**Local Creative Youth Partnership:**

**Creative Youth Grant Scheme 2023**

**Guidance Notes and Application Form**

**SECTION A: GUIDANCE NOTES**

**1. Introduction to Cavan and Monaghan Local Creative Youth Partnership**

Cavan & Monaghan Education and Training Board (CMETB) has become the 7th region to launch a [Local Creative Youth Partnership](https://www.creativeireland.gov.ie/en/creative-youth/creative-youth-partnerships/) (LCYP) in association with the Creative Ireland Programme. The LCYP brings together resources to develop and provide out-of-school creative activities for children and young people that complement and work with the formal school settings in a non-mainstream manner.

The objective is to create programmes that respond to the needs, interests and experiences of young people in ‘out of school’ settings, with a particular focus on those who are marginalised or experience disadvantage to support them to act as change agents within their local communities. The target age range for Cavan and Monaghan LCYP focuses on young people aged 0-24 years.

Cavan & Monaghan LCYP is funded by the Department of Children, Equality, Disability, Integration and Youth and the Creative Ireland / Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

**2. Purpose of Creative Youth Grant Scheme**

The Creative Youth Grant Scheme supports the provision of creative activities and practices for children and young people in Cavan & Monaghan, with priority given to provision for those aged 0-24 years.

Applications can be made for projects which support young people’s engagement with a wide range of art forms. This could include, for example, visual arts, theatre, literature and creative writing, music, dance, opera, film, circus, street art and spectacle, architecture and design, as well as other types of cultural and creative activities involving heritage and the environment, STEAM and digital creativity.

**3. Eligibility criteria**

The following eligibility criteria apply to the Creative Youth Grant Scheme:

1. The initiative is open to community, voluntary and not-for-profit services and organisations that support children and young people in Cavan & Monaghan.
2. Applications may be made by individual organisations. Joint applications are permissible. Where a joint initiative is proposed, a lead organisation must be nominated as the responsible party for the application and all aspects of the Initiative.
3. Any programme funded through this grant scheme must be additional to the work the applicant is already carrying out. In this respect, an application for work of a similar nature to that already normally carried out by the applicant will be deemed ineligible.
4. Applications to support the core work of an organisation will be deemed ineligible.
5. Creative Youth Grant funding must not lead to a displacement or duplication of existing publicly funded initiatives.
6. Successful applicants must be compliant with all requirements of the Children First Act 2015.
7. All applicants are legally obliged to comply with data protection generally, including the General Data Protection Regulation (GDPR) and the related Data Protection Act 2018.
8. Appropriate insurance cover must be in place.
9. Projects which have already taken place will not be considered. Expenditure that has already been incurred is not eligible for consideration.
10. Only one application per funded organisation / project may be submitted.

**4. General Requirements**

Below are general points to be considered by potential applicants:

* Participation by young people must be on a voluntary basis. Young people must be involved in the development and implementation of any proposed programme of activity.
* The application should clearly focus on engaging the target group to develop their creativity and imagination.
* The overall approach must be community-based out-of-school provision[[1]](#footnote-2). It should be a young person-centred, supportive response to the needs of the target group.
* Different programme elements may be included in the same application (e.g. a film programme and a dance programme can be included in the same application).
* If successful, adherence to any advertisement and publicity guidelines associated with the funding agencies is required.
* The proposed programme must be delivered in full by the end of this year, using a suitable approach for the identified target of young people.
* The proposed project must demonstrate an additional value and distinct contribution.
* Applicants must be able to demonstrate a track record of working with the target group.
* The proposed programme must meet the minimum scoring criteria for the scheme (see below).

