

## Local Youth Club Grant Scheme 2014 Application Form

(REF. YAU/LYCGS1/2014)

### ABOUT THIS GRANT SCHEME:

- The Local Youth Club Grant Scheme (LYCGS) supports voluntary youth club activities at local level, with priority being given to young people between the ages of 10 and 21.
- Groups must be volunteer-led and operated. This grant scheme is not open to staff-led groups.
- In cases where there is more than one section in a group (e.g. Scout Group with Cubs, Beavers and Venturers / youth club with Junior and Senior sections), only one application should be made for the combined group as a whole. (Please note however that the numbers in the whole group may be taken into account when any grant is allocated.)
- Please note that sports clubs are not eligible for funding under the terms of this scheme.
- The Department of Children and Youth Affairs has introduced Quality Standards for Volunteer-led Youth Groups. Information and briefing sessions are being provided locally so that youth groups can become familiar with the Standards and why they are being introduced. Groups will begin engaging with the Standards in 2014. Initially the emphasis is on engagement with the process rather than achieving the standards immediately. Please see [www.dcy.gov.ie](http://www.dcy.gov.ie) for more details.

### NOTE:

- Before completing this application form please read the enclosed Local Youth Club Grant Scheme information sheet (Ref. YAU/LYCGS2/2014) to determine eligibility to apply.
- As LYCGS documentation may change from year to year it is important that the correct application form supplied by the Department is used in the application process.
- All sections of the form must be completed. Incomplete forms will not be accepted. All reporting requirements must be complied with before any new grant will be considered.
- Completed applications should be sent directly to the Education and Training Board (ETB – formerly VEC).
- The closing date for receipt of applications is **Wednesday 28th May, 2014**.  
**Late applications will not be accepted in any circumstances.**
- Information submitted to the ETB may be subject to Freedom of Information legislation.

**WOULD YOU LIKE HELP WITH THIS FORM?** Contact your local ETB Youth Officer at:



Mr. Paddy Muldoon  
Youth Officer  
Tel: (087) 9213299  
Email: [paddymuldoon@donegaletb.ie](mailto:paddymuldoon@donegaletb.ie)



**Please return the completed application form to:**

Aidan Mc Closkey  
ETB Administrative Offices, Ard O'Donnell, Letterkenny, Co. Donegal

## SECTION 1 – CLUB / GROUP DETAILS

**1. Please state your Tax Registration number or Charitable Status number. Your club/group cannot receive a grant unless these details are provided.**

(Tax Registration Form attached should you require one) \_\_\_\_\_

**2. Name of club / group:** \_\_\_\_\_

**3. Meeting place of club / group:** \_\_\_\_\_

**4. Contact details of person responsible for this application:**

Name: \_\_\_\_\_

Position in club / group: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone:      Mobile: \_\_\_\_\_

Landline: \_\_\_\_\_

Email: \_\_\_\_\_

Club / group website (if any): \_\_\_\_\_

**5. Name of organisation to which affiliated (if any):** \_\_\_\_\_

**6. When was your club / group established?** \_\_\_\_\_

**7. Does your group have a written Constitution?**

*(If 'yes', please submit copy of Constitution if you have not done so previously.)*

**8. Does your club / group adhere to national child protection guidelines and procedures?**

*(please see DCYA website for details of Children First: National Guidance for the Protection and Welfare of Children)*

**9. Has your club / group attended a briefing session on the new Standards for Volunteer led Youth Groups?**

Yes	No

**10. Please give details of the main activities currently provided by your group:**

Day of week activity occurs	Time: From - To	Detail of activities	Number of young people attending	Number of adult volunteers assisting	Location

**11. Please give details of leaders and members below:**

**Details of adult volunteer leaders**

	<b>Male</b>	<b>Female</b>
Junior leaders (under 18 years)	<input type="text"/>	<input type="text"/>
18 – 25 years	<input type="text"/>	<input type="text"/>
Over 25 years	<input type="text"/>	<input type="text"/>
<b>Total leaders</b>	<input type="text"/>	<input type="text"/>

