



Local Youth Club Grant Scheme (LYCGS) 2011 INFORMATION DOCUMENT

Ref. YAU/LYCGS2/2011

Section A of this document provides an introduction to the Local Youth Club Grant Scheme and details of who is eligible to apply and the categories of grant available.

Section B details the application process, the criteria for assessment of applications and accounting and reporting requirements.

Note:

- *As the Scheme and its application forms etc. may change from year to year it is important that the correct documentation supplied by the Department of Children and Youth Affairs is used in the application, assessment and reporting processes.*

Section A

1. Introduction to the Local Youth Club Grant Scheme for 2011

The Local Youth Club Grant Scheme (LYCGS) supports voluntary youth club activities at local level. The Scheme, which provides grant-in-aid towards the costs of running clubs, is part-funded by the proceeds of the National Lottery and is supported by the National Development Plan. Funding for the Scheme is provided by the Youth Affairs Unit (YAU), Department of Children and Youth Affairs (DCYA) and administered locally by Vocational Education Committees (VECs) on the Office's behalf. VECs advertise the Scheme locally on an annual basis outlining the purpose of the grant and the eligibility criteria.

The Scheme supports voluntary youth club activities for young people; with priority being given to young people between the ages of 10 and 21. The primary focus of this Scheme is to assist local voluntary youth clubs who offer a youth work response to young people. However, other clubs/groups that work with young people who are not specifically youth work are also entitled to apply for funding under this Scheme.

Types of Grants:

For the purposes of this Scheme and in recognition of the diverse range of voluntary youth clubs/groups in existence, the 2011 LYCGS provides grant-in-aid to:

- a) youth work clubs and
- b) youth activity clubs.

The maximum grant to any one club, whichever category being applied under, is €3,000.

Applicants should consider the criteria for eligibility outlined below and apply under the category which best describes the group. **Applicants can only apply under one category.** If you have any queries regarding the eligibility criteria outlined below, please contact your local VEC Youth Officer for advice.

Points to note:

- As this Scheme is intended to support groups who are not in receipt of project-based funding (e.g. those in receipt of funding under Special Project for Youth, Young Peoples Facilities and Services Fund etc), staff-led projects are not entitled to apply under this Scheme. However, voluntary youth clubs which may be affiliated to staff-led youth services yet are run by volunteers are eligible to apply.
- Applications will not be accepted from both local and regional structures of the same organisation. For organisations with both regional councils/committees and local units/groups it is the responsibility of the organisation to apply either to the VEC individually as local units or through the regional council structure.
- Local Community Games Clubs that provide non-sporting youth activities may be admitted to the LYCGS providing the Youth Officer is satisfied that funding for the same purpose is not available/has not been secured elsewhere. Youth Officers should consult with the relevant Sports Committee/Partnership in this regard.
- Clubs whose primary focus is sport are not eligible for funding under this Scheme. Such clubs are directed to other funding supports e.g. major sporting organisations, Irish Sports Council, local Sports Partnerships etc.
- The closing date for the 2011 Scheme i.e. **30th September 2011** will be strictly adhered to. Late applications will not be accepted by VECs under any circumstances.

2. Criteria for Eligibility

In an effort to respond to the needs of local voluntary youth clubs engaged in working with young people, the Scheme is aimed at two categories of groups i.e. youth work clubs and youth activity clubs.

It is the responsibility of the applicant, initially, to consider the most appropriate category under which to apply. If the applicant applies under a category that does not, in the opinion of the VEC Youth Officer, correctly reflect their activities, the VEC Youth Officer will reassign the application under the appropriate category.

Clubs that satisfy the criteria outlined below will be eligible to apply for grant-in-aid under one of the following grants: the Youth Work Club Grant or the Youth Activity Club Grant. In the event that the VEC Youth Officer deems that an application is ineligible under the terms of the Scheme, the group will be notified of this decision.

(A) Youth Work Club Grant

This grant-in-aid is for clubs that offer a specific youth work response. Youth Work is defined in the Youth Work Act 2001 as:

“a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is- complementary to their formal, academic or vocational education and training; and provided primarily by voluntary youth work organisations.” (Youth Work Act, 2001)

This Grant is to assist the development needs of clubs and can be used to support clubs in their administration, programme and services costs. The maximum grant available to any club is €3,000.

To be eligible to apply for the Youth Work Club Grant your club should satisfy all of the following criteria:

✓ **Groups/clubs must be a youth work club i.e.**

- The youth work group/club has youth work, as defined in the *Youth Work Act 2001*, as its primary focus
- The aims, activities and methodologies of the group must correspond to those of youth work
- The youth work group must provide a range of programmes of a non-formal educational nature on a regular basis.

✓ **Groups/clubs must be volunteer-led and based on the voluntary participation of young people.**

✓ **75% of the group's/club's members must be under the age of 21.**

✓ **Groups/clubs must be able to clearly outline the benefits for young people participating in the club/programme/activity.**

(B) Youth Activity Club Grant

This grant-in-aid is for clubs that provide youth activities to young people. This Grant is to assist the development needs of clubs and can be used to support clubs in their administration, programme and services costs. The maximum grant available to any group/club is €3,000.

For the purposes of this Scheme the term youth activity means:

“a youth activity group which provides activities for young people that is primarily recreational in nature. Recreational activities are those that have as their primary focus the provision of leisure activities that are neither specifically youth work activities or sporting activities.”

To be eligible to apply for the **Youth Activity Club Grant** your club should satisfy all of the following criteria.

✓ **Groups/clubs must be a youth activity club i.e.**

- The youth activity group primarily provides recreational activities to young people yet has regard to youth work principles
- The aims, activities and methodologies of the group are recreational and non-youth work specific

- The youth activity group provides a range of programmes of a recreational nature on a regular basis.
- ✓ **Groups/clubs must be volunteer-led and based on the voluntary participation of young people.**
- ✓ **75% of the group's/club's members must be under the age of 21.**
- ✓ **Groups/clubs must be able to clearly outline the benefits for young people participating in the club/programme/activity.**

Section B

1. How to apply for Grant-in-aid

As VECs are the administering agencies for this Scheme, applications should be sent directly to the local VEC Youth Officer. All applications must be made on the official Application Form (LYCGS1) and include all the relevant information required. Incomplete forms will not be accepted. An Income & Expenditure Account for the 2010 financial year (using the template provided) must also be submitted.

The VEC may request additional information prior to any decision regarding the allocation of grant-in-aid. All applications must be completed and submitted by the closing date for receipt of applications by VECs i.e. **30th September 2011**. Applications received after the deadline will not be considered under any circumstances.

Groups/clubs applying for grant-in-aid should provide:

- a) Club/group constitution (if not already held by the VEC)
- b) Two quotations for any training, building, maintenance being applied for
- c) Insurance indemnification (if appropriate)
- d) Confirmation that builders are registered, with C2 certificate (if appropriate).

2. Assessment of applications

The VEC Youth 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 VEC in respect of the Scheme.

Having satisfied the criteria for eligibility to apply to either the Youth Work Club Grant or the Youth Activity Club Grant as detailed at A and B above, applications will be assessed by the VEC Youth Officer having regard to local needs and circumstances and gaps, if any, in provision within the VEC area. Following this, the extent of grant-in-aid will be decided upon by the VEC Youth Officer.

3. Approval and Payment of Grant

Groups/clubs will be notified of the outcome of their application for grant-in-aid by the VEC Youth Officer. Grant-in-aid provided under this Scheme is one-off in nature. Payment of grant is normally paid by Electronic Fund Transfer (EFT) to the group or club's bank account.

4. Monitoring & Reporting

Clubs in receipt of grant-in-aid must arrange for a proper accounting procedure for all monies received by them and comply with the reporting requirements set out by the VEC and the Children and Youth Services Development Unit in this regard.

Clubs must also submit a **Club Report** to the VEC Youth Officer outlining how the grant-in-aid was used. VEC Youth Officers will issue this **Club Report form** to clubs/groups along with notification of the awarding of grant-in-aid. Clubs must also complete and submit an **Income & Expenditure Form** signed by two club officials, one of which must be the treasurer; a template for this is included in the appendix of the Application Form. Failure to submit this documentation may deem the club ineligible for future funding.

VEC Youth Officers and the Children and Youth Services Development Unit may, where considered appropriate, visit the club.

Failure by the project to account for the grant, or to show satisfactory progress, may result in all or part of the grant being withdrawn.

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

5. Publicity

The allocation of funds under the Local Youth Club Grant Scheme is made possible by the availability of National Lottery funding to the Youth Affairs Unit, Department of Children and Youth Affairs and is supported by the National Development Plan.

Therefore groups/clubs in receipt of grant-in-aid under this Scheme must publicly and prominently acknowledge the National Lottery, National Development Plan and the Department of Children and Youth Affairs as a source of funding in its stationery, publications and promotional material.

DYCA logos are available on the following websites:
www.dyca.ie

6. Freedom of Information

All information submitted to the Youth Affairs Unit will be subject to Freedom of Information requirements. Information submitted to VECs may also be subject to Freedom of Information legislation.

7. Further Information

For further information regarding the Local Youth Club Grant Scheme please contact the **VEC Youth Officer** or alternatively, the Youth Affairs Unit of the Department of Children and Youth Affairs:

**Local Youth Club Grant Scheme
Youth Affairs Unit
Department of Children and Youth Affairs
Mespil Road
Dublin 2
Tel. (01) 674 3254**