**5. Financial Requirements**

The following financial requirements apply to this scheme:

* Grants awarded must be spent by the end of December 2023.
* If the total cost of the project is greater than the amount of the grant sought, the applicant must clearly outline the source of the balance of funding and how it will be secured.
* The maximum funding allocation per individual project will not exceed €5,000. However, grants awarded may be considerably less than that, depending on the number of valid applications funded.
* The applicant must follow their own organisations procurements guidelines and also be compliant with CMETB’s guidelines i.e. one written quote for items under €5000, three written quotes for items €5,001 - €15,000 etc. (a copy of CMETB’s guidelines is available with this application and upon request).
* The applicants Tax Clearance Access Number must be submitted with the application.
* Any allocation is subject to the availability of funds provided to CMETB.
* The grant is subject to the conditions of this application process and to Department of Public Expenditure and Reform Circular 13/2014 on the Management and Accountability for Grants from Exchequer Funds. It is a condition of the funding that the grantee complies with the conditions and DPER 13/2014.

**6. Target group**

The target group for the Creative Youth Grant Scheme is children and young people in ‘out of school’ settings, with a particular focus on those who are seldom heard, marginalised or experience disadvantage. Proposed provision must be for young people up to the age of 24 years.

**7. Outcomes**

The Creative Youth Grant Scheme will focus on the following:

* Provision of new creative opportunities for children and young people.
* Increasing creative opportunities in existing programmes or projects for children and young people; or
* Increasing access to creative programmes or activities for children and young people.

The focus of this scheme is to build young people’s creativity and imagination. Linked to resilience and wellbeing, creativity can have a positive impact on both self-esteem and overall achievement.

**8. Decision Making:**

CMETB will assess and allocate grant amounts in relation to applications received in line with the parameters set out in the Creative Youth Grant Scheme Guidance.

* Any allocations that may be made will be based on the assessment criteria below and the overall budget available.
* Applications for funding under this scheme are part of a competitive process. Due to the limited amount of funding available to CMETB and depending on the number and value of valid applications received, it is possible that not all valid applications will be allocated funding under this scheme.
* If CMETB considers that a proposed project submission may be better supported directly by the LCYP outside of the realms of this grant scheme, CMETB will discuss this possibility with the applicant.  If it is agreed by both parties that their proposed project will be supported directly by the LCYP, the application for this Creative Youth Grant Scheme will be withdrawn.

The following assessment criteria will be used by CMETB:

|  |  |  |  |
| --- | --- | --- | --- |
| **Creative Youth Grant Scheme Criteria** | | | |
| Assessment against Eligibility Criteria, General Requirements and Financial requirement of Creative Youth Grant Scheme | | Pass / Fail | |
| **Linked to Application Form Section** | **Assessment Criteria** | **Minimum**  **score required** | **Maximum**  **marks available** |
| **2** | **Rationale for project:**  The degree to which the applicant has demonstrated:   * A clear case for the need for the proposed project. * Young people’s voice in the identification of need and proposed project. | 5 | 10 |
| **3** | **Quality of proposed project:**   * Focus on priority target group of scheme. * Nature, scope and extent of proposed programme. | 25 | 50 |
| **4** | **Impact**  The degree to which the applicant has demonstrated:   * How the grant will have a direct added value to the services received by young people. * Additionality provided by proposed project. | 10 | 20 |
| **N/A** | **ETB's determination of need**  Alignment of application with ETB's determination of need.  The ETB will also strive to ensure an appropriate geographical spread of projects and creative approaches for the scheme in general.  (Where the scheme is oversubscribed with applications, CMETB will prioritise applications from which best meet the needs of the young people in the first instance.) | 10 | 20 |
|  | **Total** | **50** | **100** |

**9. Grant allocation process**

The following process will apply:

* Successful applicants will be awarded a grant allocation determined by CMETB.
* Each successful applicant will have their programme budget allocation and breakdown agreed with the ETB following any grant allocation.

**10. Monitoring & Reporting**

Successful applicants are required to:

* Work in an open and collaborative manner with CMETB.
* Agree to the terms of the grant agreement.
* Deliver programme in line with the application.
* Document and evaluate their project. Resources will be supplied to support this during the training event.
* Agree changes to delivery, service, programme and/or expenditure with CMETB should the need arise.
* Provide financial, operating and progress reports with supporting documentation to CMETB as required.
* Participate in a pre and post evaluation of the Creative Youth Grant Scheme.

**11. Closing Date and Submission of applications**

Applications must be submitted by email only to [alanryan@cmetb.ie](mailto:alanryan@cmetb.ie) by:

**Thursday 5th October at 5pm.**

**Late applications will not be accepted.**

**Part B: APPLICATION FORM – ALL SECTIONS AND QUESTIONS MUST BE FILLED OUT**

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| --- | --- | --- | --- | --- | --- |
| **SECTION 1: APPLICANT DETAILS** | | | | | |
| **1.1 NAME OF APPLICANT ORGANISATION:** |  | | | | |
| **1.2 Address:** |  | | | | |
| **1.3 Eircode:** |  | | | | |
| **1.4 Contact details of person responsible for this application:** | | | | | |
| Name: |  | | | | |
| Role in organisation: |  | | | | |
| Email: |  | | | | |
| Telephone: |  | | | | |
| **1.5 Is the applicant affiliated to any youth organisation?** |  | | | | |
| Yes |  | No |  |  |
|  | | | | |
| If *Yes*: Name of organisation affiliated to: |  | | | | |
| **1.6 Is the applicant compliant with the Children First Act 2015?** |  | | | | |
| Yes |  | No |  |  |
|  | | | | |
| **1.7 Is appropriate insurance cover in place?** |  | | | | |
| Yes |  | No |  |  |
|  | | | | |
| **1.8 CHY Number (if applicable):** |  | | | | |
| **1.9 Tax Registration Number:** |  | | | | |
| **1.10 Tax Clearance Access Number (TCAN):** |  | | | | |
| **1.11 Are up to date bank details held by the ETB?**  **If *No*, please provide details below.**  Name and address of bank:  Name and address of bank: |  | | | | |
| Yes |  | No |  |  |
|  | | | | |
| Bank name and address: |  | | | | |
| IBAN: |  | | | | |

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| **SECTION 2: RATIONALE FOR PROJECT** | | | | | |
| **2.1 Please outline the case for the need for the proposed project and any supporting evidence.**  Please outline a clear case outlining the need for the proposed project. It is important to demonstrate how young people’s voices have been included in the identification of need and proposed project.  Evidence of need may include evaluations of previous work, evidence of consultations or needs assessments with children and young people, or other relevant sources. | | | | | |
|  | | | | | |
| **SECTION 3: PROPOSED PROJECT** | | | | | |
| **3.1 Please describe the proposed target group for this project:**  *(include number and age-range of young people)* | | | | | |
|  | | | | | |
| **3.2 Please describe your proposed project:** *(Attach additional information if necessary. You might describe: Aim of project; art-form(s) / cultural / creative activity involved; youth workers / practitioners / facilitators involved; how young people will engage with the project, etc.* | | | | | |
|  | | | | | |
| **3.3 Proposed start date:** |  | | | **Proposed finish date:** |  |
| **3.4 Proposed contact time with target group:**  *Please give details such as number of sessions, number of young people that will attend, etc.* |  | | | | |
| **3.5 If any charges will apply to young people to take part in this proposed project, please provide details:** |  | | | | |
| **3.6 Please itemise the proposed expenditure, amount and a brief rationale for each cost:** | | | | | |
| **Item:** | | **Amount:** | **Rationale for each cost:** | | |
| *E.g. Materials cost for visual arts workshop* | | *€400* | *e.g. Spray paints, cartridge paper, paper postcards, colouring pencils for 35 participants x 2 workshops* | | |
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| **TOTAL COST OF PROJECT:** | |  |  | | |
| **3.7 GRANT AMOUNT APPLIED FOR:** | |  |
| **3.8 Have you received funding for the**  **subject of this application from**  **another source?** | |  | | | |
| If *yes*, please provide details: | |  | | | |
| **3.9 If the total cost of the project is greater than the amount of the grant sought, please outline where and how the balance of funding will be secured and how this will avoid duplication or displacement of Exchequer funding:** | |  | | | |
| **SECTION 4: IMPACT** | | | | | |
| **4.1 What impact will this project have on young people?** | | | | | |
|  | | | | | |
| **4.2 How will you monitor and evaluate the impact the project will have on young people?** | | | | | |
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| **4.3 How will this project be additional to the work your organisation already carries out?** | | | | | |
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| **4.4 Please provide information on how this avoids duplication with existing services in the area:** | | | | | |
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| **SECTION 4: DECLARATION AND GRANT AGREEMENT** | | | | |
| On behalf of the organisation named at 1.1 above:   * I am applying for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge and belief. * I understand and agree that any grant that may be allocated under this grant scheme is provided on the basis of the grant agreement with Cavan & Monaghan ETB (“the ETB”), as set out overleaf. * I understand that making this application does not guarantee that funding will be granted. * I consent to the CMETB making enquiries to a third party if necessary regarding details of the funding application including, if applicable, with the organisation to which the organisation is affiliated for the purposes of verification and comment, and consent is hereby given for the information provided on this form to be shared for such purposes. * I understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003 or under the 2018 EU General Data Protection Regulation. * I accept that, as a condition for the award of a grant, no commitment has been made by the CMETB, Department of Education and Skills and Creative Ireland or any other statutory body, to the awarding of other grants. I am agreeable to having the project monitored by the CMETB or its agents on behalf of the Department of Education and Skills and Creative Ireland and to allow access to its premises and records, as necessary, for that purpose. * If funding is approved, I agree and confirm that such funding will be managed in accordance with the conditions, that value for money will be sought and the organisation will abide by Public Procurement guidelines. * The funds will be applied for the purposes set out in the application and I undertake that funding from any other source will not be used for the same purpose. In the event that the organisation is unable to spend the grant for the purposes set out in our application, unspent monies will be returned to the CMETB. I understand that the ETB may seek the refund of the grant if we fail to comply with these conditions. * I acknowledge that any funds awarded are subject to such funds being available to the CMETB and that funding must be used in accordance with the stated timelines for this grant scheme and for the purpose stated and not to replace existing funding. I undertake to acknowledge the funding support received from the CMETB, the Department of Education and Skills and Creative Ireland in all publicity relating to the project. | | | | |
| **Signed on**  **behalf of the organisation:** |  |  |  |  |
| *(Scanned / typed signature acceptable)* | | *Print name in block capital letters* | | |
| **Date:** |  |  | | |
|  | | | | |

