

## **Local Youth Club Grant Scheme**

### **Introduction to the Local Youth Club Grant Scheme**

The Local Youth Club Grant Scheme (LYCGS) is an annual scheme which supports voluntary youth club activities at local level. The Scheme is part-funded by the proceeds of the National Lottery. Funding for the Scheme is provided by the Youth Affairs Unit (YAU) in the Department of Children and Youth Affairs (DCYA) and administered locally by Education & Training Boards (formerly VECs) on the Department's behalf. 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 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. In addition, other clubs/groups that work with young people who are not specifically youth work are also entitled to apply for funding under this scheme.

### **Grants:**

The maximum grant to any one club is €3,000.

Applicants should consider the criteria for eligibility outlined below. If you have any queries regarding the eligibility criteria outlined below, please contact your local ETB 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 ETB individually as local units or through the regional structure.
- In cases where there is more than one section in a group (e.g. Scout Group with Beavers, Cubs and Scouts / Guide Units with Ladybirds, Brownies and Guides / Youth club with Junior and Senior sections), only **one application** should be made for the combined group. Groups need to organise themselves locally to facilitate this process – your Regional Youth/Development Officer should support you in combining your local application.
- 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 Scheme is outlined Annually and is strictly adhered to. Late applications will not be accepted by ETBs under any circumstances.

### **Criteria for Eligibility**

To be eligible to apply for the **Local Youth Club Grant Scheme** your club should satisfy the following criteria:

- ✓ **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.**
- ✓ **Must adhere to national child protection guidelines and procedures**

### **How to Apply for Grant-Aid**

As ETBs are the administering agencies for this Scheme, applications should be sent directly to the local ETB 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 previous financial year (using the template provided, or the club's/group's own equivalent if it provides all of the required information) must also be submitted.

The ETB may request additional information prior to any decision regarding the allocation of grant-aid. All applications must be completed and submitted by the closing date for receipt of applications by ETBs. Applications received after the deadline will not be considered under any circumstances.

Groups/clubs applying for grant-aid should provide:

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

### **Assessment of Applications**

The ETB 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 ETB in respect of the Scheme.

Having satisfied the criteria for eligibility to apply applications will be assessed by the ETB having regard to local needs and circumstances and gaps, if any, in provision within the ETB area. Following this, the extent of grant-aid will be decided upon by the ETB.

### **Approval and Payment of Grant**

- Groups/clubs will be notified of the outcome of their grant application by the ETB. Grants provided under this Scheme are one-off in nature.
- Since September 2014, public sector bodies such as the ETB can no longer make payments by cheque. Any grants under the Local Youth Club Grant Scheme can only be paid electronically to a bank account. Electronic payments cannot be made to Post Office accounts or to Credit Union accounts. As such, please provide details of the bank account to which the grant should be made in event that your application is successful. (This should be the group's bank account and not a personal account.)

### **Monitoring and Reporting**

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

Groups/clubs must also submit a **Club Report** to the ETB Youth Officer outlining how the grant was used. ETB Youth Officers will issue this **Club Report form** to clubs/groups along with notification of the awarding of the grant. Clubs must also complete and submit an **Income & Expenditure Form** signed by two club officials, one of whom 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 group/club ineligible for future funding.

ETB Youth Officers may 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 ETB is accurate and submitted on time.

### **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 and the Department of Children and Youth Affairs.

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

DCYA logo is available on the following website:

[www.dyca.gov.ie](http://www.dyca.gov.ie)

### **Freedom of Information**

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

### **National Quality Standards for Volunteer-led Youth Groups:**

The Department of Children and Youth Affairs has introduced a set of National Quality Standards for Volunteer-led Youth Groups, aimed at local youth clubs and groups. All groups applying for a grant should now be working towards these set of standards.

### **Support in achieving Standards:**

- **Youth groups affiliated to national youth organisations** should consult with the Regional Youth / Development Officer of their parent organisation in relation to the standards.
- Youth Officers in ETBs will provide similar support and guidance to **youth groups that are not affiliated to a national youth organisation**.
- Full guidance notes are available in the [Volunteer Group Leaders' Guide to National Quality Standards for Volunteer-led Youth Groups](#) booklet available on [www.dcy.a.ie](http://www.dcy.a.ie) (or simply click on the above link if you are using an electronic version of this form).
- If you have yet to hear of / engage in this process, please contact the relevant person above as soon as possible.

### **Annual Plan and Progress Report:**

To show any progress made at this stage in relation to the standards, groups should submit their Annual Plan and Progress Report, via their parent organisation for groups affiliated to national youth organisations, or otherwise directly to the local ETB Youth Officer for unaffiliated groups. From 2016, submission of the Annual Plan and Progress Report will be a criteria for eligibility for grant applications to the Local Youth Club Grant Scheme.

**Further Information:**

National Quality Standards for Volunteer-led Youth Groups booklet and Annual Plan and Progress Report are available on [www.dcyu.ie](http://www.dcyu.ie)

**Contact Information**

For further information regarding the Local Youth Club Grant Scheme please contact the **ETB Youth Officer:**

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The Department of Children and Youth Affairs forwards correspondence to CMETB for the administration and distribution of the 'Local Youth Club Grant Scheme' LYCGS on an Annual Basis

Application Form are made available on CMETB Web-Site on the Youth Service Page

The Service is Free to access

The Administration of the Scheme forms part of the Administration Function of the Youth Officer Role and so is cost neutral

All Volunteer Led Youth Work Groups are eligible to apply. Where an application is made outside of this: i.e. From a Sporting Organisation or from a Staff Led Project, their application Form will be deemed ineligible.