

**Youth Affairs Unit
Office of the Minister for Children &
Youth Affairs
Local Youth Club Grant Scheme 2009
Application Form**

Ref. YAU/LYCGS1/2009

Before completing this application form please read the Local Youth Club Grant Scheme (LYCGS) information leaflet (Ref. YAU/LYCGS2/2009) to determine eligibility to apply.

Sections 1 – 4 of the application form requests details of your club/group and the amount and purpose of the grant sought.

Appendix 1 contains a template for an Income and Expenditure Report. This should be submitted by the club/group along with your application to local VEC Youth Officer.

Note:

- This form is to be used for new applications made in respect of this Scheme.
- As LYCGS documentation may change from year to year it is important that the correct application form supplied by the Office is used in the application process.
- All sections of the form must be completed. Incomplete forms will not be accepted.
- If you need assistance completing this application, please contact your local Vocational Education Committee (VEC) Youth Officer.
- Applications should be sent directly to the local VEC Youth Officer.
- The closing date for receipt of applications is **26th February 2010**. **Late applications will not be accepted in any circumstances.**
- Information submitted to the VEC may be subject to Freedom of Information legislation.

Section 1: Club/group Details

1. Name of Club: _____

Address of Club: _____

Telephone: _____

Email: _____

Club Website (if any): _____

Name of organisation (if affiliated): _____

2. When was your club/group established?: _____

3. Does your group have a written Constitution? Yes No
(If yes, please submit this to the VEC Youth Officer if you have not done so previously)



4. Please provide details of the main activities provided by your group:

Day of week activity occurs	Time. From: To:	Detail of Activities	Numbers of young people attending	Numbers of adult volunteers assisting	Location

5. Please provide a profile of members under the following headings:

Details of group leaders	Male	Female
Junior Leaders (U 18 yrs)	<input type="text"/>	<input type="text"/>
18-25 years	<input type="text"/>	<input type="text"/>
Over 25 years	<input type="text"/>	<input type="text"/>
Total Leaders	<input type="text"/>	<input type="text"/>
Details of members		
Under 10 years	<input type="text"/>	<input type="text"/>
11-14 years	<input type="text"/>	<input type="text"/>
15-18 years	<input type="text"/>	<input type="text"/>
19-21 years	<input type="text"/>	<input type="text"/>
22-24 years	<input type="text"/>	<input type="text"/>
Over 25 years	<input type="text"/>	<input type="text"/>
Total Members	<input type="text"/>	<input type="text"/>

Section 2: Details of Grant Sought

1. Please indicate what this grant-in-aid will be used for e.g. training, insurance, one-off project etc :

2. Please outline the benefits for young people participating in the club/programme/activity:

3. Please complete either a) or b) below as appropriate. To determine which category you should apply under i.e. *Youth Work Club Grant* or *Youth Club Activity Grant*, please consider the following checklists and complete the category most relevant to your group/club:

a) Youth Work Club Grant			b) Youth Activity Club Grant		
Please consider the following checklist and tick the relevant box <input type="checkbox"/> :			Please consider the following checklist and tick the relevant box <input type="checkbox"/> :		
	Yes	No		Yes	No
1. Has your group registered with the VEC as part of the registration process carried out by the VEC Youth Officer? <i>(If not your VEC Youth Officer may request additional information in support of this application)</i>			1. Has your group registered with the VEC as part of the registration process carried out by the VEC Youth Officer? <i>(If not your VEC Youth Officer may request additional information in support of this application)</i>		

<p>2. Is your group a youth work club? (please consider the explanatory points below in your response)</p> <p>I. The youth work group must have youth work, as defined in the <i>Youth Work Act 2001</i>¹, as its primary focus</p> <p>II. The aims, activities and methodologies of the group must correspond to those of youth work</p> <p>III. The youth work group must provide a range of programmes of a non-formal educational nature on a regular basis</p>			<p>2. Is your group a youth activity club? (please consider the explanatory points below in your response)</p> <p>I. The youth activity group provides primarily recreational activities to young people</p> <p>II. The aims, activities and methodologies of the group are recreational and non-youth work specific</p> <p>III. The youth activity group provides a range of programmes of a recreational nature on a regular basis</p>		
<p>3. Is your group volunteer led and based on voluntary participation of young people?</p>			<p>3. Is your group volunteer led and based on voluntary participation of young people?</p>		
<p>4. Are 75% of your group's members under the age of 21?</p>			<p>4. Are 75% of your group's members under the age of 21?</p>		

(a) Youth Work Club Grant (max €3,000) Or (b) Youth Activity Club Grant (max €3,000)

Amount of grant sought: _____ Amount of grant sought: _____

Section 3: Financial Details

1. Please provide details of the Bank Account to which grant-aid should be made (in the event that your application is successful). This must be the group's/club's bank account and not a personal bank account.

Account Name	Bank/Credit Union/PO	Sort code	Account No.

2. Please provide details of any other sources of funding for the last financial year:

Funding Source	Funding Agency	Amount	Date received

¹ The Youth Work Act, 2001 defines youth work as
“a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is – (a) complementary to their formal, academic or vocational education and training; and (b) provided primarily by voluntary youth work organisations.”

3. Please submit details of Income and Expenditure Account for 2008. Please use the template provided at Appendix 1.

Section 4: Declaration

1. The undersigned hereby certifies that all the information contained in this application form is current and accurate:

Signature of person responsible for the application: _____

Title/position in the club: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____

VEC through which the application is being made: _____

RETURNING COMPLETED FORMS

If you have any queries in relation to this form please contact the VEC Youth Officer – Seamus Bane – on 065-6897619 or by email at sbane@clarevec.ie.

DATE FOR RETURN OF COMPLETED FORMS: FRIDAY 26TH FEBRUARY 2010.

Late applicants will not be considered.

Completed forms should be returned to:

**SEAMUS BANE
CLARE VEC YOUTH OFFICER
ADULT EDUCATION CENTRE
CLONROAD BUSINESS PARK
ENNIS
CO CLARE.**

To be completed by VEC Youth Officer:

VEC Youth Officers should ensure that clubs satisfy the criteria for eligibility (section 2) to apply for either grant					
a) Eligibility of group to apply for the youth work club grant:	Yes	No	b) Eligibility of group to apply for the youth activity club grant:	Yes	No
Please, if needed, provide a brief comment on the above application			Please, if needed, provide a brief comment on the above application		
<p>Amount of grant-in-aid recommended: €</p> <p>_____</p> <p>I have examined this application form and am satisfied that the information is current and accurate:</p> <p>Name of Youth Officer (printed)</p> <p>_____</p> <p>Signature of Youth Officer</p> <p>_____</p> <p>Date: _____</p>					