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**LGBTI+ Youth Service Grant Scheme 2020**

**One-off grants for LGBTI+ Youth Services**

**Guidance Note**

**and**

**Application Form**

 

Guidance Note:

1. **Introduction**

The Department of Children and Youth Affairs has €100,000 available in 2020 for an LGBTI+ Youth Service Scheme. The scheme aims to increase Youth Services contact hours with LGBTI+ young people to ensure that all LGBTI+ young people are visible, valued and included.

The initiative is intended to provide for additional youth worker hours dedicated specifically to supporting young LGBTI+ people and for any associated additional costs e.g. transport, or venue hire; the action arises primarily from the needs identified by young people themselves and the youth sector in the consultation process for the LGBTI+ National Youth Strategy.

The evidence review also identifies youth services support as important to young people during the coming out process. The initiative is primarily intended to facilitate increased access to youth services for LGBTI+ young people in rural areas.

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

The scheme is open to voluntary youth organisations or services that are LGBTI+ youth focused.

1. **Target Group**

The LGBTI+ Youth Service Scheme will target young people **aged 15 to 24** who identify as LGBTI+ for one-to-one and group support to afford young people a fun and safe environment where they are visible, valued and accepted.

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 your local Education and Training Board Youth Officer, or your CDYSB Liaison Officer, if you are a local youth service or project.

**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 from services/projects and other organisations must be submittedto the local **Education and Training Board by Thursday 30th July 2020.** RelevantETB Youth Officer contact details are listed in Appendix A.

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.

|  |  |
| --- | --- |
| **Award Criteria** | **Marks Available** |
| **Evidence/corroboration of need :** Applicants must clearly identify and demonstrate the need for additional LGBTI+ youth services 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 LGBTI+ 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 to 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 individual LGBTI+ young person’s life and situations
* 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 received by LGBTI+ young people and not duplicate existing services in their area.
 | 20 |

1. **Evaluation of the Scheme**

The Department of Children and Youth Affairs will arrange evaluation of the scheme to measure the impact of this scheme. All successful services 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 the Department of Children and Youth Affairs; the Department will recover money from any grantee found in breach of this requirement.

**APPLICATION FORM**

 **If you are a youth service or project, please complete Part A questions 1.1 – 1. 9 AND section Part D2 - 5 (Targeted Youth Funding Scheme)**

**If you are a national youth organisation please complete Part B questions 1.1 – 1.6 AND section Part D2 - 5 (Youth Service Grant Scheme funding),**

**If you are a LGBTI+ youth focused organisation other than those outlined above, please complete Part C questions 1.1 – 1.6 AND section Part D2 - 5),**

**PART A: *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**

|  |
| --- |
| 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:**

|  |
| --- |
| 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):**

|  |
| --- |
| Name:  |
| Role:  |
| Address 1:  |
| Address 2:  |
| City/Town:  |
| County:  |
| Email:  |
| Telephone:  |
|  |
| **1.6 Please state**

|  |
| --- |
| Total DCYA funding allocated in 2020:  |
| Targeted Youth Funding Scheme: €  |
| Youth Information Centre Scheme: € |
| Revised Youth Funding Scheme: € |
| UBU – Your Place Your Space: € |

 |
| **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):**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.9 Bank details**

|  |
| --- |
| **Please state:** |
| **Name of bank:** |
| **Address of Bank:** |
| **Sort Code:** |
| **Account number:** |
| **IBAN number:** |

**PART B: *National youth organisations only*** |

1. **National Youth Organisation’s details**

**1.1 Please state**

|  |
| --- |
| Name of organisation: |

**1.2 Address of Organisation:**

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

**1.3 Contact Address (Please note all communications in relation to the organisation will go to the details supplied here):**

|  |
| --- |
| Name:  |
| Role:  |
| Address 1:  |
| Address 2:  |
| City/Town:  |
| County:  |
| Email:  |
| Telephone:  |
| **1.4 Please state**

|  |
| --- |
| Total DCYA funding allocated in 2020:  |
| YSGS: € |

 |
| **1.5 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** |

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

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

**PART C. Other LGBTI+ youth focused organisation**

**1.1 Please state**

|  |
| --- |
| Name of organisation: |

**1.2 Address of Organisation:**

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

**1.3 Contact Address (Please note all communications in relation to the organisation will go to the details supplied here):**