**Grant Agreement with Cavan and Monaghan ETB**

**Any grant that may be allocated by Cavan & Monaghan ETB (the grantor) to the organisation named at 1.1 (the grantee) under the Local Creative Youth Partnership 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 Creative Youth Partnership and is to be utilised for the purpose as outlined in the application for funding as approved by the grantor. Any change of use or re-direction of funding is not permitted without the prior agreement of the grantor.

**2. Principles for Grantees:** This grant is allocated on the basis of the principles and procedures outlined in the [Department of Public Expenditure and Reform Circular 13/2014](http://circulars.gov.ie/pdf/circular/per/2014/13.pdf) 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 outlined in the application for funding as approved, using the approved reporting form. Failure by the grantee to report to the 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 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 grantor on request with its tax reference number or charitable status number, together with a current tax clearance certificate. The 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 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 grantor. This grant does not imply commitment on the part of the 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 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 grantor. The name of the 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 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 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 comply with all requirements set out in the Children First Act (2015).

**12. Failure to comply with agreement:** Should the grantee fail to comply with any of the terms or conditions contained in this agreement, the 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 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 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 grantor and, in the event of any cancellation; no claim shall be made against the 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 grantor and grantee in an effort to arrive at a mutually agreeable resolution.

**15. Data protection and confidentiality:** The grantee agrees to comply with all requirements set out in the Data Protection legislation (1988 to 2018) and all requirements under the General Data Protection Regulation (GDPR)[[2]](#footnote-3). The grantee undertakes to the grantor to keep confidential and secure all/any information concerning the business affairs of the 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 grantor, to provide the 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 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.

1. “Out-of-school provision” cannot fund the following in schools:

   •Funding staff to deliver any part of the formal curriculum or the normal work of the school or provide any educational supports supplied through the Tusla Education Support Service.

   • Removal of young people from classroom to attend youth service including young people on reduced timetables. [↑](#footnote-ref-2)
2. GDPR came into effect on 25 May 2018. [↑](#footnote-ref-3)