**Kerry Local Creative Youth Partnership-Youth Theatre Grant Scheme 2021**

**SECTION A: GUIDANCE NOTES**

**A. Introduction**

Kerry Local Creative Youth Partnership (Kerry LCYP), administered by Kerry Education and Training Board (Kerry ETB), has grant funding available in 2021 under a Youth Theatre Grant Scheme. The fund is intended to support the growth of youth theatres and youth theatre practice in the county, including the practice and planning for enhanced youth theatre at local level. Youth Theatre, under the scheme, is considered as a place where young people can express themselves creatively, and in doing so, develop their interpersonal and communication skills. Applying youth theatres must be rooted in their community with decision-making led by their membership. They must offer an annual programme of activity which facilitates the creative interaction of their young membership. There should be a focus on the process of creation, which oftentimes has a work outcome that is devised and staged by the youth theatre membership itself.

The aim is to increase contact hours with young people through youth theatre opportunities, so that youth theatre is visible, advocates for equality, and is a place where creative expression is valued and inclusive.A further aim is to ensure that youth theatres in Kerry are guided by young people in the design, delivery and evaluation of their progress. Applying youth theatres must give young people a voice so that they can influence decisions that are made in relation to their participation in youth theatre. Applying youth theatres must be affiliated to Youth Theatre Ireland, the national development organisation for youth theatre.

The grant scheme is intended to provide for additional opportunities for young people and should act as a response where opportunities for young people to access more creative experiences, projects and activities are not currently in place. There is a requirement that proposals display a high degree of creativity and encourage creativity as a habit of mind in young people. The project proposal should offer young people opportunities to enhance their ability to question, make connections, to take an innovative and imaginative approach to problem solving and to work effectively with others.

The grant scheme supports costs associated with the running of projects that are founded on the needs identified by young people themselves and the youth sector in general. The costs covered include: salary costs (fees and wages), venue hire, transport, programme materials and associated running costs of projects. Kerry LCYP, in supporting the development of youth theatre in Kerry, is looking to support sustainable and targeted initiatives through the grant scheme.

**B. Target Group**

The Youth Theatre Grant Scheme has an intended target focus of young people from the ages of 12 to 21, who are willing to take part in group supported drama and theatre practice in a fun and safe environment.

Youth voice and youth relevance must be central to the work. Child safeguarding compliance must be in place. The membership of community based group activity should represent the voices of all children and young people, including those that are seldom heard. There should be a focus on equal chance opportunities, ensuring diversity and equal access. Cost must not be a barrier to participation.

**C. Eligible Organisations and Service Providers:**

The scheme is open to organisations and service providers that wish to deliver a sustainable and targeted youth theatre project experience in Kerry and that will affiliate to Youth Theatre Ireland. Collaborations between services/organisations are welcome. The following entities can apply into the grant scheme:

* Local creative or cultural organisations
* Public Sector bodies
* Not for profit companies or charities
* Private sector providers of creative services and projects including artists across all artforms
* Community based organisations, including Family Resource Centre’s, youth groups and youth service providers who wish to develop a youth theatre offering in their community

**D. Deadline:** Applications must be submitted by email to the Creative Youth Co-Ordinator at Kerry ETB to [denright@kerryetb.ie](mailto:denright@kerryetb.ie) by **5.00pm on Monday 3rd May 2021**.

[www.kerryetb.ie/creativity](http://www.kerryetb.ie/creativity) @kerrylcyp on facebook, twitter and instagram

**E. Appraisal Process and Marking System**

The proposals will be scored in accordance with the marking scheme set out below. The maximum score is 100 marks.

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| **Award Criteria** | **Marks**  **Available** |
| **Evidence/corroboration of need:**  Applicants must clearly identify and demonstrate the need for youth theatre in their area. This should include providing supporting evidence of the following:   * - a clear case for the need for the service * - evidence from needs assessments, evaluations, membership feedback, youth voice * - consultations or other relevant evidence relating to the needs, opinions and wishes of young people | 20 |
| **Capacity to deliver / additionality:**  Applicants must clearly demonstrate their organisation’s/provider’s/service’s ability to deliver the proposed project, and that the project will be additional to the existing work of the service/provider/organisation. Please detail:   * - the capacity of the organisation/provider/service to deliver the proposed additionality * - history of working with the target group or of delivering similar types of services * - that the project proposal is additional / adds value to the existing work of the organisation/provider/service * - detail the duration, contact hours and estimated numbers of young people involved | 20 |
| **Inclusivity:**  Information provided about member/participation targets. Please demonstrate the degree to which:  - children and/or young people in local communities (within the ETB’s geographical remit) will benefit from the project proposal in ‘out of school’ settings with a particular focus on those who are marginalised or experience disadvantage. | 20 |
| **Impact:**  The degree to which the applicant has demonstrated:   * - the difference the project proposal will make to the lives of young people   - how they intend to monitor that impact (detail clear outcomes, performance indicators, targets, monitoring and evaluation systems) | 20 |
| **Value for money:**  Applicants must demonstrate:   * - the degree to which the funding will have a direct added value to the services currently available to young people and will not duplicate existing services in the area | 20 |

