conditions of application**
   1. The Fund is only available to members of the Safefood Knowledge Network.
   2. Applications to the Fund concern food safety-related opportunities that align with the subject matter of the Knowledge Network. A contract for funding will only be awarded where the purpose of the application has been successfully demonstrated to have food safety and public health merit.
   3. Applicants must be resident and employed by organisations on the island of Ireland, carry out their work on the island of Ireland and have a professional interest in food safety.
   4. Under the Fund, Safefood will fund a limited number of travel bursaries in each calendar year, each up to a maximum of €1,700 (or sterling equivalent) per bursary.
   5. Applications will be funded on a first-come first-served basis until such time as the Fund has been exhausted.
   6. The Fund cannot be used as part of, or to supplement, other Safefood sponsored or funded programmes. It can only be used for opportunities not already funded or sponsored by Safefood.
   7. Only one application will be funded for a specific event and in this regard, Safefood strongly promotes cross-border & cross-sectoral exchanges and visits.
   8. Only one contract will be awarded to any one individual in a calendar year.
   9. To ensure fairness, the number of Fund bursaries awarded to a particular organisation shall not exceed four in any given calendar year. However, it is at the discretion of Safefood to increase this number depending on the fund depletion, time of year, number of applications, etc. Therefore, it is strongly recommended that enquiries are made by email to Ms. Tracey Thompson at [fssf@safefood.net](mailto:fssf@safefood.net) prior to completing an application.
   10. It is the responsibility of the successful applicant to make all necessary arrangements relating to the purpose of their application.
   11. Approved applications are non-transferrable and non-negotiable. Should an event date change, Safefood should be notified immediately, and a new application may be required if the event has been moved to the following calendar year.
   12. Applicants must include details of the course costs (where appropriate) in their application form and attach a copy or a link to the course brochure/leaflet (if this exists) or alternatively, a letter of invitation from the host organisation.
   13. Applicants must indicate their willingness to be interviewed, if successful, for the Knowledge Network eNewsletter on the purpose of their application and/or their work.
   14. All sections of the application must be completed and submitted electronically to Safefood at [fssf@safefood.net](mailto:fssf@safefood.net) at least 6 weeks before travel.
   15. Both the applicant and their line manager must sign the application form.
   16. Safefood will not accept applications if:
       1. The application is incomplete.
       2. Not signed by the both the applicant and the appropriate authority within their organisation.
       3. Not received at least 6 weeks prior to the event and no later than the 30th of November in that calendar year.
       4. The event is scheduled after the 31st of December in that calendar year.
   17. All eligible applications will be evaluated, and the applicants will be notified of the outcome of the evaluation. If required, a copy of the evaluation criteria is available from Ms. Tracey Thompson at Safefood at Tel: + 353 21 230 4100.
   18. Safefood’s decision on an any application is final.
2. **The Contract**
3. The Fund contract is between Safefood and the successful applicant.
4. Safefood will email a draft Fund contract which will be signed by both the applicant and their line manager. This will be returned to Safefood at least 4 weeks before the event. A signed .pdf copy of the final contract will then be emailed to the applicant along with all relevant documentation which includes: -
   * 1. Expense Claim Form
     2. End of Event report template
     3. Certificate of Attendance template
5. Safefood is not responsible for any monies already paid toward a curtailed or cancelled event (including online events), and we will not cover the cost of travel or other insurances that the successful applicant may need to protect against financial losses in such circumstances. Safefood will only reimburse vouched expenses post travel and on full completion of all relevant documentation.
6. Safefood or any of its representatives may audit a contract at any time.
7. Safefood Fund contracts are non-negotiable.
8. Safefood is not responsible for the remuneration of a participant’s salary or for the provision of a locum/replacement staff member for the duration of the participant’s exchange or visit.
9. Safefood is not responsible for any injury or ill effects suffered by an applicant during the course of the event. It is the applicant’s responsibility to ensure that they have adequate travel insurance (including personal indemnity insurance) in place prior to any travel.
10. Safefood requires acknowledgement of its support in all relevant public outputs, including publications.
11. **Expenses**
12. All expenses must be directly related to the purpose of the application.
13. Safefood will refund all reasonable vouched costs associated with the purpose of the application. These include travel & subsistence (excluding alcohol) costs in line with the current Republic of Ireland Civil Service travel and subsistence rates and rules which can be accesses [here](https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx). The maximum bursary per successful application is €1,700 or Sterling equivalent.
14. Travel by car will only be acceptable if there is no alternative, more economical, means of transport, i.e., rail, bus or air. Mileage will be reimbursed at a fixed rate of 43.40 cent (Euro) per km or Sterling equivalent. Air travel must be taken at economy level.
15. Taxis may only be used for short journeys such as to connect with trains/flights or travelling between your accommodation and the event venue.
16. Original receipts should be scanned and submitted electronically.
17. Any claims for extraordinary expenses will require justification.
18. Accommodation costs in excess of current Republic of Ireland Civil Service travel and subsistence rates must be justified by the applicant in their application.
19. Only one reimbursement of expenses will be made to the successful applicant following acceptance by Safefood of:
20. Certificate of Attendance (as proof of attendance).
21. A typed Word version of the End of Event report (including a publishable article for the Safefood Knowledge Network eNewsletter (maximum 600 words)).
22. Expense Claim Form from the successful applicant and all original receipts (scanned and attached).

