

# Application Form for Laois Offaly Local Creative Youth Partnership (LO LCYP) 'Creative Activation Package' 2020

## Introduction

Following the announcement of the Governments July Stimulus Package - which aims to accelerate the economic recovery following the impact of Covid-19, Laois Offaly Local Creative Youth Partnership (LO LCYP) as part of that package were allocated a once off grant under the Department of Culture, Heritage and the Gaeltacht through the Creative Ireland Programme.

As a result of the stimulus package, LO LCYP has made available to all Youth Organisations, Projects, Clubs and Groups across Laois and Offaly, a '**Creative Activation Package**'(CAP).

The aim of this package is to;

- Actively involve and engage young people in creative workshops, programmes and activities.
- Facilitate the engagement of artists/creative practitioners to deliver creative workshops, programmes and activities.
- Enable the roll out of additional workshops, programmes and activities.

It is envisaged that the funding, will bring about a greater understanding as to the power of creativity to bring about change in the lives of young people. At the core of the creative work is the voice of the young people. As a result of current COVID-19 restrictions, these programmes can be delivered in a safe space (either online or physical) in keeping with current guidelines.

## Eligibility and Criteria

The **CAP** funding is open to Youth Organisations, Projects, Clubs and Groups that maximise participation and minimise barriers to creative engagement across Laois and Offaly. The creative activities identified under **CAP** must be in consultation with young people. Creative activities to consider such as;

- Photography
- Music / Choir / Orchestra / Traditional groups
- Dance – Creative Movement
- Coding / App Development / 3D Design
- Filmmaking
- Event Production – Set design/making, Lighting etc.
- Youth Theatre
- Radio / TV Production
- Creative Writing, Poetry Slams, Rap etc.
- Comedy / Jam Sessions / Open Mic
- Street Art / Circus Skills
- Programmes at Youth Clubs/ Cafés
- Creativity 'Taster' Workshops / Try Out Days
- Bands and Band Development
- Heritage / Culture / Environment Projects/Ideas (*This is not an exclusive list*)

## 1. Target Group

The **CAP** is targeted at young people **aged 12-15 and 16-20** years across Laois and Offaly.

## 2. Guidelines for Applications

**Complete the application form attached.** If you require any assistance in completing this application, please contact LO LCYP Creative Youth Coordinator Pat Wallis on; [pwallis@loetb.ie](mailto:pwallis@loetb.ie) or 085 8750070

## 3. Submitting your Application and Closing Date Deadline

Applications from Youth Organisations, Projects, Clubs and Groups must be submitted by email to; [pwallis@loetb.ie](mailto:pwallis@loetb.ie) or by post to **Youth Services, LOETB Office, Ridge Road, Portlaoise, Co. Laois. R32 N88** by **5p.m. Friday 4<sup>th</sup> September 2020.**

## 4. Evaluation Report

All successful applicants will be required to complete an evaluation report (provided by LO LCYP) to include an overview of the programme. The evaluation must be accompanied by, a minimum of 5 images in line with GDPR guidelines. The 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.

## 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:

- Application in line with LOETB guidelines
- Evidence of consultation with young people
- Capacity to deliver on-line and/or in a physical group
- Expected outcomes and added value for young people
- Value for Money
- Experience of the Creative Practitioner

### **IMPORTANT DATES**

- ✓ Closing date for applications **4<sup>th</sup> September 2020**
- ✓ Grants awarded must be fully spent by **Friday 27<sup>th</sup> November 2020**
- ✓ Applications should only be submitted for funding of programmes, which can be fully completed by **Friday 27<sup>th</sup> November 2020.**
- ✓ Any **CAP** funds, which are unspent by the grantee by Friday 27th November 2020, must be surrendered to Laois Offaly Local Creative Youth Partnership, Laois and Offaly Education Training Board.

## Section 1: Youth Organisation / Project / Club / Group Details

1. Name of Youth Organisation / Project / Club / Group :		
2. Premises address (i.e. meeting place of Youth Organisation / Project / Club / Group). Please include Eircode:		
3. Contact details of person responsible for this application:		
4. Name and Position:		
5. Contact details:	Mobile:	
	Landline	
	Email	
6. Postal address for correspondence (including Eircode):		
7. Social media profiles of Youth Organisation / Project / Club / Group (e.g. Facebook, Twitter, etc.):		
8. Youth Organisation / Project / Club / Group registered charity number (if relevant):		
9. Is your Youth Organisation / Project / Club / Group affiliated to any National Youth Organisation? <i>If yes, please provide the name of that organisation. If you have no affiliation to a National Youth Organisation please write 'n/a'</i>  _____	Yes	No
10. Is your Youth Organisation / Project / Club / Group based on the voluntary participation of young people?		
11. How many young people are involved in the Youth Organisation / Project / Club / Group?		

