Local Youth Club Grant Scheme 2019

incorporating the

National Quality Standards for Volunteer-led Youth Groups

INFORMATION

AND GUIDANCE NOTE

DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

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An Roinn Leanaí agus Gnóthaí Óige
Department of Children and Youth Affairs

National Lottery

AN STRAITÉIS NÁISIÚNTA ÓIGE 2015–2020 | NATIONAL YOUTH STRATEGY 2015–2020
TORTHAÍ NÍOS FEARR TODHCHAÍ NÍOS GILÉ | BETTER OUTCOMES BRIGHTER FUTURES

Information Note and Guidance for completing the Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups Application Form

Part A of this document provides an introduction to the Local Youth Club Grant Scheme (LYCGS) incorporating the National Quality Standards for Volunteer-led Youth Groups (NQSVLYG).

Part B details who is eligible to apply, the application process, the criteria for assessment of applications, and accounting and reporting requirements.

Part C provides guidance notes on how to complete the Application Form.

NOTE:
The Application Form and information may change each year, so please ensure that the correct documentation for the current year is used in the application, assessment and reporting processes.

Part A

Introduction to the Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups:

The Local Youth Club Grant Scheme (LYCGS) supports volunteer-led youth club/group activities at a local level. The Scheme, which provides grant aid towards the costs of running clubs/groups, is part-funded by the proceeds of the National Lottery. 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. ETBs advertise the Scheme locally on an annual basis, outlining the purpose of the grant and the eligibility criteria.

The Scheme supports voluntary youth club/group activities for young people; with priority given to clubs/groups catering for young people aged 10–21. 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 funding under the Scheme.

In 2017, DCYA incorporated the National Quality Standards for Volunteer-led Youth Groups into the Local Youth Club Grant Scheme. These national quality standards were developed to support and enhance voluntary work with young people. The three National Quality Standards for Volunteer-led Youth Groups are:

1. **Standard 1: Safety and well-being** – Programmes, practices and people ensure and promote the safety, support and well-being of young people.
2. **Standard 2: Young person-centred** – Programmes, practices and people ensure and promote the voluntary participation, inclusion and voice of young people.
3. **Standard 3: Developmental and educational** – Programmes, practices and people ensure and promote the development, achievement and progression of young people.

Throughout the club/group year, volunteers progress actions relating to the Standards that will improve the running of the club/group and the experience of the young people attending the club/group. Where a club/group requires support with progressing the Standards, it can request this from the National Youth Organisation to which it is affiliated. A youth club/group that is not affiliated to a National Youth Organisation can request support from its local ETB (see contact details in Appendix 1 of the Local Youth Club Grant Scheme Application Form).

The LYCGS Application Form is also the reporting template for the NQSVLYG. If you do not wish to apply for the grant, you need only complete Sections 1, 2 and 5 of the form. If you need any help in completing these sections of the form, please contact your National Youth Organisation (see details listed in Appendix 2 of the Application Form).

Part B

Criteria for eligibility:

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 LYCGS funding.

To be eligible for funding from the **Local Youth Club Grant 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.
- ✓ The club/group must adhere to the requirements set out in Section 2 of the Application Form.
- ✓ The club/group must be fully compliant with all requirements set out in the Children First Act (2015).
- ✓ All adult volunteers working with young people must have been 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.)
- ✓ Information on all aspects of the three NQSVLYG Standards must be included in your Application Form response.
- ✓ Clubs that were in receipt of Local Youth Club Grant Scheme funding in the previous financial year must complete the Club Report Form on page 16 and return it along with their application.

Please note that clubs/groups whose primary focus is sport are not eligible to receive funding under the terms of this scheme.

Points to note:

- As the LYCGS is intended to support groups that are not in receipt of project-based funding (e.g. those in receipt of funding under DCYA Targeted Youth Funding Scheme, staff-led projects are not entitled to apply under the LYCGS. 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 (e.g. Scout Groups, Guide Groups or Youth Club/Group with Junior and Senior sections, only **one application** can be made for the eligible age groups, where a minimum of 75% of the members are between the ages of 10 and 21. Clubs/groups will need to collaborate locally in order to facilitate this process – your National Youth Organisation Regional Youth/Development Officer or ETB Youth/Liaison Officer will provide the necessary support to help you prepare a joint application.
- Local Community Games Committees that provide non-sporting youth activities may be eligible for funding from the LYCGS. 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.
- As highlighted above, clubs/groups whose primary focus is sport are not eligible to receive funding under the LYCGS. Such clubs/groups are directed to other funding supports, for example major sporting organisations, the Irish Sports Council, and local sports partnerships.
- The closing date for receipt of applications to the LYCGS will be strictly adhered to.

Details of grant process and requirements

The maximum grant that can be awarded to any club/group is €3,000, or in line with local ETB limits.