**F. IMPORTANT NOTES**

* Grants awarded must be fully spent in **2021**. Grants can be drawn down in two stages but only on evidence of mid-way completion, and vouched expenditure for same.
* **Applications should only be submitted for the funding of projects which can be fully completed, vouched for and accounted for in 2021.**
* The project proposal must demonstrate engagement with young people, their express opinions or wishes, and that their voices have been captured in the application through direct consultation. This can be expressed in whatever manner an applicant chooses, but it must be accompany the application or be carefully described in the application form.
* There is a requirement that funding be utilised whereby direct work with young people is prioritised. Expenditure is required to align under a ratio rule of 75% Direct Costs/ 25% Indirect Costs. Please see financial section for detail regarding direct/indirect costs.
* Applicants will be required to adhere to, and engage with monitoring and control measures to ensure that the professional management and accountability of grants from Exchequer Funds is in accordance with the Department of Public Expenditure and Reform (DPER) Circular 13/2014.
* All applications to the scheme will be appraised and approved applicant organisations will be expected to sign a Service Level Agreement with Kerry ETB.
* Applications submitted with incomplete information will lead to 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.
* Late applications will not be accepted.
* Kerry Education and Training Board will, in time, arrange an evaluation of the grant scheme in order to measure the impact of grant awards under the scheme. All successful applicants will be requested to participate in the evaluation process.
* Kerry Education and Training Board is required to recover any funds issued that are not utilised for the purposes under which a grant was awarded.

**At the approval stage, applicants will be requested to provide the following:**

* Submission copy of a COVID-19 Response Plan.
* Submission copy of a Health and Safety statement which may include a COVID-19 Response Plan.
* Certificate of Tax Compliance.
* Copy schedule for public liability insurance. Applicants are required to request a letter of indemnity from an insurer, indemnifying Kerry ETB/Kerry LCYP against any claims by third parties, including the applicant as grantee, for any accidents, negligence or occurrence that might take place either in the applicant’s premises, or in the premises of any third party to which the applicant might engage for the purposes of delivering the service for which the applicant is applying. The applicant’s insurer should provide this letter to the applicant free of charge.
* Written confirmation that the applicant is compliant with the Children First Act 2015.
* Written confirmation that the applicant is compliant with Data Protection Legislation under the Irish Data Protection Act 2018.

**Prior to drawing down funding, applicants will be requested to provide the following:**

* Confirmation that parental/guardian approval was sought for any photos, images or copyright works which are shared with Kerry LCYP. We require a minimum of two images, one high resolution image and one low resolution image that are copyright approved for marketing purposes.
* Evidence that the applicant has followed Kerry ETB Procurement Guidelines for the purchasing of goods and services. (Procurement procedures will be provided).
* A project evaluation report. Applicants will be required to include an evaluation process as well as report on any proposed project that qualifies for a grant award. Applicants will be provided with a template for same, along with a drawdown request form which will be provided. The project evaluation form must accompany the drawdown request form, along with evidence of vouched expenditure prior to drawing down the grant.

**SECTION B: APPLICATION FORM – ALL SECTIONS AND QUESTIONS MUST BE FILLED OUT**

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| **Question** |  | **Please insert answers in table below.** |
| **1.0** | Name of Lead Service/Organisation: |  |
|  | Name of other collaborating services/providers/organisations (if applicable) |  |
| **1.1** | Name of Proposed Project: |  |
| **1.2** | State the legal structure under which the service/provider/organisation operates, *i.e.* sole trader, not-for profit, charity, company limited by guarantee statutory, public sector etc., |  |
| **1.3** | Please state the youth organisation your youth theatre is affiliated to or intends to affiliate to: |  |
| **1.4** | Address of Service/Provider/Organisation: |  |
|  | Contact Person: |  |
|  | Role: |  |
|  | Email |  |
|  | Telephone/Mobile Number: |  |
| **1.5** | State amount of grant funding any collaborating service/provider/organisation will be in receipt of in 2021(if applicable). |  |
|  | State source of grant funding |  |
| **1.6** | State source and amount of any other funding for the proposed project: |  |
|  | Contact person in other organisation: |  |
| **1.7** | Proposed project start date: |  |
|  | Proposed project finish date: |  |
| **1.8** | Tax Registration Number: |  |
|  | Tax Clearance Certificate Number: |  |
|  | Tax District: |  |
|  | CHY Number (if applicable): |  |

1. **Project Proposal**

**2.1 Summary statement of project proposal:**

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**2.2 What is the target group; the estimated numbers of young people involved, proposed duration of project, estimated contact hours with the target group?**

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**2.3 Please provide a descriptive time-table from the creative professional/director/tutor who will carry out the work with young people. Please include a CV or brief synopsis of the experience and/or expertise the creative professional has in working with young people.**

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**2.4 Please provide information to demonstrate youth voice, wishes and opinions:**

* Include a clear case for the need for the project, and supporting evidence – this may include evaluations of previous work, evidence of consultations or needs assessments with young people, or other relevant sources.

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**2.5 Please provide information to demonstrate:**

* the capacity of the service/provider/organisation to deliver the proposed project in 2021.
* how the project proposal will be additional to the current work of the service/organisation.