## SECTION 2: 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 Youth Organisation / Project / Club / Group, and evidence to support this available if required, to be eligible for funding from LO LCYP

Please tick below to confirm ✓

Yes

<p><b>A. Does the Youth Organisation / Project / Club / Group comply with strict Government COVID-19 Guidelines?</b></p>	
<p><b>B. Fully compliant with all requirements set out in the children first act (2015).</b></p>	
<p><b>C. All adult volunteers working with young people are Garda vetted.</b></p>	
<p><b>D. Appropriate insurance cover in place.</b></p>	
<p><b>E. Access by volunteers to a first aid kit and they must be able to use it correctly.</b></p>	
<p><b>F. If the Youth Organisation / Project / Club / Group owns the premises, confirm that a health and safety statement, policy or procedures are in place.</b></p> <p><b>Or</b></p> <p><b>If the Youth Organisation / Project / Club / Group does not own the premises, confirm it has seen and operates to the building's health and safety policy.</b></p>	
<p><b>G. Registration process for Youth Organisation / Project / Club / Group members</b></p>	
<p><b>H. Parent/guardian consent form (for under 18's)</b></p>	
<p><b>I. Medical consent form</b></p>	

## Section 3: Grant Details

1. Amount of grant sought ( <i>maximum of € 2,500</i> )	€
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2. Expenditure Detail: (please give a breakdown of costs to carry out this programme)	
<i>Artist / Creative Practitioner Cost</i>	€
<i>Programme Equipment</i>	€
<i>Programme Materials</i>	€
<i>Rent (If Relevant)</i>	€
<i>Other (Please Specify)</i>	€
<b>Total Cost:</b>	€

3. Please outline your proposed programme under the '**Creative Activation Package**' funding.

4. Please describe the methods used to include young people in the planning, delivery and evaluation of the proposed '**Creative Activation Package**'. (Evidence to support this must be available if required, no more than 300 words)

5. Total estimated programme hours with target group? (Please give a breakdown of hours by Planning / Preparation, Delivery / Contact Hours and Evaluation Hours.

<i>Planning / Preparation Hours</i>	<i>Delivery / Contact Hours</i>	<i>Evaluation Hours</i>

6. Proposed number of participants

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7. Breakdown of proposed number of young people by age range

	<b>Male</b>	<b>Female</b>	<b>Other</b>
12 – 15 years			
16 – 20 years			

8. What are the expected outcomes that will add value to the lives of the young people involved in the **'Creative Activation Package'**?

9. What elements of the **'Creative Activation Package'** can be sustained moving forward? (No more than 300 words)

10. Where will the **'Creative Activation Package'** be delivered? (Safe space (online, physical or blended) in keeping with current COVID-19 guidelines.)

**11.** Planned timeframe for delivery of **'Creative Activation Package'**. (NB: All funded programmes must be delivered by Friday 27<sup>th</sup> November 2020.)

<b>12.</b> Who will deliver the <b>'Creative Activation Package'</b> Artist / Creative Practitioner Name:		
<b>13.</b> Artist / Creative Practitioner Website or a link to previous work.		
<b>14.</b> Will this <b>'Creative Activation Package'</b> provide ; (please v)		
<b>New Opportunity</b>	<b>Enhance Existing Opportunity</b>	<b>Once Off</b>

## Section 4: Youth Organisation / Project / Club / Group Financial details

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 applicant Youth Organisation / Project / Club / Group bank account and not a personal account.

### Note:

- Any grants awarded under the **CAP**, 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.

<b>Bank account name:</b>	
<b>Bank name:</b>	
<b>Branch address:</b>	
<b>IBAN:</b>	
<b>BIC:</b>	

<b>If registered for tax purposes, please insert tax registration number (TRN)</b>	
<b>And tax clearance access number (TCAN)</b>	

## Section 5: Declaration

The undersigned hereby certify that all information contained in this Application Form is current, available and accurate. The Youth Organisation / Project / Club / Group understand and agree that any grant that may be allocated to the Youth Service Provider 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 Youth Service Provider 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 1.9 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](mailto:pwallis@loetb.ie)**

**Or by post to**

**LOETB Office, Ridge Rd, Portlaoise, Co. Laois. R32 N88**

**CLOSING DATE for Application: Friday 4<sup>th</sup> September 2020**