Please note: It is the responsibility of the local club/group applying to the ETB for funding to ensure that it complies with the Local Youth Club Grant Scheme criteria and the incorporated National Quality Standards for Volunteer-led Youth Groups.

The club/group Chairperson and the Treasurer must sign the Declaration at the end of the Application Form. By signing, they certify that all the information contained in the Application Form is current, available and accurate. They 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 on page 13 and 14 of the Application Form. It is understood that consent is given to the administering ETB to check the information provided on this application form, which can include making contact with the National Youth Organisation identified in Section 1.6 of the application form.

ETBs are the administering agencies for the Scheme. The club/group must send its application directly to the local ETB Youth/Liaison Officer. The application must be made on the LYCGS Application Form and it must include all the relevant information required. Incomplete application forms will not be processed. An Income and Expenditure Account for the previous financial year (using the template in the Application Form, or the club's/group's own equivalent if it provides all relevant information) must also be submitted.

Prior to any decision regarding the allocation of grant aid, the ETB may request clarification on the information provided. All application forms must be completed and submitted by the closing date for receipt of applications advertised by ETBs. Application forms received after the deadline will not be considered under any circumstances.

Assessment of applications

The ETB Youth/Liaison Officer will consider applications based on the information provided in the Application Form and having regard to the number of applications received and the financial resources available to the ETB in respect of the Scheme.

Applications that meet the eligibility criteria will be assessed by the ETB, taking into account local needs, circumstances and gaps, if any, in service provision within the ETB area. Following this, the grant aid will be allocated by the ETB.

Approval and payment of grant

Clubs/groups will be notified of the outcome of their grant application by the ETB. Grants provided under the Local Youth Club Grant Scheme are one-off in nature.

Since September 2014, public sector bodies, including the ETB, can no longer make payments by cheque. Any grants under the Local Youth Club Grant Scheme can only be paid by electronic funds transfer (EFT) to a bank account.

Monitoring and reporting

Clubs/groups in receipt of grant aid must arrange for a proper accounting procedure for all monies received by them and they must comply with the reporting requirements set out by the ETB and the DCYA Youth Affairs Unit in this regard.

If a club/group has been in receipt of funding for the previous financial year, a Club Report Form supplied with the Application Form (see Page 16) must be completed and returned along with the current application. Failure to submit this documentation may affect the club/group's future applications. The information provided on the LYCGS Application Form and the Club Report Form is subject to verification visits by the ETB. The signing of the form implies consent to these verification visits.

Applicants are responsible for ensuring that all information provided to the ETB is accurate and is submitted on time.

Publicity

The allocation of funds under the Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups includes National Lottery funding to the Department of Children and Youth Affairs (DCYA). Therefore, a club/group in receipt of a grant under the Scheme must publicly and prominently acknowledge the National Lottery and DCYA as a source of funding in club/youth group stationery, publications and promotional material.

The DCYA logo can be found on the DCYA website: www.dyca.gov.ie

The National Lottery logo can be found on the National Lottery website: www.lottery.ie

Freedom of Information

All information submitted to the DCYA Youth Affairs Unit and ETBs may be subject to the Freedom of Information Act (2014).

Contact Information

For further information regarding the Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups – or if you need help in completing the LYCGS Application Form – please contact your local **ETB Youth/Liaison Officer (see Appendix 1 of the Local Youth Club Grant Scheme Application Form for relevant contact details)**.

Part C

Guidance notes to support the completion of the Application Form by the youth club/group:

Section 1: Club/group details

1. **Name of club/group**: Insert the name of the club/group.
2. **Meeting place of club/group:** Insert address where the club/group normally meets.
3. **Premises' Eircode:** Insert the Eircode for the address where the club/group normally meets. Eircode is Ireland's postcode (see www.eircode.ie).
4. **Contact details of person responsible for this application:**
   - **Name:** full name of person completing the form
   - **Position:** their role within the club/group
   - **Address:** postal address for correspondence for the club/group
   - **Eircode**
   - **Telephone:** mobile/landline number of the person completing the application on behalf of the club/group
   - **Email:** email address of the person completing the application on behalf of the club/group

5. **Registered Charity Number (RCN)**: Where a club/group is considered a charity, it must be registered or have made an application to be registered with the Charities Regulator. Insert the relevant RCN on the form.

6. **If your club/group is affiliated to any of the National Youth Organisations listed in Appendix 2 of the Application Form, you should include the name of that organisation.** For the purposes of this application form DCYA defines 'National Youth Organisation' as an organisation in receipt of funding from DCYA under the Youth Services Grant Scheme (YSGS). These organisations are detailed in Appendix 2 of the Application Form. If your club/group is affiliated to a National Youth Organisation listed there, please provide the name of the organisation. If your club/group has no affiliation please write 'N/A'.