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* 1. **Please provide information to demonstrate:**
* the difference the project proposal will have on the lives of young people.
* how the service/provider/organisation will monitor the impact of the proposed project (clear outcomes, performance indicators, targets, monitoring and evaluation systems etc.)

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**2.7 Please provide information to demonstrate:**

* how this project proposal is value for money.
* any steps taken to ensure the project proposal avoids duplication with existing services in the area.

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**2.8 Is the proposal a suitable project for promotion as part of Cruinniú na nÓg (June 2021) or Culture Night (September 2021)? Please provide a short description as to how it might feature in any one, or both of these national events.** Cruinniú na nÓg is a national day of free creativity for children and young people. [[www.cruinniu.creativeireland.gov.ie/](http://www.cruinniu.creativeireland.gov.ie/)] Culture Night is an annual, free, all-island public event that celebrates culture, creativity and the arts. [www.culturenight.ie]. (Note: This is not mandatory in order to receive funding).

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1. **Proposed Project Expenditure:**

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| **Direct costs include staffing and programme costs and can make up 75% of proposed expenditure.** | |
| **Staffing costs:** | |
| Salary costs including Employers PRSI |  |
| Staff recruitment costs |  |
| Staff travel and subsistence costs |  |
| **Total:** |  |
| **Programme costs:** |  |
| Venue hire |  |
| Participant transport costs |  |
| Tutor/Facilitator costs |  |
| Advertising and publicity costs |  |
| Design and printing costs |  |
| Equipment - small items specific to the project |  |
| Other: Please specify |  |
| Item 1: |  |
| Item 2: |  |
| **Total:** |  |
| **Indirect costs refer to light, heat, expenses, overheads, administration, rent, utility bills and must not exceed 25% of proposed expenditure.** |  |
| Item 1: |  |
| Item 2: |  |
| **Total:** |  |
| **Total cost of project:** |  |
| **Income** |  |
| Own Funds |  |
| Other Grants (if applicable) |  |
| Grant Amount you are applying for: |  |
| **Total Income:** |  |
| Difference: |  |
| Please indicate how any difference will be dealt with if relevant: |  |
| What is the total cost of the proposed project? |  |
| State total grant amount being applied for? |  |
| State what the grant will be used for? |  |

**For clarification in relation to applying to this grant scheme please contact:**

Deirdre Enright, Creative Youth Co-Ordinator. T: 066 7193900 M: 085 8734946

E: [denright@kerryetb.ie](mailto:denright@kerryetb.ie)

1. **DECLARATION OF ASSURANCE**

On behalf of (*insert name of the service/organisation),* wish to apply for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge and belief. We consent to Kerry ETB/Kerry LCYP 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 Acts 1997 and 2003. We also understand that making 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, or from any Government Department. The project sponsors are agreeable to have the project monitored by Kerry ETB or its agents on behalf of the Department of Education and Skills and Creative Ireland and to allow access to its premises and records, as necessary, for that purpose.

If funding is approved, we agree and confirm that we will manage the grant in accordance with the conditions, showing vouched expenditure and evidence of project delivery and expenditure of all grant monies. We agree to seek value for money and to abide by Kerry ETB Public Procurement guidelines. We will follow the Kerry ETB policy in relation to public procurement, oversight and compliance. We are aware that we are required to adhere to and engage with all monitoring and control measures to ensure the professional management and accountability of grants from Exchequer Funds in accordance with the Department of Public Expenditure and Reform (DPER) Circular 13/2014.

The funds will be applied for the purposes set out in our application form 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 Education and Skills, and Creative Ireland or Kerry ETB may seek the refund of the grant if we fail to comply with all grant conditions.

We acknowledge that any funds awarded are subject to such funds being available to the Department of Education and Skills and Creative Ireland, and that they must be used in 2021 and for the purpose stated and not to replace existing funding. We will acknowledge the support we have received Kerry ETB/Kerry LCYP as well as acknowledge the Department of Education and Skills and Creative Ireland in all publicity relating to the youth theatre project.

Confirmation that the service/provider/organisation will be in a position to provide the following documents if funding is approved (please tick):

**□** Submission of a Health and Safety Statement including copy of a COVID-19 Response Plan

**□** Certificate of tax compliance

**□** Copy of your schedule for public liability insurance. You will be required to request a letter of indemnity from your insurer, indemnifying Kerry ETB against any claims by third parties, including you as grantee, for any accidents, negligence or occurrence that might take place either in your premises, or in the premises of any third party to which you engage for the purposes of delivering the service for which you are applying. Your insurer should provide this letter to you free of charge

**□** Confirmation of compliance with the Children First Act 2015

**□** Confirmation of compliance with Data Protection Legislation under the Irish Data Protection Act 2018.

**□** Evidence that the service/provider/organisation followed Kerry ETB Procurement Guidelines. (Copy of the Kerry ETB Procurement Policy will be provided).

**□** A project evaluation report. Copy will be provided with a template for same, and this must accompany a drawdown request form which will be issued prior to drawing down the grant.

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

Signed:

Position: Date: