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**Kerry Education and Training Board**

**Request Expressions of Interest for collaborations with**

**Kerry Local Creative Youth Partnership under July Stimulus Funding 2020**

**Guidance Note on Expression of Interest Requirements**

**Introduction:**

The Kerry Local Creative Youth Partnership, whose lead partner is Kerry Education and Training Board, is in receipt of additional funding in 2020 under a Government Stimulus Fund towards youth creativity in Kerry in 2020. Kerry LCYP is currently seeking expressions of interest from public or private sector organisations, communities and groups open to collaborating on projects that target vulnerable, at risk, and seldom heard young people who may be experiencing marginalisation or isolation. This call out is to enhance the range and volume of youth projects that are creative in nature, and support working with young people using creative processes. The fund seeks to establish collaborations with organisations, community and voluntary groups, including youth clubs, creative organisations and clubs in order to maximise the reach of the fund. It aims to increase contact hours by artists/creative practitioners with young people establishing projects, programmes, research or experiences that promote youth creativity that is visible, valued and inclusive. Associated additional costs e.g. venue hire, transport, and materials can also be included in the expression. The role of youth voice within the project must be strong, valued and heard. This expression is not the awarding of a grant to an organisation but an indication by your organisation that you wish to collaborate with the LCYP. The LCYP will remain responsible for the assignment of artists/creative tutors to work with your project. The fund can also cover programme costs, which will be paid directly by Kerry LCYP at Kerry ETB.

**Prioritisations:**

1. Projects that are guided by young people, where a project has consulted with young people, gathered their views and opinions.
2. Projects that are creative in nature reflecting work with marginalised children and/or young people who may be experiencing disadvantage.
3. Projects where opportunities for children and young people are not currently in place.
4. Projects that focus on age cohorts between 3 and 24 years.
5. Projects where Child Safeguarding compliance is in place.
6. Project outcomes that are realisable in 2020.

Note: Kerry Education and Training Board is under no commitment to maintain a collaboration if projects are not realised, or applicants cannot deliver the project upon approval.

**Eligible Organisations/services/projects:**

The scheme is open to public and private sector organisations or service providers that wish to deliver a targeted youth creativity project in collaboration with Kerry LCYP at Kerry ETB.

**Requirements:**

1. Complete every part of the expression as it relates to your organisation
2. A copy of the applicant’s Tax Clearance Certificate must be submitted with the expression.
3. Expressions, 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.

**APPLICATION DEADLINE:**

Applications **from Organisations, Services/Projects and voluntary clubs/groups** must be submitted **by email only to** [**denright@kerryetb.ie**](mailto:denright@kerryetb.ie) **by 5.00pm Friday 25th September 2020.** Projects must be delivered by year-end and must be accounted for.

**Appraisal Process and Marking System:**

Expressions of Interest will be scored in accordance with the marking scheme set out below.

The maximum score is 55 marks in total.

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| **Selection Criteria** | **Marks Available** |
| **Evidence of need:** Expressions must clearly identify and demonstrate the need for additional youth creativity. This should include providing supporting evidence of the following:   * a clear case for the need for the project * evidence that you have consulted with young people or can submit a needs assessment or other relevant data relating to young people | 25 |
| **Capacity to deliver / additionality:** Expressions must clearly demonstrate that organisations/services have the ability to deliver the proposed collaboration, and that it will be additional the existing work of the service/organisation.   * Show a history of working with the target group of children and/or young people, or of delivering similar types of services. * Can ensure that no duplication of service will exist as a result of the project in the area * The duration, contact hours and estimated numbers of young people involved | 15 |
| **Impact and sustainability:** 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 sustain the project in the years ahead   * Demonstrate clear outcomes, will impact on strategy and understanding about creativity, agree to monitor and evaluate the collaboration | 15 |

Should you require some assistance in completing this Expression of Interest, please contact:

**Deirdre Enright, Creative Youth Co-Ordinator,** Kerry ETB, John Joe Sheehy Road, Tralee.

**Tel: 066 7193900 Mobile: 085 8734946 Email:** [**denright@kerryetb.ie**](mailto:denright@kerryetb.ie)

**Expression of Interest Form: Please fill out**

**Background:**

**Please state**

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

**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: |
| Email: Mobile: Telephone: |
|  |
| **Venue for Project:**   |  | | --- | | Name: | | Location: | | Venue hire cost per hour: | |
| **In relation to the project relevant to this Expression of Interest, please state below if you have been approved for funding from any other source for this project:** |