7. **Is your club/group volunteer-led and based on the voluntary participation of young people?** In other words, the Local Youth Club Grant Scheme supports activities and programmes run by adults working with young people, and these adults must do this work on a voluntary basis. (You must answer 'Yes' or 'No' to this question.)

8. **Are 75% of your club/group's members between the ages of 10 and 21?** It is a condition of this scheme that at least 75% of the club/group membership is between the ages of 10 and 21.

9. **Please give a brief description of your club/group:** Give a brief profile of the young people who attend the club/group, the geographical location in which the club/group operates, and the types of activities and programmes the club/group runs.

10. **Please give details of the main activities currently provided by your club/group:**
    - Day(s)
    - Time(s) on that day
    - Activity at that time
    - How many young people attend on average
    - How many volunteers attend on average
    - Location where the activity occurs

11. **Please give details of volunteers and members:** Indicate the number of people who identify with each category. **Note:** it is important not to count a person twice. For example, a person who is aged 20 and is a volunteer should not be counted in the Members section. You should also state if there are any paid staff that support the club/group.

Section 2: National Quality Standards for Volunteer-led Youth Groups:

Please note: It is a requirement that the club/group reports on all aspects of the three Standards in this section.

Standard 1: Safety and well-being
A number of requirements must be in place in order for a club/group to be eligible to apply for funding. Funding will not be considered if A-E are not in place.

A. **Fully compliant with all** requirements set out in the Children First Act (2015). More information on this can be found on www.tusla.ie.
B. **All adult volunteers in the club/group must be Garda vetted before they start volunteering**. It is mandatory for all adults working with children, young people and vulnerable adults to have been vetted by An Garda Síochána.
C. **Appropriate insurance cover** for the club/group's activities and programmes must be in place.
D. **Access by volunteers to a first aid kit and they must be able to use it correctly.** A first aid kit must be available during club/group activities and programmes. The first aid kit must be accessible by volunteers and it must be stocked.
E. **a**) Where the club/group owns the premises, it must confirm that it has a full Health and Safety Statement including a Health and Safety Policy.

OR

b) Where the club or group operates from a premises that is not its own, it must have had sight of the building's Health and Safety Policy and it must ensure that it operates to that policy. In addition, the club/group must have agreed procedures for managing emergencies.

Other areas to be considered:

F. Registration process for club/group members
G. Parent/guardian consent form (for club/group members aged under 18)
H. Medical consent form

Tick the box in the application form which best reflects your club/group's current practice. You should then list examples of the processes, if any, that you have in place. Where they are not in place, or are somewhat in place, you should decide whether it is relevant to your club/group's activities to have these processes in place in the future.

Standard 2: Young person-centred

A. **Young people are actively involved**. Tick the box that best reflects your club/group's current practice. You should then list or give examples of the activities your club/group provides that show how young people are involved in the club/group. This does not need to be a definitive list.
B. **Activities are available, accessible and inclusive**. Tick the box that best reflects your club/group's current practice. You need to consider how and if young people from a range of backgrounds, abilities and interests are able to access the club/group if they wish to do so, and how this has been done over the past year.
C. **Describe one area that your club/group has developed this past year in relation to Standard 2.** In this section, the club/group reports on at least one area of development relating to Standard 2. Examples of this can be taken from the practice with young people and the development of volunteers.

Standard 3: Developmental and educational

A. **A planned programme of activities**. If the club/group has a planned programme of activities in place, give examples in the box provided.

B. **Young people's needs, abilities, interests and potential are recognised and developed**. Give examples of how the club/group identifies and supports young people to develop through the club/group activities.

C. **Young people's participation and achievement is recognised**. Give examples of how young people are included in decision-making and how their participation and development is celebrated.

D. **Support and training is provided for volunteer leaders**. Give examples of how volunteers are supported and also give examples of relevant training that has been provided.

E. **Please describe one area that your club/group has developed this past year in relation to Standard 3.** Give examples of at least one area of development introduced in the past year. The examples can come from your work with young people and the development of volunteers.

Planned areas for development
The club/group should identify at least one theme/action relating to the three Standards that it will prioritise over the coming year. The theme/action that you identify should help with the running of the club/group and should improve the experience for young people and adult volunteer leaders.

Section 4: Financial details

This section includes information that outlines the details of the bank account into which your grant will be paid if your application is successful. It also contains a template for the club/group's income and expenditure account for the previous financial year. This must be completed by all clubs/groups applying for funding. Alternatively, the club/group must submit a signed copy of the club/group's own equivalent if it provides all the required information.

Section 5: Declaration and signature

All sections of the form that you complete must contain current and accurate information.

Page 13 and 14 in the Application Form sets out details of the agreement that would be in place if a grant is approved by the ETB.