**Kerry Local Creative Youth Partnership Crisis Response Projects Scheme 2022**

**SECTION A: GUIDANCE NOTES**

1. **Introduction**

Kerry Local Creative Youth Partnership (Kerry LCYP), administered by Kerry Education and Training Board (Kerry ETB), has grant funding available in 2022 under a Crisis Response Scheme to assist groups of children, young people or young adults who are in immediate need of support, including but not limited to, those who have travelled to Ireland from Ukraine, due to the invasion of Ukraine by Russian forces. The scheme supports the development of child and youth creativity, where participation offers a much needed outlet for self-expression and group participation. Projects must be aware of the importance of child and youth voice, must be youth participation led and supported by a community setting, offering an operating structure for the project. The aim is to identify groups of children, young people and/or young adults who are determined as in crisis or at risk, and where an intervention can make a more immediate difference to an urgent situation. Only projects that identify a pressing need in the community are eligible to apply. Areas that have a lack of existing supports will be prioritised. Creative projects, under the scheme, can be representative of any creative discipline or be multi-disciplinary in nature.

The aim is that creative projects which emerge are guided by young participants, in the design, delivery and evaluation of projects. Applying services/organisations/providers must give young participants a voice so that they can influence decisions that are made on their behalf and which affect their participation in the proposed project. The Scheme allows for the engagement of creatives such as artists, and creative professionals from across the broad spectrum of the creative and cultural industries including arts, craft, culinary arts, design, digital technologies, film, STEAM and much more.

**B. Target Group**

The Scheme has an intended target focus of children and young people from the ages of 3 to 24, who are willing to take part in a group supported creativity process, delivered in a safe and enjoyable environment. Children and young people must be identified as at risk or have experienced a crisis situation. Ukrainian children and young people who are supported by a community setting are eligible to apply, and the Scheme encourages integration and the making of links for Ukrainian participants into local social, cultural and creative networks. Child safeguarding compliance must be in place. The voices of all children and young people, including those that are seldom heard and whose participation is immediately beneficial are the priority of the Scheme. Ensuring participants meet other nationalities and experience the cultural and creative life of other communities are all welcome components in the Scheme. There should be a focus on equal chance opportunities, ensuring diversity, inclusivity and equal access. Cost must not be a barrier to participation. You are encouraged to make contact with the Creative Youth Co-Ordinator at Kerry ETB prior to making application. This can be done by email to [denright@kerryetb.ie](mailto:denright@kerryetb.ie)

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

The scheme is open to organisations and service providers that wish to deliver a sustainable and targeted creativity project that prioritise children and young people from Ukraine. Collaborations between services/providers/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 and creatives across all artforms and genres of practice
* Community based organisations, including Family Resource Centre’s, NGO’s, youth groups and youth service providers who wish to develop child and youth creativity in a 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 Friday 3rd June 2022**.

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

Should you not receive an email acknowledgment that Kerry ETB has received your application for funding within three days of your making application, please email the Creative Youth Co-Ordinator to ensure your application has been received.

**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 a creativity project in their area. There is a need to provide information and supporting evidence of the following:   * - a clear case for the need for the service due to a crisis or urgent need. * - proof that the young participants want to do the project, that children and/or young people have been consulted. This can through youth voice consultation, needs assessments, sound recordings, video, evaluations, or membership feedback. You are encouraged to seek information from the Creative Youth Co-Ordinator on youth voice methodology prior to making application. * - any other relevant evidence relating to the needs, opinions and wishes of children and/or young people | 20 |
| **Capacity to deliver / additionality:**  Applicants must clearly demonstrate the organisation’s/provider’s/service’s ability to deliver the proposed services, 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 * -the duration, contact hours and estimated numbers of children and/or young people involved | 20 |
| **Inclusivity:**  Information provided about member/participation targets. Please demonstrate the degree to which:  - children, young people or young adults in local communities (within the ETB’s geographical remit) will benefit from the project proposal in community based settings with a particular focus on those who are in crisis, in urgent need of an integrated intervention that responds to their particular situation, that marginalisation, disadvantage, and isolation may be depriving potential participants from access. | 20 |
| **Impact:**  The degree to which the applicant has demonstrated:   * - the difference their project proposal will make to the lives of young participants   - how they intend to monitor that impact (clear outcomes, targets, including 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 children and/or young people and will not duplicate existing services in the area * The degree to which the funding request represents value for money in the use of public funds. This is determined by the total cost of the project divided by the number of workshops, arriving at a fair and legitimate cost per workshop. | 20 |

**F. IMPORTANT NOTES**

* Grants awarded must be fully spent in **2022**. 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 take place between June and November, and which can be fully completed, vouched for and accounted for in 2022.**
* 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 accompany the application or be carefully described in the application form.
* There is a requirement that funding be utilised whereby direct work with participants 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 service providers/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:**

* An agreement that leaders/organisers/creatives take part in Trauma Informed Practice CPD if it will support the work of the proposed project
* Submission of a Health and Safety statement which may include protocols that will be followed as part of COVID-19 awareness.
* 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.

* Submission of a Child Safeguarding and Risk Assessment Statement, detailing how the organiser is compliant with Children First Act 2015.
* Confirmation that all facilitators, leaders and adults engaged in the project have been Garda vetted.
* 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 parent/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/Provider/Organisation: |  |
|  | Name of other collaborating services/providers/organisations (if applicable) |  |
| **1.1** | Name of Proposed Project/s: |  |
| **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 any youth organisation the service/provider/organisation 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 2022(if applicable). |  |
| **1.6** | State source of grant funding: |  |
|  | 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 including the nature of the crisis involved:**

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**2.2 Describe the target group; location, the estimated numbers of children and/or 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/artist//facilitator/s who will carry out the work with young people. Please include CV’s or a brief synopsis of the experience and/or expertise the creative professional has in working with children and/or young people.**

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

* Include evidence that young people have expressed a wish to take part in the project. Attach photos, surveys, feedback information, video, voice recordings, or whatever format you have that proves that young people were consulted. Please detail the need for the project, and supporting evidence – this may include evaluations of previous work, evidence of consultations or needs assessments with children and 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 2022.
* how the project proposal will be additional to the current work of the service/provider/organisation.

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* 1. **Please provide information to demonstrate:**
* the difference the project proposal will have on the lives of children and 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 Culture Night (September 2022)? Please provide a short description as to how it might feature in this national event.** 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 |  |
| Artist/Creative/Facilitator costs |  |
| Advertising and publicity costs |  |
| Design and printing costs |  |
| Materials |  |
| Equipment - small items specific to the project |  |
| Other: Please specify under item 1 & 2 below |  |
| 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. Please itemise type of indirect cost below.** |  |
| 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/provider/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 2022 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.

By signing the application below, a confirmation is being provided to Kerry ETB that the organisation will be in a position to provide the following documents, if funding is approved:

1. Certificate of tax compliance
2. 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
3. Confirmation of compliance with the Children First Act 2015 including Garda vetting
4. Confirmation of compliance with Data Protection Legislation under the Irish Data Protection Act 2018.
5. Submission of a Health and Safety statement which may include protocols that will be followed as part of COVID-19 awareness.
6. Evidence that the service/provider/organisation followed Kerry ETB Procurement Guidelines. (Copy of the Kerry ETB Procurement Policy will be provided).
7. 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.

**I confirm these documents will be made available, and hereby apply for grant funding and accept the above Terms and Conditions:**

Signed:

Position: Date: