



Local Youth Club Equipment Scheme 2017

APPLICATION FORM

DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS
OCTOBER 2017



Introduction

In recognition of the important role of volunteer-led youth clubs/groups in supporting young people, and their engagement with the incorporation of the National Quality Standards for Volunteer-led Youth Groups (NQSVIYG), a once off equipment grant has been made available in 2017, to support the work of volunteers, enhance the experience of members, and provide vital equipment to local youth clubs/groups.

The Local Youth Club Equipment Scheme (LYCES) supports volunteer-led youth club/group activities at a local level. Funding for the Scheme is provided by the Department of Children and Youth Affairs (DCYA) and is administered locally by Education and Training Boards (ETBs) on behalf of DCYA.

- The scheme aims to support youth work activities at a local level with priority given to clubs/groups catering for young people aged 10–21 years and will complement the existing Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups, **on a once off basis**. This once off scheme is open to all local youth groups/clubs that fulfil the eligibility criteria listed below.
- Consultation with the members of the youth club/group to ascertain their opinions on equipment needs will be expected, as any equipment applied for must directly benefit the members of the youth club/group.
- The scheme is focusing on the provision of small scale equipment grants to local youth clubs/groups. Grants may cover equipment such as: Storage, IT equipment, electrical equipment, sporting equipment, arts and drama equipment etc. Please ensure that in any applications for equipment that would have additional health and safety requirements that this is included in the items applied for. Also please at this point consider appropriate secure storage and if necessary include appropriate secure storage in the items applied for.
- The maximum grant that can be applied for is €5000; Groups can apply for one single item totalling €5000 or a number of items not totalling more than the maximum grant.
- The grant may be awarded in full or in part payment and will be subject to your local ETB financial procedures (attached)
- All grants will be awarded following a competitive process and administered by your local ETB.

If you require any further information on the type of equipment that may be covered, please contact your local ETB Youth/Liaison Officer as listed in Appendix 1.

The Application Form comprises the following sections:

- Section 1: Description and details of your club/group
- Section 2: Grant Details
- Section 3: Club/group Financial Details (please note: Please only complete this section if your details have changed from previous payments)
- Section 4: Declaration

Eligibility for the Scheme

The primary focus of the Scheme is to assist local volunteer-led youth clubs/groups that provide a programme of youth work activities for young people. In addition, other clubs/groups that work with young people, but are not specifically providing youth work, are also entitled to apply for LYCES funding.

To be eligible for funding from the **Local Youth Club Equipment Scheme**, the club/group must satisfy the following criteria:

- ✓ It must be volunteer led and it must be based on the voluntary participation of young people.
- ✓ 75% of the club/group members must be between the ages of 10 and 21.
- ✓ It must be able to clearly outline the benefits of club/group membership for young people who participate in its programmes.

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- ✓ The club/group must have a nominated designated liaison person (DLP) for child protection.
- ✓ The club/group must have written procedures setting out child protection arrangements which are adapted to the nature of the organisation's contact with children and which comply with the requirements outlined in Children First: National Guidance for the Protection and Welfare of Children (DCYA, 2011).
- ✓ All adult volunteers working with young people must be Garda vetted before they start volunteering.
- ✓ Appropriate insurance cover must be in place.
- ✓ Volunteers must have access to a first aid kit and must be able to use it correctly.
- ✓ The club/group must have a Health and Safety Statement, policy or procedures. (Note: this applies to clubs/groups that own premises. Clubs/groups that do not own premises must confirm that they have seen and operate to the building's Health and Safety Policy.)

Please note that sports clubs/groups are not eligible to receive funding under the terms of this scheme.

Points to note:

- As the LYCES is intended to support clubs/groups that are not in receipt of project-based funding (e.g. those in receipt of funding under DCYA Special Projects for Youth, Young People's Facilities and Services Fund, etc.), staff-led projects are not entitled to apply under the LYCES. However, volunteer-led youth clubs/groups that may be affiliated to staff-led youth services and are run by volunteers are entitled to apply.
- Applications will not be accepted from both local and regional structures of the same organisation. For example, an organisation that has both regional councils/committees and local units/groups should apply to the ETB as a local unit, or it should use the organisation's regional structure to process the application.
- In a case where a club/group has more than one section only **one application** should be made for the combined club/group. Clubs/groups will need to collaborate locally in order to facilitate this process – your local ETB Youth/Liaison Officer will be able to advise you in relation to this.
- Local Community Games Committees that provide non-sporting youth activities may be eligible for funding from the LYCES. The ETB Youth/Liaison Officer must be satisfied that funding for the same purpose is not available/has not been secured by the Local Community Games Committee elsewhere. The ETB Youth/Liaison Officers will liaise with the relevant Sports Committee/Partnership.
- Although as highlighted above, clubs/groups whose primary focus is sport are not eligible to receive funding under the LYCES, Sporting Equipment for use by Youth Clubs/Groups as part of their activities can be applied for.
- The closing date for receipt of applications to the LYCES will be strictly adhered to.

Further information

- **Further information on the Local Youth Club Equipment Scheme is available on each ETB website, or in the case of Dublin city please see CDYSB.ie**
- **Please return sections 1 to 4 only, It is not necessary to return the Introduction or Appendixes**
- **Incomplete application forms will not be processed. Information submitted to ETBs may be subject to the Freedom of Information Act (2014).**

Need any help? If you need help in completing the Application Form, please contact your local ETB Youth/Liaison Officer (see Appendix 1 in this Application Form for relevant contact details).

Note: Your club/group may be contacted or visited by the ETB in order to verify any information you provide. The information provided on the Application Form may be shared with the organisation to which your club/group is affiliated, for verification and comment.

Closing date: Completed application forms must be returned to the ETB no later than 12pm (noon) on Friday, **20 OCT 2017**. **Late applications will not be accepted.**

Note: Please return sections 1-4 to your local ETB only.

It is not necessary to return the introduction or appendices.

Section 1: Club Details

| | | |
|---|------------|-----------|
| 1. Name of club/group: | | |
| 2. Premises address: (i.e. meeting place of the club/group) | | |
| 3. Premises Eircode details: | | |
| 4. Contact details of person responsible for this application: | | |
| <p>Name:</p> <p>Position in club/group:</p> <p>Postal address (including Eircode):</p> <p>Email (of person responsible for this application):</p> <p>Social media profiles of youth club/group (e.g. Facebook, Twitter, etc.):</p> <p>Telephone contact details of person responsible for this application:</p> <p>Mobile:</p> <p>Landline:</p> | | |
| 5. Your club/group's Charities Regulator Number (if relevant): | | |
| 6. Is your club/group affiliated to a National Youth Organisation? If yes, give the name of the national youth organisation: If your club/group is affiliated to a national organisation, please provide the name of that organisation. If you have no affiliation to either a national youth organisation or a national organisation, please write 'N/A'. | Yes | No |
| Name of National Youth Organisation (if relevant): | | |

Section 2: Grant Details

Please describe how this grant will be used and how it will enhance the experience for young people in your club/group (e.g. how the young people will benefit from the equipment Max 100 words):

| | |
|---|--|
| Amount of grant sought: (maximum €5,000) | |
| | |

Please provide an estimated breakdown of cost involved in purchasing of equipment. As the grant may be awarded in part or in full please also **itemise all equipment in order of priority**. If necessary continue this list on a separate sheet for submission with the application. Application should be made in line with your local ETB finance procedures, please refer to the ETB finance procedures attached when completing this form. See appendix 1 for Cork ETB finance procedures.

| Order of Priority | Item | Amount | Cost (inclusive of VAT) |
|-------------------|------|--------------|-------------------------|
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| | | | |
| | | Total | |

Section 3: Club/Group Financial Details

Please only complete this section if your details have changed from previous payments

1. Please provide details of the bank account to which grant aid should be lodged, in the event that your grant application is successful. This must be the club/group's bank account and not a personal account.

Note:

- Since September 2014, public sector bodies such as the ETB can no longer make payments by cheque. Any grants under the Local Youth Club Equipment Scheme can only be paid by electronic funds transfer (EFT) to a bank account.
- EFT payments cannot be made to Post Office accounts or to Credit Union accounts directly. Some Credit Unions **may** provide a facility to clubs/groups, so that payments can be made to the Credit Union's bank account. In such cases, the bank account details as supplied by the Credit Union must be given below.

| |
|----------------------|
| Bank account name: |
| Bank name: |
| Branch address: |
| IBAN: |
| BIC: |
| Bank account number: |
| Bank sort code: |

If registered for tax purposes, please insert Tax Registration Number (TRN)

and Tax Clearance Access Number (TCAN)

| |
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| |

Section 4: Declaration

Two signatures required, one of which must be the Treasurer's

The undersigned hereby certify that all information contained in this Application Form is current, available and accurate and that the club/group fulfils the eligibility criteria set out in the beginning of the application form.

We understand and agree that any grant that may be allocated to the club/group is provided on the basis of the grant agreement with the administering ETB, as set out in Appendix 2.

By signing this Declaration, consent is given for the information provided on this form to be used by the administering Education Training Board.

1. Signed:
Chairperson

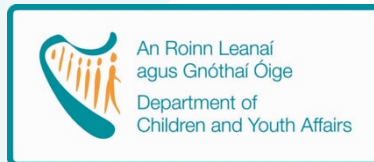
Print name in block capital letters:

2. Signed:
Treasurer

Print name in block capital letters:

Date:

Closing date: Completed application forms must be returned to the ETB no later than 12pm (noon) on Friday, **20 OCT 2017**. Late applications will not be accepted.



FOR OFFICE USE ONLY

**ETB Youth/Liaison Officers should ensure that clubs satisfy the criteria for eligibility to apply for the grant.
(Note: This section may be completed electronically by the ETB on its internal grants record system.)**

| | | |
|--|------------|-----------|
| Eligibility of group to apply for the Local Youth Club Equipment Scheme: | Yes | No |
| | | |

Provide a brief comment on the grant application:

If the club/group has been visited as part of sampling, please enter date of visit:

Where applicable, provide a comment on the sampling visit:

I hereby verify that I have examined the information contained in this Application Form and am satisfied that the club/group is eligible to receive funding from the Local Youth Club Equipment Scheme.

| | | |
|------------------------------|---|--|
| Amount of grant recommended: | € | |
|------------------------------|---|--|

1. Signed: _____ _____
ETB Youth/Liaison Officer *Print name in block capital letters:*

ETB: _____

Date: _____

Appendix 1 – ETB details

| ETB | Area | Youth/Liaison Officer telephone and email contact details | Address |
|----------|------|---|---|
| Cork ETB | Cork | Ruth Griffin Tel: 021 485 6345 Email: ruth.griffin@corketb.ie | Cork ETB, 21 Lavitts Quay, Cork City T12 HYT9 |

In order to qualify for grant Cork ETB Financial Guidelines May 2017 need to be adhered to.

Purchasing and Procurement Guidelines

Procurement Definition: the acquisition, whether under formal contract or not, of works, supplies and services by the ETB.

Objectives of Procurement Procedures:

- Best value for money is achieved (this is not necessarily the cheapest price)
- Maximum advantage is taken of the ETB’s purchasing power
- Transparency and accountability
- Equality of access to qualified suppliers by providing a sound basis for the selection of suppliers (detailed specification is essential)
- Compliance with government and EU legislation and directives
- Adherence to the highest ethical standards

Purchasing Authorised Limits (including VAT)

You should seek quotations from suppliers that are in the market for the supply of goods/service required sought.

€0 - €2,000:

One written quotation is required. If the quotation is sourced via the phone, the name of the person who quoted the price and the date the price was quoted should be noted on file.

€2,001-€5,000:

At least 3 written quotations should be sought and the Evaluation of Quotations (EoQ) Form completed and authorised by Centre Manager/Youth Club Chairperson. A copy of the EoQ Form must be attached to the grant form and submitted with the application form.

Appendix 2: Grant Agreement with Administering ETB

Any grant that may be allocated by DCYA (grantor) to the ETB (co-grantor) to the club/group (grantee) under the Local Youth Club Equipment Scheme is awarded on the basis of the agreement as set out below. By signing the declaration in Section 4 of this application, the grantee thereby agrees the following:

