2011/12

TPN6-NATIONAL EXECUTIVE ADMINISTRATION COSTS PROPOSAL FORM

ALL ENQUIRIES SHOULD BE DIRECTED TO: The TPN Administrator, Blackrock Education Centre, Kill Ave, Dun Laoghaire, Co. Dublin,
Tel: (01) 236 5000 Fax: (01) 236 5050, Email: tpn@blackrockec.ie www.tpnetwork.ie

To be completed by the National Executive of a Network and sent to the TPN Administrator to arrive no later than 30th of September; late applications will be accepted until 31st October. **No applications will be accepted after these deadlines.**

TPN Initials		Nominated Ed Centre		Level of funding (max. €3,750 for Levels 1&2, €7,500 for level 3)	

Item - Maximum entitlement	Estimated Cost	Approved	Claimed (*for Ed Centre use only*)
T&S for members of Executive - max. 40% of total granted. Number of members _____ Number of meetings _____			
Telephone/broadband expenses: Max. €15 per member per month, max. €180 per member or max. €1,500 per National Executive.			
Creation of website: Max. €2,000 (3 quotes must be presented).			
Website maintenance: Max. €100 per month (invoice must be submitted).			
TOTAL			

Other typical items: software, memory keys, portable hard drives, external membership for other organizations, executive training, bank charges, insurance, postage, printer cartridges, etc.

Signed:

For TPN: Position: Date: For Education Centre: Position: Date:

NOTES

- This form will not be accepted without the signature of the Director of the nominated Education Centre. **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.**

Received on _____ Approved by Steering Committee on _____