**Kerry Local Creative Youth Partnership**

**Youth Theatre Grant Scheme 2024**

**SECTION A: GUIDANCE NOTES**

**A. Introduction**

Kerry Local Creative Youth Partnership (LCYP) is administered by Kerry Education and Training Board (Kerry ETB. Grant funding is available through the LCYP project in 2024 for the development of youth theatres in Kerry. The fund is intended to support the growth of youth theatres and youth theatre practice through a collaboration between Kerry LCYP and the Arts Office of Kerry County Council. This collaboration advocates that joining a youth theatre in Kerry should be accessible to all young people within a 45-minute drive from their residential location.

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, and aligned with the LCYP mission around developing accessible opportunities for young people who are seldom heard. Decision-making must be led by the membership of the youth theatre where youth participation is valued and intrinsic. Applicants must outline 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.

Applying youth theatres must be affiliated or in the process of affiliation to Youth Theatre Ireland, the national development organisation for youth theatre.

The grant scheme supports some, but not all of the associated costs of running a youth theatre. The generation of own funds and fundraising aims should feature in any application made to the Scheme. Evidence of same will be requested. Kerry LCYP, in supporting the development of youth theatre in Kerry, is looking to support sustainable and targeted initiatives through the grant scheme. Co-funded applications are welcome, the maximum amount that can be applied for is €8,500 per youth theatre.

**B. Target Group**

The Youth Theatre Grant Scheme has an intended target focus of young people from the ages of 12 to 24, who are willing to take part in group supported drama and theatre practice in a fun and safe environment, and where they are supported by a not-for-profit organisation.

Youth participation 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 young people who take part, 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 that wish to maintain 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:

* Not for profit companies and organisations who wish to develop a youth theatre offering for their community of young people or for young people from across the county.

**D. Application Deadline:** **5.00pm on Wednesday 19th January 2024**.

Applications must be submitted by email to:

Deirdre Enright,Creative Youth Co-Ordinator at Kerry ETB

Email: [deirdre.enright@kerryetb.ie](mailto:deirdre.enright@kerryetb.ie)

**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. You must provide proof of consultation with 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 a community-based setting, with a particular focus on targeted youth integration, and 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 **2024**. Grants can be drawn down in two stages but only on evidence of mid-way completion, and vouched expenditure for same. There is no advance funding mechanism, grant awards can only be drawn down after the applicant organisation has delivered the project.
* At least two meetings with the Creative Youth Co-Ordinator will be required as the project develops
* Artistic vision and workshop programme must align with project outcomes.
* Applications should only be submitted for the funding of projects which can take place between after the approval of a grant, if approved and must be fully completed, vouched for and accounted for in 2024.
* Funding can only be utilised from when a Service Level Agreement is signed by Kerry ETB.
* 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 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, if successful, will be required to adhere to the compliance related requirements of Kerry ETB with regard to the administration of a grant. Applicants will have to 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 if successful.
* 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:**

* Assurances that they can manage and administer a grant aided project.
* Submission copy of a Health and Safety statement
* Certificate of Tax Compliance.

A Schedule for public liability insurance.

* 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 the consent of young people was sought and the consent of parents/caregivers, 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 conduct and evaluation process with their group, as well as return a project evaluation report at the end of the workshop schedule. 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.
* That the logo suite provided for promotional purposes was used in all marketing promotions, acknowledging the support of the funding bodies.

**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 Youth Theatre: |  |
| **1.2** | State the legal structure under which the service/provider/organisation operates, *i.e.* 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 2022 (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 youth theatre proposal:**

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

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**2.3 Please describe the workshop process you are planning. Please include a brief synopsis of the experience and/or expertise the creative professional/s has in working with young people.**

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**2.4 Please provide information to demonstrate youth participation in what you propose, including the wishes and opinions of young people:**

* Include a clear case with regard to feedback about the youth theatre proposal, including the need for the project (if a new youth theatre), and supporting evidence – this may include a youth voice consultation, 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.
* 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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* 1. **Please provide the following information to assist a value for money understanding:**

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| --- | --- | --- | --- | --- | --- |
| No. of workshops that will be delivered | No. of hours in workshops | Commencement and end month of workshops | Grant Sought | Total Cost of Proposal | Amount of own funds, fees and other grants |
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**2.9 Is the proposal a suitable project for promotion as part of Cruinniú na nÓg (June 2024) or Culture Night (September 2024)? 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 travel and subsistence costs |  |
| **Total:** |  |
| **Programme costs:** |  |
| Venue hire |  |
| Participant transport costs |  |
| Youth Theatre Facilitator costs |  |
| Advertising and publicity costs |  |
| Graphic Design costs |  |
| Printing Costs |  |
| Equipment - small items specific to the project. |  |
| Refreshment Costs |  |
| **Total:** |  |
| **Indirect costs refer to light, heat, expenses, overheads, 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 & Fees (if applicable) |  |
| Grant Amount you are applying for: |  |
| **Total Income:** |  |
| Difference: |  |
| Please indicate how any difference will be dealt with if relevant: |  |

**For clarification in relation to any aspect of this application please contact:**

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

E: [deirdre.enright@kerryetb.ie](mailto:deirdre.enright@kerryetb.ie)

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.

1. **DECLARATION OF ASSURANCE with regard to Terms and Conditions.**

On behalf of (*insert name of applying 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 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, project outcomes 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 Kerry ETB policy in relation to public procurement, Governance, and financial management, 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.

We acknowledge that any funds awarded are subject to such funds being available to the Department of Education and Creative Ireland, and that they must be used 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 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 applicant organisation is offering an assurance to Kerry ETB that they will comply with Kerry ETB Governance and Financial monitoring requirements. Furthermore, that the applicant will provide the following documents, if funding is approved:

1. Submission of a Health and Safety Statement
2. Certificate of Tax Compliance
3. Copy of your schedule for public liability insurance.
4. Confirmation of compliance with the Children First Act 2015 including confirmation that all facilitators, leaders, workers and volunteers have garda vetting in place.
5. Confirmation of compliance with Data Protection Legislation under the Irish Data Protection Act 2018.
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. A template will be provided. This must accompany a drawdown request form which will be issued prior to drawing down the grant.

**I provide confirmation and assurance as to the procedures requested, and can confirm that the documents outlined will be made available. I hereby apply for grant funding and accept the above Terms and Conditions:**

Signed:

Position: Date: