**Kerry Local Creative Youth Partnership**

**Youth Theatre Grant Funding 2020**

**Guidance Note**

**and**

**Application Form**

Guidance Note:

1. **Introduction**

The Kerry Local Creative Youth Partnership, whose lead partner is Kerry Education and Training Board has funds available in 2020 to support youth theatre development. The fund is intended to support the growth of youth theatres in the county. The aim is to increase contact hours with young people through youth theatre opportunities, so that youth theatre is visible, valued and inclusive. Applying youth theatres must be affiliated to Youth Theatre Ireland, the national development organisation for youth theatre.

The grant 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 is not currently in place. It can also support associated additional costs e.g venue hire, transport, materials and actions arising primarily from the needs identified by young people themselves and the youth sector in general.

1. **Eligible Organisations/services/projects**

The fund is open to public and private sector organisations or service providers that wish to deliver a sustainable and targeted youth theatre project opportunity in Kerry.

1. **Target Group**

The Kerry LCYP Youth Theatre Grant 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. Young people must be valued, accepted and must guide the process of participation where relevant. Youth voice and youth relevance must be central to all the work. Child Safeguarding compliance must be in place.

1. **Guidelines for Applications**

**PLEASE NOTE – INCOMPLETE APPLICATIONS WILL CAUSE A DELAY AND MAY RESULT IN YOUR APPLICATION NOT BEING PROCESSED.**

**4.1 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.

A copy of the applicant’s Tax Clearance Certificate must be submitted with the application.

If you require any assistance in completing this application, please contact the Local Creative Youth Co-Ordinator at Kerry Education and Training Board.

Contact Deirdre Enright, Creative Youth Co-Ordinator, Kerry ETB, John Joe Sheehy Road, Tralee. Tel: 066 7193900 or Mobile: 085 8734946. Email [denright@kerryetb.ie](mailto:denright@kerryetb.ie)

**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 Initiative.**

1. **Submitting your Application/deadlines**

Applications must be submittedto the local **Education and Training Board by 5.00pm on Friday 21st August 2020.**

1. **Appraisal Process and Marking System**

The proposals will be scored in accordance with the marking scheme set out below. The maximum score is 110 marks.

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| --- | --- |
| **Award Criteria** | **Marks Available** |
| **Evidence/corroboration of need:**  Applicants must clearly identify and demonstrate the need for additional 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 or other relevant data relating to young people | 30 |
| **Capacity to deliver / additionality:**  Applicants must clearly demonstrate their organisations/services ability to deliver the proposed services, and that the services will be additional the existing work of the service/organisation.   * the capacity of the service to deliver the proposed additionality * history of working with the target group or of delivering similar types of services * that this service is additional to existing work of the project * the duration, contact hours and estimated numbers of young people involved | 30 |
| **Impact:**  The degree to which the applicant has demonstrated:   * the difference their project proposal will have on the lives of young people * how they intend to monitor that impact (clear outcomes, performance indicators, targets, monitoring and evaluation systems) | 30 |
| **Value for money**–   * the degree to which the applicant can demonstrate how 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 |

1. **Evaluation of the Scheme**

Kerry Education and Training Board will arrange evaluation of the scheme to measure the impact of this scheme. All successful applicants will be requested to participate in the evaluation process.

**IMPORTANT NOTES**

* Grants awarded must be fully spent in **2020**.
* Applications should only be submitted for funding of projects which can be fully completed, vouched for and accounted for in 2020.
* Any money unspent by a grantee by December 31st 2020 must be surrendered to Kerry Education and Training Board; Kerry Education and Training Board will recover money from any grantee found in breach of this requirement.

**APPLICATION FORM**

**If you are a local creative or cultural organisation, a not for profit company, a charity or private sector provider of creative services, please complete Part A questions 1.1 – 1. 9 AND section Part B.2 - 5**

**PART A: *Local Creative or cultural organisations, not for profit companies and private sector providers of creative services and projects only***

1. **Service/Project Details**

**1.1 Please state the ETB area in which the service/project operates:**

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| --- | --- |
| |  | | --- | |  | |

**1.2 Please state**

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| --- |
| Name of Service: |
| Name of Project(s): |
| **1.3 Links to national youth organisations:**  If you are linked/affiliated to a national youth organisation please list it below: |

**1.4 Address of Service/project:**

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| --- |
| Address 1: |
| Address 2: |
| City/Town: |
| County: |

**1.5 Contact Address (Please note all communications in relation to the Service/Project will go to the details supplied here):**

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| --- |
| Name: |
| Role: |
| Address 1: |
| Address 2: |
| City/Town: |
| County: |
| Email: |
| Telephone: |
|  |
| **1.6 Please state**   |  | | --- | | Total grant funding that you are in receipt of in 2020: | | Arts Council: € | | County Council: € | | Local Development Company Funding: € | | Other (please list): € | |  | |
| **1.7 In relation to the proposal relevant to this application, please state below if you have been approved for funding from any other source for this initiative** |

**1.8 Tax Clearance (Please attach a copy of your current Tax Clearance Certificate with this application):**

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

**PART B. For all applicants**

**2. Financial Details**

**2.1 What is the Total Cost of the proposed project?**

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| --- |
| €\_\_\_\_\_\_\_\_\_\_\_\_ |

**2.2 What is the Grant Amount for which you are applying?**

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| --- |
| €\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Proposal**

**3.1 Summary statement of project proposal:**

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

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**3.3 Please provide information to demonstrate:**

* a clear case for the need for the project, and supporting evidence - you may include demographics of area (numbers of young people), evidence gathered from needs assessments with young people or other relevant sources.

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**3.4 Please provide information to demonstrate:**

* the capacity of the service to deliver the proposed additionality in 2020
* how the service will be additional to the current work of the service/project

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

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**3.5 please provide information to demonstrate:**

* how this programme is value for money
* if applicable, the links you have made with other organisations in the area to deliver this programme and steps you have taken to ensure that the programme avoids duplication with existing services in your area.

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1. **Project Budget**

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| --- | --- | --- |
| **Kerry Local Creative Youth Partnership Grant Process – Budget costs 2020** | | |
| **Direct costs:** | | **Please give rationale for costs** |
| Staffing costs: € | |  |
| Salaries including Employers PRSI | € |  |
| Staff recruitment costs |  |  |
| Staff travel and subsistence costs |  |  |
| Staff direct telephone costs |  |  |
| Total: |  |  |
| **Programme costs:** |  |  |
| Venue hire |  |  |
| Participant transport cost |  |  |
| Course/training materials |  |  |
| 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: |  |  |
| Item 3: |  |  |
| Total: |  |  |
| \*Indirect overhead costs: |  |  |
| Item 1: |  |  |
| Item 2: |  |  |
| Total: |  |  |
| Total cost of project: |  |  |

**\*indirect costs refer to rent, light heat etc. – these can be no more than 10% of the application.**

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| 1. **DECLARATION OF ACCEPTANCE**   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 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. We agree to seek value for money and to abide by the Public Procurement guidelines. 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 Education and Skills, and Creative Ireland or Kerry ETB may seek the refund of the grant if we fail to comply with these conditions.  We acknowledge that any funds awarded are subject to such funds being available to the Department of Education and Skills and that they must be used in 2020 and for the purpose stated and not to replace existing funding and we will acknowledge the support we have received from the Department of Education and Skills and Creative Ireland as well as Kerry ETB in all publicity in relation to our project. |

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CEO, Director or Chairperson)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_