

## **Preparing for your PEACEPLUS ASPIRE Letter of Offer and Payment of Grant - Digital Signature & Electronic Funds Transfer (EFT)**

### **What is the Letter of Offer?**

The Letter of Offer is a contractual agreement between border county partnership schools and Léargas, which outlines the Terms and Conditions, Budget Breakdown, Grant Payment Method and Sub Cover Process for your PEACEPLUS ASPIRE project 2025/26.

### **How do I sign the Letter of Offer?**

You will receive the Letter of Offer by email from Adobe Sign. It must be digitally signed by the Legal Representative (Principal) using the TrustPro signature, which requires an account to be set up. Please follow the steps below on how to complete this.

### **Why do I need a TrustPro account?**

All schools who take part in PEACEPLUS ASPIRE must sign their Letter of Offer using a digital signature. TrustPro is the only EU recognized digital signature provider in Ireland and is the only way of signing the Letter of Offer. Your digital signature via TrustPro is the legal equivalent of a handwritten signature.

**The Letter of Offer must be signed digitally by the Legal Representative (Principal) and returned to Léargas for co-signing by the Executive Director.**

As this is a partnership document, the signing process happens in sequence:

- Once the first partner signs, the document is automatically routed to the next partner school.
- Each partner school receives an email notification with a secure link to review and sign.
- This continues until all partners have signed.

Afterwards, the Léargas Executive Director co-signs the document. When all signatures are complete, Adobe Sign finalizes the process and distributes the fully signed copy to every partner. Once complete, the first grant payment can be processed.

**For any school involved in Year 1, some of the following steps will have been completed. However, we advise that you log in to TrustPro again to ensure you can access your account, especially if you used your first free signature in year 1, as you will now need to purchase the basic signature package.**

## Important note on naming of signature

The principal's name on the application will be the signatory the Letter of Offer. The principal is required to set up a TrustPro account in their name and will be required to use an official form of ID such as a passport / driving license. **If the name given at the application stage is different to the ID i.e. a married name, shortened first name etc. please let us know in advance as we will need to update the name on the Letter of Offer to reflect the ID.**

### Please follow the steps below:

**Step 1: Principal sets up a QES signature via TrustPro**

**Step 2: New schools only - Fill out and send your EFT form to: [accounts@leargas.ie](mailto:accounts@leargas.ie)**

**Step 3: Sign your Letter of Offer on Adobe Sign using your QES Trust Pro signature**

### 1. Principal sets up a QES signature via TrustPro

- **If you have a QES signature via TrustPro account:**

If you have previously set up your QES, you can use it for this Letter of Offer. You should now login to your TrustPro account to ensure you have access and signatures left, you may need to purchase the basic signature package, visit the FAQ page for steps including downloading the App that allows you to receive a code to your mobile: [How to | TrustPro](#).

- **If you do not have a QES signature via TrustPro account:**

Please visit [TrustPro | Qualified Trust Service Provider](#). The principal must set up the QES in advance of receiving the Letter of Offer. **For video instructions on how to set up your account please go to this page: [How to | TrustPro](#).** To sign up you will need to take a video confirming your ID, for this you will need to be in a quiet space and have a form of identification on hand (Driver's License or Passport), which you will hold up to the camera, following the instructions on the screen. It is advised that you make a note of your password so that you can log back in when required. It is recommended that the principal uses **a personal laptop at home to avoid firewall issues**, and a **personal email address rather than the school or office email**, as this is an identity verification process.

Once the electronic signature is created, you need to choose between the three Digital Signature options (BASIC, STANDARD or PROFESSIONAL). For this 2025/2026 Letter of Offer, we recommend you select the BASIC option which costs €13 for 5 signatures and lasts for 30 days. You will also need a smartphone for two-factor authentication and to

download the oathMobile app, **see more instructions here:** [How to – FAQ | TrustPro](#), scroll down to the **oathMobile app** section. Download the app via this [link](#).

If you encounter any technical issues, you may need to contact TrustPro directly [TrustPro | Qualified Trust Service Provider](#). Get in touch with the team at [peaceplusaspire@leargas.ie](mailto:peaceplusaspire@leargas.ie) and we will help you through the process. The process of setting up this digital signature can take a few attempts; we advise that it is set up in advance receiving the Letter of Offer

It is essential that you have a TrustPro account to be able to sign the Letter of Offer to receive your grant. All partners within the project must sign the Letter of Offer. Failure to do so will result in payment not being issued.

## **2. For new schools only - Fill out and send your Electronic Funds Transfer (EFT) form to: [accounts@leargas.ie](mailto:accounts@leargas.ie)**

To process grant payments an EFT form must be filled out to set the school up as a beneficiary to receive funds for the project. **Grant payments will be made to the School's Bank Account.** Please ensure you download and complete this [EFT Form](#) with your school's bank account details and return it to [accounts@leargas.ie](mailto:accounts@leargas.ie). It is recommended to fill the form out as a Word Document then print it to sign it by ink to scan and return by email. The EFT form must only be sent to the above email address directly to Léargas accounts, and not to the ASPIRE Project Team.

## **3. Sign your Letter of Offer on Adobe Sign using your QES Trust Pro signature**

Once you receive your Letter of Offer via Adobe Sign:

1. Click 'Review and sign' in the email sent to the principal/legal representative.
2. This will bring you directly into the Letter of Offer, click on the yellow 'start' icon, this will bring you to the signature page.
3. Next, click on the yellow box 'Click to digitally sign'
4. You will then be prompted to log into the TrustPro account using your username and password (this would have been created when you set up your QES signature).
5. Next, hit 'click to sign'
6. You will then be prompted to enter in your authentication password (this is the same password as you used above to log into your TrustPro account) and the

one-time passcode generated in your OathMobile app, download the app via this [link](#).

## Next steps

Once completed by all partners, the document will be automatically sent back to Léargas for co-signing. Afterwards, all partners will receive a copy via email of the completed Letter of Offer. Grants can take up to six weeks after the completion of the Letter of Offer to reach the school.

Please save this document for guidance when you receive your Letter of Offer and get in touch with us at [peaceplusaspire@leargas.ie](mailto:peaceplusaspire@leargas.ie) if you have any questions.