**NB**: Any receipts issued in the name of the successful applicant’s work organisation must be accompanied by a letter from the organisation confirming that the successful applicant will reimburse them for any monies paid on their behalf.

For further information, or to submit an application, please contact Tracey Thompson at [fssf@safefood.net](mailto:fssf@safefood.net) (tel: +353 21 230 4100).

**Food Safety Skills Fund**

**2025 Application Form**

**General Information**

Before completing this application form, please read the **Instructions for Applicants** above.

This form should be typed and electronically submitted to Safefood. Receipt of applications will be acknowledged by email.

**Section A – Personal Details**

This section relates to details of the applicant and their organisation.

1. **Applicant Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Title (Mr/Ms/Mrs/Dr/Prof): |  |
| Official Position: |  |
| Work Email: |  |
| Name of work organisation: |  |
| Work address: |  |
| Telephone No. (incl. area code & extension) |  |

1. **Line Manager**

The person authorised to sign on behalf of the applicant’s organisation. In the absence of your line manager, then the signature of the next person on your work organisational structure would be acceptable.

|  |  |
| --- | --- |
| Name: |  |
| Title (Mr/Ms/Mrs/Dr/Prof): |  |
| Official Position: |  |

1. **Employment Sector**

Please indicate by **X** what area you work in that would be linked to your application

**(NB:** You must be a member of the Knowledge Network to apply for the Fund)

|  |  |  |  |
| --- | --- | --- | --- |
| Food/Feed Production and Processing |  | Retail and Catering |  |
| Academic/Research |  | Public Health (e.g. Medical/Surveillance/Regulatory Agencies) |  |
| Environmental Health Services |  | Veterinary Health |  |
| Laboratory Services |  | Consultancy and Training |  |

|  |
| --- |
| Other area you work |

1. **Applicant’s relevant experience**

Please provide a brief overview of your qualifications, professional background and current responsibilities including how these relate to your application.

|  |
| --- |
|  |

**SECTION B – Event details**

This section relates to details about the event the applicant wishes to attend and contact information of the host organisation.

1. **Details of event & host organisation**

|  |  |
| --- | --- |
| Name of Event: |  |
| Event venue & address (including a link to programme, if applicable): |  |
| Name of Organisation: |  |
| Contact address for the event: |  |
| Telephone (include area and country code): |  |
| Host Organisation Email: |  |
| Contact Person |  |
| Official Position: |  |

1. **Indicative costs associated with your visit?**

|  |  |
| --- | --- |
| Start Date: | Finish Date: |
| Mode of transport (please circle):  NB: *Public transport should be 1st possible option* | Rail/Bus Air Car/Taxi transfer |
| Estimated Travel Cost: | €/£ |
| Estimated Cost of Accommodation | €/£ |
| Estimated Subsistence Cost: | €/£ |
| Course Cost (If applicable; include VAT): | €/£ |
| Total € EURO / £ STERLING: | €/£ |

