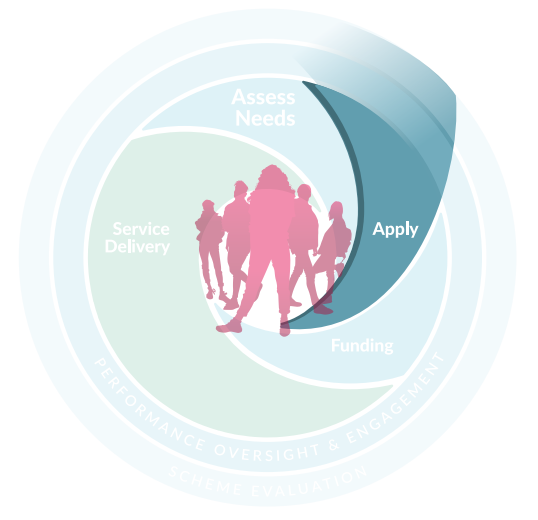
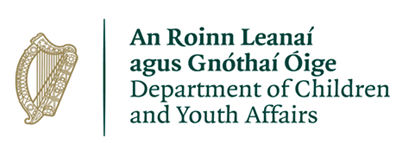


**UBU Your Place Your Space**

**APPLICATION FOR FUNDING**





**An organisation seeking funding should work with the ETB in their area to complete the UBU Your Place Your Space Scheme application for funding. It is important that the applicant organisation is supported in completing the application and that the action plan(s) are agreed to by both the applicant organisation and their ETB. To assist in this process these guidance notes outline what is expected for each section of the application form. INCOMPLETE FORMS WILL NOT BE ACCEPTED**

**Note to the applicant: Please complete this UBU Your Place Your Space scheme application form using your Service Requirement.**

**ELIGIBILITY CRITERIA:** All of the Eligibility criteria questions must be ticked ‘Yes’ by the date of the submission of the Application for funding to the ETB.

**SCHEME ASSESSMENT CRITERIA:** This section should be revisited and signed by the applicant organisation after fully completing the rest of the application form.

For any 1 or more of the criteria where the applicant selects ‘No’, the applicant should use the Action Plan template in the corresponding Section, to demonstrate a plan which addresses each outstanding issue and indicate a clear timeframe, full compliance must be achieved by 30th June 2021.

The ETB will assess that the action plan for each of the criteria that the applicant ticked ‘No’ in the ‘Scheme Assessment Self-Declaration Form’ is appropriate and can be achieved within the applicant identified time-frame. If the applicant is being recommended for funding, an Action Plan must be agreed between ETBs and the Applicant ahead of a recommendation being made to the DCYA.

**SECTION 1. APPLICANT DETAILS** – Complete this section with relevant information.

**1.2 Partner Applicant** – If applicable enter the details of the partner applicant.

Partnership - The entity, which works with the applicant organisation to deliver the proposed service offer to young people.

**1.3** Lead Applicant and Partner Applicants must have a Memorandum of Understanding or contractual agreement in place. See Policy Document for more details on the requirements of the contract.

**1.4** Provide details of the distinct roles of both the lead and partner applicants.

**1.5** Provide details that demonstrate the experience of the partner applicant to assist in delivering services to the young people in the target groups identified in the relevant service requirement(s).

**1.6** Providecontact information for display on the DCYA websites / Maps for the purposes of the DCYA displaying information on UBU Your Place your Space scheme funded services on the scheme website. This information will be accessed by young people who may wish to avail of your services.

**SECTION 2. RESPONSE TO SERVICE REQUIREMENT**

The applicant should complete this section using their Service Requirement and reviewing section 6.7 of the UBU Your Place Your Space Policy and Operating Rules.

**Note:** Where an applicant organisation is not fully compliant with the assessment criteria at the time of application for entry into the UBU Your Place Your Space scheme, the applicant organisation must submit an action plan to demonstrate a plan on how they plan to address the gaps within the associated timeline. The action plan(s) must be signed by the applicant organisation and their ETB to ensure the action plan(s) are appropriate and adequate.

