



Local Youth Club Grant Scheme 2017

incorporating the
**National Quality
Standards for
Volunteer-led
Youth Groups**

APPLICATION FORM

DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS
APRIL 2017

Introduction

The Local Youth Club Grant Scheme (LYCGS) 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 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.

To support the work of volunteers, and to ensure that quality standards are adhered to in their work with young people, DCYA has incorporated the National Quality Standards for Volunteer-led Youth Groups (NQSVIYG) into the Local Youth Club Grant Scheme (LYCGS). This Application Form encompasses both the original and recently incorporated elements.

The Application Form comprises the following sections:

Section 1: Description and details of your club/group

Section 2: In 2017, the Local Youth Club Grant Scheme incorporates the National Quality Standards for Volunteer-led Youth Groups. These are national quality standards developed to support and enhance voluntary work with young people. The three National Quality Standards for Volunteer-led Youth Groups are:

Standard 1: Safety and well-being – Programmes, practices and people ensure and promote the safety, support and well-being of young people.

Standard 2: Young person-centred – Programmes, practices and people ensure and promote the voluntary participation, inclusion and voice of young people.

Standard 3: Developmental and educational – Programmes, practices and people ensure and promote the development, achievement and progression of young people.

Section 3: Grant Details

Section 4: Club/group Financial Details

Section 5: Declaration

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

Both the club/group Chairperson and the Treasurer must sign the Declaration at the end of the Application Form. By signing, they confirm that all information contained in the Application Form is current, available and accurate. Furthermore, they understand and agree that any grant that may be allocated to the club/group will be provided on the basis of the grant agreement with the ETB, as set out in Appendix 3. It is understood that the information provided by the club/group Chairperson and the Treasurer may be checked for the purposes of verification and comment, and that by signing the Declaration section of this Application Form they are giving consent for the information provided on this form to be shared for such purposes. In addition, each national youth organisation (see listing in Appendix 2) must provide a Statement of Assurance in relation to affiliated clubs/groups in each ETB area to the relevant Youth Officer. The ETB itself undertakes an assurance process for non-affiliated clubs/groups. This Statement of Assurance declares that the relevant national youth organisation or ETB is satisfied that in the clubs/groups named:

- The club/group is volunteer led and is based on the voluntary participation of young people
- 75% of the club/group members are between the ages of 10 and 21
- The club/group can clearly outline the benefits of membership for young people who participate in their programmes
- The club/group has a designated liaison person for child protection

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- The club/group has written procedures setting out child protection arrangements which are adapted to the nature of the organisations contact with children and which comply with requirements set out in *Children First: National Guidance for the Protection and Welfare of Children* (DCYA, 2011)
- All adult volunteers have been Garda vetted
- Appropriate insurance cover is in place
- Volunteers have access to a first aid kit and are able to use it correctly
- The club/group has a Health and Safety statement, policy or procedures or operate to a buildings Health and Safety policy

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 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 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.)
- ✓ Information on all aspects of the three Quality Standards for Volunteer-led Youth Groups that have been met by your club/group must be included in your Application Form response.

Please note that sports clubs/groups 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 Special Projects for Youth, Young People's Facilities and Services Fund, etc.), 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 Group with Beavers, Cubs and Scouts; Guide Units with Ladybirds, Brownies and Guides; youth club/group with Junior and Senior sections), only **one application**

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should be made for the combined club/group. 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.

Further information

- **Further information on the Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups is available on each ETB website.** DCYA also provides full details of the Scheme. As documentation may change from year to year, it is important that the correct application form supplied by DCYA is used. Incomplete application forms will not be processed. All reporting requirements must be met before any new grant aid will be considered. Information submitted to ETBs may be subject to the Freedom of Information Act (2014).
- **If your club/group wishes to apply for a grant, all sections of the form must be completed.**
As this document is also the reporting template for the NQSVIYG, if you do not wish to apply for grant aid you should only complete Sections 1, 2 and 5 of this form. If you need any help with this, please contact your national youth organisation (listed in Appendix 2). ETB Youth Officers will provide this support and guidance to youth clubs/groups not affiliated to a national youth organisation.

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 by noon on Friday, **26 MAY 2017**. Late applications will not be accepted.