1. **Purpose of your visit?**

It is important that the Fund monies are used cost effectively. Please outline how your visit may help both your professional development, your organisation as a whole and the Knowledge Network of which you are a member. Your application will be evaluated on the basis of your proposed costs and 2.1 to 2.4 below:

1. What is the objective of your visit?

|  |
| --- |
|  |

1. How will your visit redress current gaps in your food safety knowledge and skills?

|  |
| --- |
|  |

1. What activities will take place during your visit (education & training, professional networking, technical upskilling, presentations, etc.)

|  |
| --- |
|  |

1. How will you share any learning & knowledge gained both with other staff in your organisation and with the members of the Knowledge Network? Please outline below:

|  |
| --- |
|  |

**SECTION C - Declaration**

Safefood requires that the declaration be signed by the applicant and the Line Manager.

1. The applicant agrees to be interviewed for the Knowledge Network eNewsletter, should Safefood require them to do so.
2. The applicant agrees that the information contained in the End of Event report may be used by Safefood for the purposes of promoting and evaluating the Food Safety Skills Fund.
3. The applicant acknowledges that they have read the Instructions for Applicants prior to completing the application and accept all provisions.

|  |  |
| --- | --- |
| Applicant’s name: |  |
| Applicant’s signature: |  |
| Date: |  |
| Name of Line Manager: |  |
| Signature of Line Manager: |  |
| Date: |  |

**Checklist before submitting the application**

Please review the checklist and make with an **X** before submitting the application.

You are a member of a safefood Knowledge Network.

The application will be submitted according to the application rules set out in the **Instructions for Applicants**.

The application form has been completed in full.

The application form bears the signatures of the applicant & their line manager.

The line manager is also to be included on the email (cc’d) when returning the completed form to Safefood.

**Appendix 1**

**Data Protection**

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 governs how we process your personal data and gives you (data subject) a range of rights. You can access our data protection statement in this link: [Data protection statement | Safefood](https://www.safefood.net/About-us/Policies-and-practice/GDPR-Privacy-Policy)

Personal information held is subject to the rights and obligations set out in the Data Protection Acts. To make an access request under the Data Protection Acts, please submit a request in writing to:

The Data Protection Officer

Safefood

7 EastGate Avenue

EastGate

Little Island

Co Cork

T45 RX01

[DPO@safefood.net](mailto:DPO@safefood.net)

For more information on how we retain and use your personal data, please review our Privacy Notice in Appendix 2 below.

**Appendix 2**

**Data Protection Notice for Food Safety Skills Fund applicants**

This privacy and data protection notice is intended to ensure that you are aware of what personal data Safefood holds in relation to you, and how we, as a data controller, use that data in the context of your Fund application.

Any queries relating to the content of this privacy notice should be directed to the Data Protection Officer, Safefood, 7 Eastgate Avenue, Eastgate, Little Island, Co. Cork, T45 RX01. [Email: dpo@safefood.net.](mailto:Email:%20dpo@safefood.net.)

Safefood collects, holds and processes information, including Personal Data about you as part of your application, through your engagement with Safefood.

Please read this notice carefully to understand how we have obtained and why we have used and will continue to use your Personal Data. For the purposes of the Personal Data collected and processed within the scope of this Notice, the controllers of your Personal Data will be Safefood.

Safefood recognises its responsibility in managing Personal Data and is committed to protecting and respecting your privacy through compliance with the Data Protection Acts and the General Data Protection Regulation (GDPR).

Safefood will only use your personal information for the purposes for which you provide it, or in accordance with the law, or for the prevention and detection of crime. Safefood will only hold your personal information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you.

This **Privacy Notice** is written in accordance with the EU’s General Data Protection Regulation (GDPR) and describes the type of Personal Data that Safefood collects, how the information is used, with whom it is shared and the rights of and choices available to you as a data subject regarding the use of your personal information