

Application Form for Laois Offaly Local Creative Youth Partnership (LO LCYP) 'Creative Youth Summer Programme'

Introduction

Funding is now available from Laois Offaly Local Creative Youth Partnership (LO LCYP) to youth clubs / groups to facilitate **Creative Youth Summer Programme**. The aim of the funding is to promote and encourage the creative engagement of young people in the Summer months. At the core of the creativities is the voice of the young people. These programmes are aimed at young people aged 12-15 and 16-18 years. As a result of current restrictions, these programmes can be delivered online or in an outdoor space in keeping with current guidelines.

Eligible Organisations/Services/Projects

The **Creative Youth Summer Programme** funding is open to youth focused organisations that maximise participation and minimise barriers to creative engagement in Laois and Offaly, identified as a result of consultation with young people.

1. Target Group

The **Creative Youth Summer Programme** is targeted at young people **aged 12- 15 and 16 – 18 years**.

2. Guidelines for Applications

Complete the application form attached

If you require any assistance in completing this application, please contact Laois Offaly LCYP Creative Youth Coordinator Pat Wallis mobile: 085 8750070

3. Submitting your Application and Closing Date Deadline

Applications from Organisations, Services/Projects and voluntary clubs/groups must be submitted by email **pwallis@loetb.ie** or by post to **Youth Services, LOETB Office, Ridge Road, Portlaoise by 5p.m. Friday 17th July 2020.**

4. Evaluation Report

All successful applicants will be required to complete an evaluation report, accompanied by 5 images of the funded **Creative Youth Summer Programme** in line with GDPR guidelines. This evaluation report will act as a means to measure the impact the funding has had on creative engagement and participation of young people across Laois and Offaly.

IMPORTANT NOTES

- ✓ Grants awarded must be fully spent by **Friday 28th August 2020**
- ✓ Applications should only be submitted for funding of projects which can be fully completed by **Friday 28th August 2020.**
- ✓ Any money unspent by a grantee by **Friday 28th August 2020** must be surrendered to Laois Offaly Local Creative Youth Partnership, Laois and Offaly Education Training Board.

5. Appraisal Process and Marking System

The appraisal process and marking scheme of the funding application, will be scored on an individual basis under the following headings:

- Evidence of consultation with young people.
- Capacity to deliver.
- The impact that the programme may have on young people.
- Value for Money

Section 1: Organisation/Service/Project Details

1. Name of club / group:		
2. Premises address (i.e. meeting place of the club/group). Please include Eircode:		
3. Contact details of person responsible for this application: Name: Position in club/group: Postal address for correspondence (including Eircode): Email (of person responsible for this application): Social media profiles of youth club/group (e.g. Facebook, Twitter, etc.): Telephone contact details of person responsible for this application: Mobile: Landline:		
4. Your club/group's Registered Charity Number (if relevant):		
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:	Yes	No

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'.		
7. Is your club/group volunteer-led and based on the voluntary participation of young people?		

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

Please tick below to confirm ✓

Yes

A. Are there strict COV-ID 19 Guidelines in place?	
B. Fully compliant with all requirements set out in the Children First Act (2015).	
C. All adult volunteers working with young people are Garda vetted.	
D. Appropriate insurance cover in place.	
E. Access by volunteers to a first aid kit and they must be able to use it correctly.	
F. If the club/group owns premises , confirm that a Health and Safety Statement, Policy or 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.	
G. Registration process for club/group members	
H. Parent/guardian consent form (for under 18s)	
I. Medical consent form	

Section 3: Grant Details

Amount of grant sought (min €500 per project, max €750 per project):	€
Please outline how this grant will be used for <i>Creative Youth Summer Programme</i>	
How were young people consulted for this funded <i>Creative Youth Summer Programme</i> ? Evidence to support this must be available if required.	
Where will it be delivered? (Online space or outdoor space in keeping with current guidelines.)	
Planned timeframe for delivery of funded <i>Creative Youth Summer Programme</i> (nb. All funded programmes must be delivered by 28th August 2020.)	
Who will deliver the <i>Creative Youth Summer Programme</i> . Creative Practitioner Name:	
Estimated programme hours with target group?	
How will this <i>Creative Youth Summer Programme</i> impact on young people?	
Will this <i>Creative Youth Summer Programme</i> provide a new opportunity or enhance an existing programme? Provide details.	

Proposed number of young people who will participate		
Breakdown of proposed number of young people by age range	12 – 15 years	16 – 18 years
Added value to young people – Please demonstrate how the grant will have a direct added value to the existing service your youth club/group		

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 (for official use only). This must be the club/group's bank account and not a personal account.

Note:

- 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:	

If registered for tax purposes, please insert Tax Registration Number (TRN)	
and Tax Clearance Access Number (TCAN)	

Section 5: Declaration

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 LOETB, as set out overleaf. 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 to the administering LOETB to check the information provided in this Application Form, which can include making contact with the National Youth Organisation identified in Section 1.6 of this form.

Signed:	
Print in block capital letters:	
Role:	

**COMPLETED FORMS MUST BE RETURNED DIRECTLY TO THE LOETB LO LCYP Co-ordinator
Patricia Wallis by email to pwallis@loetb.ie**

or by post to

LOETB Office, Ridge Rd, Portlaoise, Co. Laois R

CLOSING DATE: Friday 17th July 2020