- 1. Objective and purpose of grant:** This grant is allocated to meet the objective of the Local Youth Club Equipment Scheme and is to be utilised for the purpose as outlined in the application for funding as approved by the co-grantor. Any change of use or re-direction of funding is not permitted without the prior agreement of the co-grantor.
- 2. Principles for Grantees:** This grant is allocated on the basis of the principles and procedures as outlined in the Department of Public Expenditure and Reform Circular 13/2014 on the Management and Accountability for Grants from Exchequer Funds. It is a condition of funding that the grantee complies with the Statement of Principles for Grantees as set out overleaf.
- 3. Reporting:** The grantee must report on the expenditure of the grant to confirm that it has been utilised for the purpose as outlined in the application for funding as approved, using the approved reporting form. Failure by the grantee to report to the co-grantor within a six-week period of the report being requested may affect the grantee's ability to access future funding.
- 4. Verification:** Appropriate accounting procedures must be implemented by the grantee, with access afforded to a delegated officer of the co-grantor to records such as audited statements, receipted expenditure, bank accounts, etc. as may be required to authenticate use of funding. The grantee will supply the co-grantor on request with its tax reference number or charitable status number, together with a current tax clearance certificate. The co-grantor reserves the right to have its officers or agents attend and address meetings of the grantee in regard to issues related to funding, if circumstances so require. The grantee has an obligation to make books and accounts available to the Comptroller and Auditor General, where 50 percent or more of their total income is sourced from Exchequer Funds. The grantee shall satisfactorily reply to any queries submitted by the co-grantor and/or the Comptroller and Auditor General.
- 5. Payment:** Payments will only be made to the grantee when they are due, in line with the terms and conditions of this agreement. If there is an overpayment of a grant, a refund will be obtained by the co-grantor. This grant does not imply commitment on the part of the co-grantor to any future funding to the grantee for this or any other proposal.
- 6. Retention of end-year balances:** In the case of unexpended balances of grant money at year's end, with co-grantor approval, these balances, or a portion thereof, may be retained by the grantee if deemed necessary to meet outstanding financial requirements. Such balances should be kept to a minimum and will be taken into account when considering any subsequent grant that may be awarded.
- 7. Acknowledgement of grant:** The group will acknowledge at all times the support of the co-grantor. The name of the co-grantor and the amount of the grant received must be shown in any financial accounts of the grantee.
- 8. Insurance:** The grantee shall ensure that at all material times there are in force adequate insurance policies in respect of all participants while taking part in activities supported by this grant. The co-grantor shall not be liable for any injury, loss or damage whatsoever or to whomsoever caused by any act, default or omission of a participant in such activities.
- 9. Works carried out by grantee:** All works carried out by the group arising out of this grant shall be in accordance with the provisions of all relevant statutes, regulations and by-laws, and the onus for obtaining all consents, permissions etc. including planning permission, consent to entry on, or interference with land, other property, or right of any other person or persons, rests with the grantee.

- 10. Health and safety:** It is the sole responsibility of the grantee to take all necessary steps to ensure the health, safety and welfare of all participants to the same extent and in the same manner as an employer is required to do in relation to employees. The co-grantor accepts no responsibility for the stability of any structure or the soundness of any materials used or the adequacy for its purpose of any buildings or of any facility invested by the grantee under the terms of this agreement. Where applicable, Health and Safety regulations must be met. It is the sole responsibility of the grantee to comply with all relevant health and safety legislation and regulations.
- 11. Safeguarding of the welfare of children, young people and vulnerable adults:** The grantee agrees to maintain clear policies and procedures for the protection of and the safeguarding of the welfare of children, young people and vulnerable adults and shall comply with all legal requirements and national guidelines in respect of child protection, protection of vulnerable adults and reporting of actual or suspected abuse. The grantee is responsible for the monitoring and suitability of all staff, employees and volunteers and undertakes to ensure that persons with access to children or vulnerable adults in the course of their activities are adequately vetted, including vetting by An Garda Síochána. The grantee will provide evidence to the co-grantor of its compliance with this clause upon request.
- 12. Failure to comply with agreement:** Should the grantee fail to comply with any of the terms or conditions contained in this agreement, the co-grantor may request them to do so within 14 days. If after such request the grantee fails to comply, in that event all or such portion of the funding as the co-grantor may determine shall be paid to, or withheld from, the grantee, or deducted from any future grants that may be awarded.
- 13. Termination of agreement:** The co-grantor will have the right to terminate this agreement at any time with one month's notice to the grantee and without prejudice to its other rights and remedies should the grantee fail to comply with the terms and conditions of this agreement and their obligations set out therein. Such cancellation will take immediate effect on receipt of a letter of cancellation from the co-grantor and, in the event of any cancellation; no claim shall be made against the co-grantor in respect of any loss or damage arising therefrom. If, however, one month after the proposed start date, the agreed programme has not commenced, then this contract shall be regarded as automatically terminated.
- 14. Dispute resolution:** Should there be any dispute arising out of this agreement, including the interpretation or fulfilment of its provision, all such disputes shall be promptly discussed by the co-grantor and grantee in an effort to arrive at a mutually agreeable resolution.
- 15. Data protection and confidentiality:** The grantee shall comply with Data Protection legislation. The grantee undertakes to the co-grantor to keep confidential and secure all/any information concerning the business affairs of the co-grantor, obtained or received as a result of entering into this agreement.
- 16. Freedom of Information (FOI):** Where the grantee is not a body subject to FOI, the grantee undertakes, upon request received from the co-grantor, to provide the co-grantor with all or any record (as defined by the FOI Act 2014), relating to any matter provided for or arising in respect of or in connection with this agreement.
- 17. Statement of assurance:** The signing of this application form with this agreement contained therein constitutes a statement of assurance by the grantee that all of the conditions contained within this agreement will be complied with in full.
- 18. Waiver:** No failure by the co-grantor to enforce any provision or term of this agreement shall be construed as a waiver of such provisions or terms, or of the right thereafter of the party to enforce same.