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

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| Tax Registration Number: |
| Tax Clearance Certificate Number: |
| Tax District: CHY Number (if appropriate): |
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**Financial Details:**

**What is the Total Cost of the proposed collaboration?**

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| --- |
| €\_\_\_\_\_\_\_\_\_\_\_\_ |

**What is the amount for which you require financial support in your opinion in order to materialize a collaboration with Kerry LCYP?**

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| €\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Summary of proposed project: (500 words is sufficient)**

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**What is the target group; the estimated numbers of young people involved, proposed duration of programme and estimated artist/creative practitioner/tutor contact hours with the target group?**

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**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 children and/or young people, evidence gathered from youth voice consultation/needs assessments or other relevant sources.

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**Please provide information to demonstrate:**

* the capacity of the service to deliver the proposed project in collaboration with Kerry LCYP in 2020.
* how the service will be additional to the current work of the service/organisation.

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**Please provide information to demonstrate:**

* the difference the proposed project will have on the lives of children/ young people
* how your service/organisation will monitor the impact of the project (please state clear outcomes, targets, monitoring and evaluation systems etc.)

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**Project Budget**

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| **Budget Costs 2020** | | |
| **Direct costs:** | | **Please give rationale for costs** |
| Staffing costs: € | |  |
| Salaries including Employers PRSI | € |  |
| Staff recruitment costs |  |  |
| Staff travel and subsistence costs |  |  |
| Total: |  |  |
| **Programme costs:** |  |  |
| Venue hire |  |  |
| Participant transport cost |  |  |
| Estimated Artist/Creative Tutor/Costs @€45 per hr inclu. Employers PRSI paid by Kerry ETB |  |  |
| Advertising and publicity costs |  |  |
| Design and printing costs |  |  |
| Materials/Supplies: |  |  |
| Other: Please specify |  |  |
| Item 1: |  |  |
| Total: |  |  |
| \*Indirect overhead costs: |  |  |
| Item 1: |  |  |
| Total: |  |  |
| Total cost of project: |  |  |

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

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| 1. **DECLARATION OF ACCEPTANCE**   On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of the service/organisation),* apply for a collaboration for the purpose stated above and declare that the information given in this expression 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 provided here.  We understand that information supplied in or accompanying this expression may be made available on request under the Freedom of Information Acts 1997 and 2003. We also understand that putting forward an expression is no guarantee of funding.  We also accept, as a condition for the collaboration, 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 a collaboration is approved, we agree and confirm that we will manage the collaboration in accordance with the conditions. We agree to seek value for money and to abide by the Public Procurement guidelines. Project budgets outlined will be applied for the purposes set out in the expression 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 collaborate for the purposes set out in our expression, we agree to withdraw from the collaboration. Kerry ETB reserve the right to withdraw from the collaboration at any stage should it be necessary.  We acknowledge that any funds awarded are subject to such funds being available to the Department of Education and Skills, and/or Creative Ireland. That all project collaborations must be developed in 2020 and for the purpose stated, and not replace existing funding. We agree to acknowledge the support we have received from Creative Ireland, Department of Education and Skills, Department of Children and Youth Affairs as well as Kerry Local Creative Youth Partnership and Kerry ETB in all publicity in relation to our project. |

We hereby wish to express our interest in collaborating with Kerry LCYP at Kerry ETB and accept the above Terms and Conditions:

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

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

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

## Final Checklist:

☐ **Application Form Fully Completed**

Application form fully completed, signed and dated. No blanks and non-applicable used sparingly, but where necessary. No hard copies please, by email only to [denright@kerryetb.ie](mailto:denright@kerryetb.ie)

☐ **Project Undertaking and Validity**

Project budget must be vouched and accounted for by year-end 2020. Kerry ETB will pay for the costs of artists/materials.

Expenditure of funding will conform to the Department of Public Expenditure and Reform’s Circular 13/2014

Compliance practices have been adhered to, quotes have been obtained (where costs exceed €2,000 three quotes are required), and funding can be fully spent by year-end 2020.

In the event this is not possible for reasons beyond your control Kerry Local Creative Youth Partnership at Kerry Education and Training Board will be informed of and recoup any unspent funding.