Application Form Section 1

<p>1. Name of club/group: The Girls Friendly Society</p> <p>Branch Name _____</p>		
<p>2. Premises address: (i.e. meeting place of the club/group)</p>		
<p>3. Premises Eircode details:</p>		
<p>4. Contact details of person responsible for this application:</p> <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>		
<p>5. Your club/group's Charities Regulator Number (if relevant): 20003876</p>		
<p>6. Is your club/group affiliated to any of the national youth organisations listed in Appendix 2? 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'.</p>	<p>Yes NYCI</p>	<p>No</p>
<p>7. Is your club/group volunteer led and based on the voluntary participation of young people?</p>	<p>yes</p>	
<p>8. Are 75% of your club/group members between the ages of 10 and 21?</p>		

9. Please give a brief description of your club/group:

For example: What does your club/group do? Who does it do it with? Where does it do it? How does it do it? *(This description can be the same as the one used when registering with the Charities Regulator. Max 300 words)*

10. Please give an indication of the main activities currently provided by your youth club/group:

Day	Time (from – to)	Activity	Number of young people attending	Number of adult volunteer leaders	Location

11. Please give details of adult volunteer leaders and club/group members:

**Number of current adult
volunteer leaders:**

18–25 years

Over 25 years

Total

**Total number of adult
volunteer leaders**

Males	Females	Other

Current membership:

Under 10 years

10–14 years

15–17 years

18–21 years
(not including adult volunteer
leaders above)

22–24 years
(not including adult volunteer
leaders above)

Over 25 years
(not including adult volunteer
leaders above)

Total

**Total number of adult
volunteer leaders**

**Number of paid staff,
if any, supporting the youth
club/group**

Males	Females	Other

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

STANDARD 1 SAFETY AND WELL-BEING

Programmes, practices and people ensure and promote the safety, support and well-being of young people.

The following must be in place in your club/group and evidence to support this available if required, to be eligible for funding from the LYCGS.

Please tick below to confirm ✓

	Yes	
1. Designated liaison person (DLP) for child protection	yes	Name of DLP: _____ Rector & Parish Panel names <i>(please print name in block capital letters)</i>
2. 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 <i>Children First: National Guidance for the Protection and Welfare of Children</i> (DCYA, 2011).	yes	
3. All adult volunteers working with young people are Garda vetted.	yes	
4. Appropriate insurance cover in place	yes	
5. Access by volunteers to a first aid kit and they must be able to use it correctly	yes	
6. If the club/group owns premises, confirm that a Health and Safety Statement, policy and procedures are in place. OR If the club/group does not own premises, confirm it has seen and operates to the building's Health and Safety Policy.	Yes	

Where this is relevant to the activities of the club/group, the following should be in place:

Please state if the following are
in place in your club/group: ✓

Insert ✓ below
as relevant

If you consider that practices in relation to
Standard 1 are in place in your club/group,
please give brief examples below

7. Registration process for club/group members	In place	yes	
	Somewhat in place		
	Not in place		
8. Parent/guardian consent form (for under 18s)	In place	yes	
	Somewhat in place		
	Not in place		
9. Medical consent form	In place	Yes	
	Somewhat in place		
	Not in place		

Please describe one area that your club/group has developed during the past year in relation to Standard 1.

STANDARD 2: YOUNG PERSON-CENTRED

Programmes, practices and people ensure and promote the voluntary participation, inclusion and voice of young people.

Please state if the following are in place in your club/group: ✓	Insert ✓ below as relevant		If you consider that practices in relation to Standard 2 are in place in your club/group, please give brief examples below in not more than 100
A. Young people are actively involved in:	In place	yes	
	Somewhat in place		
	Not in place		
Planning activities	In place	yes	
	Somewhat in place		
	Not in place		
Running the club/group	In place	yes	
	Somewhat in place		
	Not in place		
B. Activities are available, accessible and inclusive	In place	yes	
	Somewhat in place		
	Not in place		
C. Please describe one area that your club/group has developed during the past year in relation to Standard 2.			

STANDARD 3: DEVELOPMENTAL AND EDUCATIONAL

Programmes, practices and people ensure and promote the development, achievement and progression of young people.

Please state if the following are in place in your club/group: ✓	Insert ✓ below as relevant		If you consider that practices in relation to Standard 3 are in place in your club/group, please give brief examples below in not more
A. A planned programme of activities is in place	In place	yes	
	Somewhat in place		
	Not in place		
B. Young people's needs, abilities and interests and potential are recognised and developed	In place	yes	
	Somewhat in place		
	Not in place		
C. Young people's participation and achievement is recognised	In place	yes	
	Somewhat in place		
	Not in place		
D. Support and training is provided for volunteer leaders	In place	yes	
	Somewhat in place		
	Not in place		
E. Please describe one area that your club/group has developed during the past year in relation to Standard 3.			

Planned areas for development

In the box below name at least one of the three Standards that you plan to work on over the coming year to improve the running of your club/group and the experience of the young people attending.

Section 3: Grant Details

Please describe how this grant will be used and how it will enhance the work with young people (e.g. training, insurance, one-off project, etc. Max 100 words):

Amount of grant sought: maximum €3,000. (Note: the maximum amount does not apply to grant applications to Dublin City ETB and Waterford City.)	€

Section 4: Club/Group Financial Details

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 Grant 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)

2. Please submit details of Income and Expenditure Account for the previous financial year. Please use the template provided overleaf, or submit the club/group's own equivalent if it provides all the required information.

CLUB/GROUP'S INCOME AND EXPENDITURE ACCOUNT FOR FINANCIAL YEAR: 2016

This section must be completed by all clubs/groups when applying for funding. Alternatively submit a signed copy of the club/group's own equivalent if it provides all the required information.

INCOME RECEIVED	Amount €	EXPENDITURE INCURRED	Amount €
Opening balance			
Weekly subscriptions/dues		Affiliation fees	
Annual membership fees		Rent	
Grants received (please list below):		Insurance	
ETB grant(s)		Administration costs	
Other grant(s)		Training	
		Transport	
Fundraising proceeds received (please list below):		Materials/equipment	
		Programme costs	
		Tutor/staff costs	
		Special events	
		Entry fees	
Donations received (please list below):		Other expenditure (please list below):	
Other income received (please list below):			
(A) Total	€	(B) Total	€
Closing balance (A) – (B)	€		

Section 5: 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. 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 3. It is understood that, if applicable, the information provided on this form may be checked by the organisation to which the club/group 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.

By signing this Declaration, consent is given for the information provided on this form to be used by both the administering Education Training Board and the National Youth Organisation identified in Part 1: 6 of this form.

1. Signed: _____

Chairperson

Print name in block capital letters:

2. Signed: _____

Treasurer

Print name in block capital letters:

Date: _____

**COMPLETED FORMS MUST BE RETURNED DIRECTLY TO YOUR LOCAL ETB YOUTH/LIAISON OFFICER
(SEE CONTACT DETAILS IN APPENDIX 1)**

CLOSING DATE: NOON ON FRIDAY, 26 MAY 2017



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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 Grant Scheme:	Yes	No

Provide a brief comment on the grant application:

If the club/group is affiliated to a national youth organisation, is it included on the Statement of Assurance by the ETB? If not affiliated, please write 'N/A'.	Yes	No

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 Grant Scheme.

Amount of grant recommended:

€

1. Signed:

ETB Youth/Liaison Officer

Print name in block capital letters:

Date:

