##

**Youth Club Equipment Grant Scheme 2021**

**Guidance Note**

**and**

**Application Form**

Guidance Note:

1. **Introduction**

The Department of Children, Equality, Disability, Integration and Youth (D/CEDIY) has a total of €500,000 available in 2021 for a small capital equipment grant for youth clubs or similar organisations that have or are in receipt of a grant under the Local Youth Club Grant Scheme.

Capital grants of up to a maximum of €500 per funded organisation will be made available for eligible expenditure incurred over the period 1 January to 31 December 2021.

Each ETB has been given an allocation and has been asked to assess applications and prioritise these to make the best use of this allocation. It is important to note the following:

* All grants are made at the discretion of the Education and Training Board.
* There is a limited amount of funding available and not all applications may receive funding on this occasion.
* Any applications that cannot be funded on this occasion will be reconsidered should additional funding become available.
1. **Eligible funded organisations/information centres/clubs**

The scheme is open to those at 1 January 2021 which are operating or will operate during 2021 as a youth club/organisation that:

1. received a grant under the Local Youth Club Grant Scheme in 2020, or
2. has applied for or is in receipt of a 2021 grant under the Local Youth Club Grant Scheme.
3. **Complete the application form attached**

Please ensure you complete every section of the form; please **DO NOT** leave any section blank. Please state **NOT APPLICABLE** in sections not relevant to your application.

If you require any assistance in completing this application, please contact your local Education and Training Board Youth/Liaison Officer.

**Applications which are submitted with incomplete information will lead to a delay. It may not be possible to assess such applications and as a result the applicant may lose the opportunity to be included in the scheme.**

**Data protection**

Education and Training Boards are responsible for the administration and delivery of the Local Youth Club Equipment Grant Scheme on behalf of the Department of Children, Equality, Disability, Integration and Youth. To fulfil regulatory and statutory obligations, ETBs may collect some personal information from you, such as your contact information and details of your board members and staffing resources. This information may be shared with the Department of Children, Equality, Disability, Integration and Youth as the accountable department for this funding.

Application forms and personal information submitted to ETBs will be kept only for purposes relating to the administration of the funding. Personal information will be held on systems for as long as is necessary for the relevant activity, or for as long as is set out in any relevant agreement.

Please only provide information that is needed for the completion of this application for funding.

1. **Submitting your Application/deadlines**

Applications must be submittedto the local **Education and Training Board by Friday 30th July 2021.** One application is permitted per youth club/organisation.

**ELIGIBILITY CRITERIA - IMPORTANT NOTES**

* Grants awarded must be fully spent in **2021**.
* A single application only is permitted.
* The small capital grant is a contribution to a once off purchase/installation, and it is capital/ICT in nature. Contributions to capital works to premises where the club will benefit are permitted (Evidence must be provided to the ETB).
* Consumables, insurance, rent or other similar revenue related (current) costs are not eligible.
* Grants will be made available subject to compliance with the requirements of Department of Public Expenditure and Reform Circular 13/2014
* Applications should only be submitted for funding which can be fully expended, vouched for and accounted for in 2021.
* Evidence of quotes and of vouched spend (receipts, invoice or equivalent) for the expenditure must be available on request.
* Duplication or displacement of Exchequer funding must be avoided.  The expenditure involved must not be funded already as part of another grant scheme or any Exchequer capital grant scheme. It is not to be used as ‘match funding’ for other grants.
* It is open to clubs/organisations to act collaboratively where this will achieve efficiencies or other added value in line with the conditions noted above.
* Where a collaborative exercise is being undertaken a lead organisation must be nominated and a joint application may be made. This pools the individual amounts available and participants are each deemed to have made an application.

**APPLICATION FORM**

1. **Service/Organisation/Club Details**

**1.1 Please state the ETB area in which the funded organisation/centre/club operates:**

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**1.2 Please state**

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| Name of Club/Organisation |
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| Note: for joint applications – the lead should be named first, followed by all participants |
| **1.3 Please confirm you are in receipt of funds in (Tick All Relevant years)** |
|  Local Youth Club Grant Scheme 2019 2020 2021  |
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**1.4 Contact Address (Please note all communications in relation to the application will go to the details supplied here):**

|  |
| --- |
| Name:  |
| Role:  |
| Address 1:  |
| Address 2:  |
| City/Town:  |
| County:  |
| Email:  |
| Telephone:  |
|  |
| **1.5 Bank Details –** **for receipt of grant** |
| **Please confirm if the ETB has & can use your current banking details:** **Yes: No** (If No – Please confirm your bank details with this application or directly with your ETB.) |
| **1.6 In relation to the response measure relevant to this application, please state below if you have been approved for funding from any other source** |

**Yes: No**

**If yes please state other funding source:**

|  |
| --- |
| Please state:  |
| Tax Registration Number:  |
| Tax Clearance Certificate Number:  |
| Tax District:  |
| CHY Number (if appropriate):  |

**1.7 Tax Clearance (Provide current Tax Clearance Certificate as applicable)**

1. **Equipment Grant Application Details**

**Please confirm if your club or organisation received capital funding in 2021?**

**Yes: No**

**If YES please indicate, briefly, how funding under this application would be seen as added value to your club/organisation and is not duplication of funding:**

**Please provide details of the purpose for which capital grant funding is being sought:**

|  |
| --- |
| Capital Amount Requested (Max. €500)Purpose (100 words max) I confirm quotes, invoices, receipts or equivalent evidence will be provided to the ETB on request: (Please Tick)  |

**IMPORTANT POINTS TO NOTE**

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* There is a limited amount of funding available and not all applications may receive funding on this occasion.
* Any applications that cannot be funded on this occasion will be reconsidered should additional funding become available.

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| ..1. **DECLARATION OF ACCEPTANCE**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of the service/organisation),* we apply for a once-off 2021 capital grant and declare that the information given in this application is true and complete to the best of our knowledge and belief. We consent to the Department or the relevant ETB making enquiries to a third party if necessary regarding details of the funding application.We understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Act 2014. We also understand that making an application is no guarantee of funding. We also accept, as a condition for the award of a grant, that it involves no commitment to any other grants from Kerry ETB, the Department of Children, Equality, Disability, Integration and Youth or from any Government Department.The funds will be applied for the purposes set out in our application and we undertake that funding from any other source will not be used for the same purpose. In the event that we are unable to spend the grant for the purposes set out in our application, we agree to return the grant. We understand that the Department of Children, Equality, Disability, Integration and Youth or Kerry ETB may seek the refund of the grant if we fail to comply with these conditions. |  |

We hereby apply for grant funding and accept the above Terms and Conditions:

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| **1. Signed:** |  |
|  | ***Chairperson*** |
| **2. Signed:** |  |
|  | ***Treasurer*** |
| **Date:** |  |