**Details of members**

	<b>Male</b>	<b>Female</b>
Under 10 years	<input type="text"/>	<input type="text"/>
10 – 14 years	<input type="text"/>	<input type="text"/>
15 – 18 years (not including Junior Leaders above)	<input type="text"/>	<input type="text"/>
19 – 21 years (not including Leaders above)	<input type="text"/>	<input type="text"/>
22 – 24 years (not including Leaders above)	<input type="text"/>	<input type="text"/>
Over 25 years (not including Leaders above)	<input type="text"/>	<input type="text"/>
<b>Total members</b>	<input type="text"/>	<input type="text"/>

**Number of paid staff if any  
(including CE / JI / RSS, etc<sup>1</sup>)**

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<sup>1</sup> Community Employment, Jobs Initiative, Rural Social Scheme etc

## SECTION 2 – DETAILS OF GRANT SOUGHT

**1. Please indicate what the grant-aid will be used for (e.g. training, insurance, one-off project, etc.):**

**2. Please outline the benefits for young people participating in the club / programme / activity:**

**3. Type of grant sought:**

Please tick ***one*** of the following two boxes:

<p><b>Is your group a <i>youth work group</i>?</b></p> <p>Please consider the explanatory points below in your response:</p> <ul style="list-style-type: none"> <li>i) the youth work group must have youth work (see note<sup>2</sup> below), as defined in the Youth Work Act 2001, as its primary focus</li> <li>ii) the aims, activities and methodologies of the group must correspond to those of youth work</li> <li>iii) the youth work group must provide a range of programmes of a non-formal educational nature on a regular basis.</li> </ul>	
<p><b><i>OR</i></b></p> <p><b>Is your group a <i>youth activity group</i>?</b></p> <p>Please consider the explanatory points below in your response:</p> <ul style="list-style-type: none"> <li>i) the youth activity group provides primarily recreational activities to young people</li> <li>ii) the aims, activities and methodologies of the group are recreational and non-youth work specific</li> <li>iii) the youth activity group provides a range of programmes of a recreational nature on a regular basis.</li> </ul>	

	Yes	No
Has your group registered with the ETB as part of the registration process carried out by the ETB Youth Officer? <i>(If “no”, your ETB may request additional information to support your application)</i>		
Is your group volunteer led and based on the voluntary participation of young people?		
Are 75% of your group’s members under the age of 21?		
<b>Amount of grant sought (max €3,000):</b>	<b>€</b>	

<sup>2</sup> Note: The Youth Work Act 2001 defines youth work 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.”

**SECTION 3 – FINANCIAL DETAILS**

1. Please provide details of the account to which grant aid should be made in the event that your application is successful. (This should be the group’s account and not a personal account.)

<i>Account name</i>	<i>Bank / Credit Union / Post Office</i>	<i>Bank Sort Code</i>	<i>Account number</i>

2. Please provide details of any other sources of funding for the last financial year:

<i>Funding source</i>	<i>Funding agency</i>	<i>Amount</i>	<i>Date received</i>

3. Please submit details of Income & Expenditure Account for the last financial year. Please use the template provided at Appendix 1, or submit the group’s own equivalent if it provides all the required information.

**\*\*\* SECTION 4 – DECLARATION AND SIGNATURE \*\*\***

**Two signatures required, one of whom must be the Treasurer**

The undersigned hereby certifies that all the information contained in this application form is current and accurate:

1. Signed: \_\_\_\_\_  
*Name*
*(Position held in club / group)*

2. Signed: \_\_\_\_\_  
**(Treasurer)** *Name*

Date: \_\_\_\_\_

**PLEASE SEND THE COMPLETED FORM TO:**

**CLOSING DATE: WEDNESDAY, 28<sup>TH</sup> MAY 2014**



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



**FOR OFFICE USE ONLY**

ETB Youth Officers should ensure that clubs satisfy the criteria for eligibility (Section 2) to apply for either grant.

a) Eligibility of group to apply for the youth work club grant:	Yes	No	b) Eligibility of group to apply for the youth activity club grant:	Yes	No
Please, if needed, provide a brief comment on the above application:			Please, if needed, provide a brief comment on the above application:		

Amount of grant-aid recommended: € \_\_\_\_\_

I hereby verify that I have examined this application form and am satisfied that the information is current and accurate:

Name of Youth Officer:

Signature of Youth Officer: \_\_\_\_\_

Date: \_\_\_\_\_