Appendix 1 – ETB details

ETB	Area	Youth/Liaison Officer telephone and email contact details	Address
Cavan and Monaghan ETB	Cavan/Monaghan	Maureen McIntyre Tel: 047 30888 Ext 207 049 433 1044 Ext 2 Email: maureenmcintyre@cmetb.ie	Cavan and Monaghan ETB Administrative Offices, Market Street, Monaghan Town H18 449 OR Unit 4 Church View Square, Cavan Town H12 A592
CDYSB – City of Dublin Youth Service Board	Dublin City	Tel: 01 432 1100 Email: info@cdysb.cdetsb.ie	CDYSB, 70 Morehampton Road, Donnybrook, Dublin 4 D04 X797
Cork ETB	Cork	Ruth Griffin Tel: 021 485 6345 Email: ruth.griffin@corketb.ie	Cork ETB, 21 Lavitts Quay, Cork City T12 HYT9
Donegal ETB	Donegal	Paddy Muldoon Tel: 074 916 1600 Mobile: 087 921 3299 Email: paddymuldoon@donegaletb.ie	Donegal ETB, Administrative Offices, Ard O'Donnell, Letterkenny, Co Donegal F92 DP98
Dublin and Dún Laoghaire ETB	Co Dublin/ Dún Laoghaire	Bríd Corcoran Tel: 01 452 8404 Mobile: 086 852 3038 Email: bcorcoran@ddletb.ie	Youth and Sport Development Service, Dublin and Dún Laoghaire ETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24 D24 Y62W
Dublin and Dún Laoghaire ETB	Co Dublin	Martin MacEntee Tel: 01 452 9646 Mobile: 087 696 7020 Email: mmacentee@ddletb.ie	
Galway and Roscommon ETB	Galway City	Davnet McEllin Tel: 091 706264 Mobile: 086 384 0789 Email: davnet.mcellin@gretb.ie	Galway Roscommon ETB, Mervue Industrial Estate, Mervue, Galway H91 DTH9
Galway and Roscommon ETB	Galway County	Louise Ryan Tel: 091 874539 Mobile: 087 329 5002 Email: Louise.ryan@gretb.ie	Bord Oideachais & Oiliúna Gaillimh & Ros Comáin, An Coiléar Bán, Baile Átha an Rí, Co na Gaillimhe H65 AT81
Galway and Roscommon ETB	Roscommon	Michael Kelly Tel: 090 663 4189 Mobile: 086 384 0789 Email: michael.kelly@gretb.ie	Galway and Roscommon ETB Administrative Offices, Lanesboro Street, Roscommon Town F42 NA72
Kerry ETB	Kerry	Miriam Galvin Tel: 066 719 3909 Mobile: 086 026 7375 Email: mgalvin@kerryetb.ie	Kerry ETB, Killorglin Community College, Langford Street, Killorglin, Co Kerry V93 NA48
Kildare and Wicklow ETB	Kildare/Wicklow	Alison Fox Tel: 0404 60513 Mobile 086 600 2258 Email: alisonfox@kwetb.ie	Kildare Wicklow ETB Administrative Offices, Church Street, Wicklow Town, Co Wicklow A67 A971
Kilkenny and Carlow ETB	Carlow/Kilkenny	Mairead Donohoe Tel: 059 917 9465 Mobile: 085 775 9268 Email: mdonohoe@kcetb.ie	Kilkenny Carlow ETB Youth Office, 1A Meadow Court, Burrin Street, Carlow Town R93 XR12
Laois and Offaly ETB	Laois/Offaly	Joe Thompson Mobile: 085 887 8578 Email: jthompson@loetb.ie	Laois Offaly ETB, Ridge Road, Portlaoise, Co Laois R32 NN82
Limerick and Clare ETB	Limerick City	Cora Foley Tel: 061 445706 Email: cora.foley@lctb.ie youthclubgrants@lctb.ie	Limerick Clare ETB, O'Connell Avenue Campus, O'Connell Avenue, Limerick City V94 W651

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Limerick and Clare ETB	Limerick County	Jackie Dwane Tel: 061 442108 Mobile: 086 609 8042 Email: Jacqueline.dwane@lcbtb.ie	Limerick Clare ETB, Marshal House, Dooradoyle Road, Limerick V94 HAC4
Limerick and Clare ETB	Clare	Seamus Bane Tel: 065 686 5475 Email: seamus.bane@lcbtb.ie	Limerick Clare ETB, Station Road, Ennis, Co Clare V95 D32F
Longford and Westmeath ETB	Longford/ Westmeath	Maria Fox Tel: 044 934 8389 Mobile: 086-383 9451 Email: mfox@lwetb.ie	Longford and Westmeath ETB, Marlinstown Business Park, Mullingar, Co Westmeath N91 RW96
Louth and Meath ETB	Louth/Meath	Ian Walker Tel: 042 936 4631 Email: iwalker@lmetb.ie	Louth and Meath ETB, Chapel Street, Dundalk, Co Louth A91 C7D8
Mayo, Sligo and Leitrim ETB	Mayo/Sligo/Leitrim	Breda Ruane Tel: 094 925 0730 Mobile: 087 773 8312 Email: bredaruane@msletb.ie	Mayo, Sligo and Leitrim ETB, Castlebar Further Education Centre, Castlebar, Co Mayo F23 EW84
Tipperary ETB	Tipperary South	Lisa Kavanagh Tel: 052 613 4347 Email: kavanagh@tipperaryetb.ie	Tipperary ETB Administrative Offices, Western Road, Clonmel, Co Tipperary E91 WK13
Tipperary ETB	Tipperary North	Lorraine Duane Tel: 067 31845 Mobile: lduane@tipperaryetb.ie	Tipperary ETB, Lifelong Learning Service, Martyrs Road, Nenagh, Co Tipperary E45 X579
Waterford and Wexford ETB	Wexford County/ Waterford County	Martin Fitzgerald Tel: 058 51433 Mobile: 087 385 8781 Email: martinfitzgerald@wwetb.ie	Waterford and Wexford ETB, Administrative Offices, F13 Dungarvan Shopping Centre, Dungarvan, Co Waterford X35 DE93
Waterford and Wexford ETB	Waterford City	Joe Gough Tel: 051 874911 Email: joegough@wwetb.ie	Waterford and Wexford ETB, Oznam Street, Waterford City X91 N281

List of ETB contacts correct at time of publication

Appendix 2: National youth organisation details

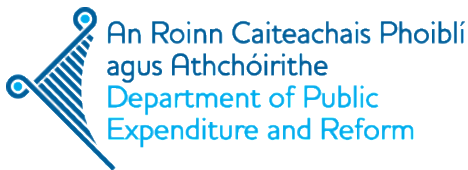
National youth organisation	Website
The Boys Brigade	http://www.boysbrigade.ie/
Catholic Girl Guides of Ireland	http://www.girlguidesireland.ie/
Church of Ireland Youth Department	http://ciyd.org/
Crosscare	http://www.crosscare.ie/
ECO-UNESCO	http://www.ecounesco.ie/
Foróige	http://www.foroige.ie/
Girls' Brigade Ireland	http://www.girlsbrigadeirl.ie/
Girls' Friendly Society	http://www.girlsfriendlysociety.ie/
Irish Girl Guides	http://www.irishgirlguides.ie/
Junior Chamber International	https://www.jciireland.ie/
Localise	http://www.localise.ie/
Macra na Feirme	http://www.macra.ie/
Irish Methodist Youth and Children's Department	http://imycd.org/
National Federation of Arch Clubs Ireland	http://www.archclubs.com/
No Name! Club	http://nonameclub.ie/
Order of Malta Ireland	http://www.orderofmaltaireland.org/
Scouting Ireland	http://www.scouts.ie/
Young Christian Workers (YCW)	http://www.ycw.ie/
Youth Theatre Ireland (previously NAYD)	http://www.youththeatre.ie/
Youth Work Ireland	http://www.youthworkireland.ie/

Appendix 3: 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 Grant 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 Grant 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.



Statement of Principles for Grantees

Are you in receipt of public funding? This statement outlines the 4 principles which apply in the case of bodies in receipt of grant funding provided directly or indirectly from Exchequer sources:

Clarity	Governance	Value for Money	Fairness
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If you are in receipt of Public Funding you should:

<p>Clarity</p> <ul style="list-style-type: none"> Understand the purpose and conditions of the funding and the outputs required. Apply funding only for the business purposes for which they were provided. Apply for funding drawdown only when required for business purposes. Seek clarification from the co-grantor where necessary – on use of funds, governance and accountability arrangements. 	<p>Governance</p> <p><i>Ensure appropriate arrangements are in place for:</i></p> <ul style="list-style-type: none"> Oversight and administration of funding. Control and safeguarding of funds from misuse, misappropriation and fraud. Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. Accounting for the amount and source of the funding, its application and outputs/outcomes.
<p>Value for Money</p> <p><i>Be in a position to provide evidence on:</i></p> <ul style="list-style-type: none"> Effective use of funds. Value achieved in the application of funds. Avoidance of waste and extravagance. 	<p>Fairness</p> <ul style="list-style-type: none"> Manage public funds with the highest degree of honesty and integrity. Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages). Procure goods and services in a fair and transparent manner. Act fairly, responsibly and openly in your dealings with your Grantor.