|  |
| --- |
| Name:  |
| Role:  |
| Address 1:  |
| Address 2:  |
| City/Town:  |
| County:  |
| Email:  |
| Telephone:  |
| **1.4 Please state**

|  |
| --- |
| Total Government funding allocated in 2020:  |
| DCYA: € |

 |
| **1.5 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** |

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

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

**PART D. For national youth organisations, youth services/projects and other organisations**

**2. Financial Details**

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

|  |
| --- |
| €\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |
| --- |
| €\_\_\_\_\_\_\_\_\_\_\_\_  |

1. **Proposal**

**3.1 Summary statement of project proposal:**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**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 LGBTI + 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 individual LGBTI+ 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.)

|  |
| --- |
|  |

**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.

|  |
| --- |
|  |

1. **Project Budget**

|  |
| --- |
| **LGBTI+ Youth Service Grant Scheme (DCYA) – 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.**

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

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of the service/organisation),* we 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 DCYA 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 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, the Department of Children and Youth Affairs or from any Government Department. The project sponsors are agreeable to have the project monitored by KerryETB or its agents on behalf of the DCYA 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 Children and Youth Affairs 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 Children and Youth Affairs 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 Children and Youth Affairs 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1 – ETB details**

| ETB | Area | Youth/Liaison Officer telephone and email contact details | Address |
| --- | --- | --- | --- |
| Cavan and Monaghan ETB | Cavan/Monaghan | Maureen McIntyreTel: 047 30888 Ext 207049 433 1044 Ext 2Email: maureenmcintyre@cmetb.ie | Cavan and Monaghan ETB Administrative Offices, Market Street, Monaghan Town H18 449 OR Unit 4 Church View Square, Cavan Town H12 A592 |
| City of Dublin ETB CDYSB  | Dublin City | Tel: 01 432 1100Email: info@cdysb.cdetb.ie | CDYSB, 70 Morehampton Road, Donnybrook, Dublin 4 D04 X797 |
| Cork ETB | Cork | Ruth Griffin / 021-4665008 ruth.griffin@corketb.ie  | Administrative Offices , 21 Lavitts Quay, Cork |
| Donegal ETB | Donegal | Paddy MuldoonTel: 074 916 1505  Email: paddymuldoon@donegaletb.ie | Donegal ETB, Administrative Offices, Ard O’Donnell, Letterkenny, Co Donegal F92 DP98 |
| Dublin and Dún Laoghaire ETB | Co Dublin/Dún Laoghaire | Roisin McLindonTel: 01 452 8404 Email: roisinmclindon@ddletb.ie | Youth and Sport Development Service,Dublin and Dún Laoghaire ETB,1 Tuansgate, Belgard Square East,Tallaght, Dublin 24, D24 Y62W |
| Dublin and Dún Laoghaire ETB | Co Dublin/Dún Laoghaire  | Bríd CorcoranTel: 01 452 8404 Email: bcorcoran@ddletb.ie |
| Dublin and Dún Laoghaire ETB | Co Dublin | Martin MacEnteeTel: 01 45296 00Email: mmacentee@ddletb.ie |
| Galway and Roscommon ETB | Galway  | Davnet McEllinTel: 091 706264 Email: davnet.mcellin@gretb.ie   | Galway Roscommon ETB, GRETB Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9 |
| Galway and Roscommon ETB | Galway  | Louise Ryan091 874539louise.ryan@gretb.ie | Galway Roscommon ETB, GRETB Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9 |
| Galway and Roscommon ETB | Roscommon | Sara Ní Chuirreáin091-706219sara. nichuirreain@gretb.ie | Galway and Roscommon ETB Administrative Offices, Lanesboro Street, Roscommon Town F42 NA72 |
| Galway and Roscommon ETB | Roscommon | Michael Kelly086 384 0789michael.kelly@gretb.ie  | Galway Roscommon ETB, GRETB Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9 |
| Kerry ETB | Kerry | Seamus WhittyTel: 066 7193900Email: swhitty@kerryetb.ie | Kerry ETB, Centrepoint,John Joe Sheehy Road,Tralee, Co Kerry, V92 P2FE |
| Kildare and Wicklow ETB | Wicklow | Eric CaffreyTel: 0404 60513 Email: ericcaffrey@kwetb.ie | Kildare Wicklow ETB Administrative Offices,Church Street, Wicklow Town, Co Wicklow A67 A971 |
| Kilkenny and Carlow ETB | Carlow | Mairead DonohoeTel: 059 917 9465 Email: mdonohoe@kcetb.ie | Kilkenny Carlow ETB Youth Office, 1A Meadow Court, Burrin Street, Carlow Town R93 XR12 |
| Kilkenny and Carlow ETB | Kilkenny | Saoirse Prendergast Email:sprendergast@kcetb.ie | Kilkenny Carlow ETB, Lower New Street, Kilkenny R95 HW74 |

| Laois and Offaly ETB | Laois/Offaly | Joe ThompsonEmail: jthompson@loetb.ie | Laois Offaly ETB, Ridge Road, Portlaoise, Co Laois R32 NN82 |
| --- | --- | --- | --- |
| Limerick and Clare ETB | Limerick City | Cora FoleyTel: 061 445706   Email: cora.foley@lcetb.ie | Limerick Clare ETB, O’Connell Avenue Campus, O’Connell Avenue, Limerick City V94 W651 |
| Limerick and Clare ETB | Limerick County | Martin DuhigTel: 061 442108 Email: martin.duhig@lcetb.ie | Limerick Clare ETB, Marshal House, Dooradoyle Road, Limerick V94 HAC4 |
| Limerick and Clare ETB | Clare | Seamus BaneTel: 065 686 5475Email: seamus.bane@lcetb.ie | Limerick Clare ETB, Station Road, Ennis, Co Clare V95 D32F |
| Longford and Westmeath ETB | Longford/Westmeath | Maria FoxTel: 044 934 8389 Email: mfox@lwetb.ie  | Longford and Westmeath ETB, Marlinstown Business Park, Mullingar, Co Westmeath N91 RW96 |
| Louth and Meath ETB | Louth | Ian WalkerTel: 042 936 4631 Email: iwalker@lmetb.ie | Louth and Meath ETB, Chapel Street, Dundalk, Co Louth A91 C7D8 |
| Louth and Meath ETB | Meath | Barry WilliamsTel: 046 901 0083 Ext 3006Email: bwilliams@lmetb.ie | Louth and Meath ETB LMETB Buildings (Old County Hall) Railway Street Navan Co Meath C15AW81 |
| Mayo, Sligo and Leitrim ETB | Mayo | Breda RuaneTel: 094 925 0730Email: bredaruane@msletb.ie | Mayo, Sligo and Leitrim ETB, Administrative OfficesNewtown Castlebar Co Mayo |
| Mayo, Sligo and Leitrim ETB | Sligo/Leitrim | Trevor SweetmanTel: 071 913 8305   Email: trevorsweetman@msletb.ie | Mayo, Sligo and Leitrim ETB, Quay Street, Sligo F91 XH96 |
| Tipperary ETB | Tipperary South | Lisa KavanaghTel: 052 613 4347Email: lkavanagh@tipperaryetb.ie | Tipperary ETB Administrative Offices, Western Road, Clonmel, Co Tipperary E91 WK13 |
| Tipperary ETB | Tipperary North | Lorraine DuaneTel: 067 31845Email: lduane@tipperaryetb.ie | Tipperary ETB, Lifelong Learning Service, Martyrs Road, Nenagh, Co. Tipperary E45 X579 |
| Waterford and Wexford ETB | Wexford County/Waterford County | Martin FitzgeraldTel: 058 51433 Email: martinfitzgerald@wwetb.ie | Waterford and Wexford ETB,Administrative Offices,F13 Dungarvan Shopping Centre,Dungarvan, Co Waterford X35 DE93 |
| Waterford and Wexford ETB | Waterford City | Trina TsaiTel: 051-301500trinatsai@wwetb.ie | Waterford and Wexford ETBWaterford Training Centre, Waterford Industrial Park, Cork Road, Waterford |