* 1. Using the Service Requirement, indicate which Strands are being applied for.
  2. **Services for young people** (Strand A): Using the table which is made up of pre-filled drop down boxes and some free text entries, demonstrate how your organisation proposes to respond to the Service Requirement with specific reference to the target groups, the needs/issues identified in the service requirement, the 7 social and personal development outcomes (appendix 3), and the various provision types (appendix 2) your project will use to support young people to address these needs and achieve improved outcomes. **Note:** The ETB may request additional details to support your application, e.g. indicative timetables, during the application process.
  3. **Access to facilities** (Strand B): If the applicant organisation previously received funding under Young People’s Facilities and Services Fund 1 and/or 2, Strand B funding eligibility will be indicated in the Service Requirement. Provide the location and Eircode of each facility. Complete the table to demonstrate that the facilities to be funded provide access to the target groups identified in the service requirement.
  4. **Capacity building** (Strand C)**:** If the applicant organisation previously received funding funded under the Young People’s Facilities and Services Fund 1 and/or 2, the Local Drugs Task Force scheme (LDTF) and Special Projects for Youth (SPY). Strand C funding eligibility will be indicated in the service requirement. Complete the table to demonstrate how your organisation proposes to respond to the service requirement with specific reference to UBU Your Place Your Space funded organisations you propose to provide capacity building support to, the nature of that support and the key target groups they/you will engage as identified in the service requirement. Type of support offered - a) supporting/advising funded organisations b) training and capacity building and c) working collaboratively with another UBU Your Place Your Space funded organisation.
  5. Outline how you will address the issues affecting, and the factors to consider for the target group as outlined in the service requirement.

**SECTION 3: SERVICE OFFER APPROACH**

**3.1** Provide a Statement of Practice, ensure that the Statement of Practice is in line with the UBU Your Place Your Space scheme goals and objectives. (Maximum of 500 words)

**3.2** Outline the quality systems and practices that you as an applicant organisation will use to ensure quality work under the UBU Your Place Your Space scheme. (Maximum of 250 words).

**3.3** Demonstrate linkages into local community organisations. List any agency name(s) the applicant organisation engages with and select how they are engaged with: prefilled drop down includes

**Collaborative Work** - Situations where, for the benefit of young people, funded organisations pool skills, experience and/or resources for the joint delivery of young people-centred youth services. (See the policy document for more detail)

**Referral Pathway** - The process of guiding a young person to an appropriate specialist or agency for defined support. A funded organisation can receive a referral from another agency for their specific area of expertise and/or support.

**Interagency collaboration** – The process of young people, agencies and/or community/voluntary organisations joining together for inter-dependent problem-solving that focuses on improving outcomes for young people.(refer to the policy document for more detail)

**3.4** Outline describe how young people will a) be involved in the design, delivery and evaluation of services and b) Will have a voice and influence decisions throughout the organisation. (Maximum of 250 words)

**3.5** if you are inreceipt of funding from other sources for working with similar cohorts of young people, please outline how your service offer is distant from these, and the added value this approach brings to young people

3.6 Outline what systems and practices are in place to ensure equality and inclusiveness in your proposed UBU Your Place Your Space scheme youth service.

**3.7** Indicate if the applicant organisation has any local advisory structures in place.

If yes, indicate how many times per year the local advisory group meets.

**3.8** Indicate if young people (under 25 years) are represented on either the applicant’s board or on the local advisory structure.

**SECTION 4. FINANCIAL INFORMATION**

**4.1** Provide CRO information, Tax Reference Number, and Charity Registration Number (if applicable).

**4.2** Provide the title of posts that would be funded by the UBU Your Place Your Space scheme, do not include names of staff members. Indicate the number of hours for each post. Indicate the title of the highest most appropriate qualification for the post. Indicate Yes/No for Pay Scale. If Yes, provide the Pay Scale as a part of your final application submission. Provide the total number of whole time equivalent posts. Separately provide the number of whole time equivalent post funded by this UBU Your Place Your Space application.

**4.3** Budget

State the TYFS funding received in 2019.

Indicate which Strands A, and /or B and/ or C the applicant is applying for. If outlined in the service requirements, applicant organisations may apply for all 3 funding strands. Provide quantity of funding under each Strand and the amount applied for July – Dec 2020 and Jan to Dec 2021.

**4.4 Services for young people (Strand A) and/or Capacity building (Strand C) Costs**

Complete the table, enter the total amounts for each area projected for July - December 2020 and for January – December 2021. (DCYA will provide an excel template to support organisations to calculate salaries that need to be divided between direct and indirect costs)

**4.5** Enter the breakdown by percentage of total and amount in euro of Direct and Indirect Costs.

**Access to facilities (Strand B) Costs** If an applicant received funding for facilities under Young People’s Facilities and Services Fund 1 and 2, they may apply for funding under Strand B. Applicant should complete the table that estimates the expected income from organisations included in the 2.3 table and then complete the budget application. If more than the UBU Your Place Your Space youth target groups are accessing the facility, outline the apportionment rationale.

**SECTION 5 GOVERNANCE ARRANGEMENTS**

**5.1** If the applicant organisation is a company limited by guarantee indicate the date of the last company returns.

**5.2** Applicant should indicate if it has a local board in place. Enter amount of times per year the local board meets.

**5.3** Provide an organigram of your full organisation highlighting any posts or shared services that are fully or partly funded as part of **this application form** under UBU Your Place Your Space scheme. The organigram must include – anyone who is an employee of the organisation, has an employment contract including sessional supervisors and shared service providers - for example if several organisations pool funds to contract and accounting firm which provides services for accounts.

Include an Organigram in your final application submission, it should include any local advisory structures if applicable.

**5.4** Include if the board has any strategies to deal with financial and operational risks.

**5.5** Indicate if your organisation has clearly defined structures in relation to the respective roles of the board and senior management.

**ELIGIBILITY CRITERIA**

**Section A:** The following 12 questions will be used to assess the organisations eligibility to access funding under the UBU Your Place Your Space scheme. All applicant organisations must be in a position to answer **Yes** to all of the Eligibility Criteria questions prior to submitting an application for funding. The ETB reserves the right to ask for evidence relating to each question.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Eligibility Criteria** | **Yes** | **No** |
| 1 | Do you have a **Memorandum and Articles of Association** or a **Constitution**, which outlines the projects governance structure, and a list of the Board of Directors? |  |  |
| 2 | Are you willing to provide the **financial records and related materials** in respect of the Grant provided for auditing and inspection purposes by DCYA, ETB and/or its designated bodies, or the Comptroller and Auditor General? |  |  |
| 3 | Are you willing to fulfil the **UBU Your Place Your Space** **scheme rules**? |  |  |
| 4 | Are you willing to comply with the **DPER circular 13/2014** and have you the appropriate systems in place to ensure compliance? |  |  |
| 5 | Are you compliant with the **Children First** Act 2015? |  |  |
| 6 | Do you have appropriate levels of **insurance** in place on all the project’s assets, public liability and employer’s liability? (The levels of insurance required cover: €12.7 million for employer’s liability insurance; and €6.5 million for public liability insurance.)  **AND**  Have you specifically **indemnified** the ETB and DCYA in all insurance policies? |  |  |
| 7 | Have you a **recruitment and selection process** in place that is compliant with the relevant legislation inclusive of Garda Vetting of adults working with young people in a paid and voluntary capacity in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. |  |  |
| 8 | Have you an **Organisational Health and Safety Statement and** **Policy** in place and have you a listed person as **Health & Safety Officer**? |  |  |
| 9 | Have you **accounts that are audited** on a calendar year by external auditors and have available the 2018 signed **audited accounts**? |  |  |
| 10 | Is your organisation fully compliant with all its relevant **governance code/s**? (e.g. companies ltd by guarantee with no share capital , public bodies, charitable bodies, cooperatives) |  |  |
| 11 | Is your organisation willing to participate in the **trialling of sample services** and tools as directed by ETBs and DCYA to support development of best practice and evaluation initiatives? |  |  |
| 12 | Is your organisation willing to **report directly to the ETB** on work with young people, targets achieved and financial matters? |  |  |

I [[1]](#footnote-1)(*insert name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on behalf of \_\_(*insert organisation name*)\_\_declare, that I will provide the ETB, within one week if request, with evidence/proof for all items where I ticked “Yes” above.

**Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SCHEME ASSESSMENT CRITERIA**

**Section B:** The following questions will be used as a part of the assessment process for entry to the UBU Your Place Your Space scheme. In this section you are asked to declare if you are fully compliant with the assessment criteria, you will then be asked to demonstrate various elements of these throughout the application form attached. The ETB reserve the right to ask for evidence relating to each question.

**Where your organisation answers \*NO to any of the criteria below an action plan must be prepared and agreed with the ETB**.

Use the Action Plan template which is included in each corresponding section of the application form (see column 1) to address each outstanding issue as you move through the form, and provide a clear timeframe for completion. Full compliance must be achieved by 30th June 2021.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **No.** | **ASSESSMENT CRITERIA** | **Yes** | **\*No** |
| **SECTION 2** | 1 | Is proposed service offer fully in line with the **geographical location / theme** outlined in the ETB **Service Requirement?** |  |  |
| 2 | Is your proposed service offer focused on addressing the **issues affecting** the target group outlined in the ETB **Service Requirement?** |  |  |
| 3 | Is your proposed service offer focused on the **target group** outlined in the ETB **Service Requirement(s)?** |  |  |
| 4 | Is your proposed service offer in line with the **type and amount** outlined in the ETB **Service Requirement(s)?** |  |  |
| 5 | Is your proposed service offer operating in an **out of school** setting (see appendix 1 for the definition) |  |  |
| 6 | Is a minimum of **80%** of your available delivery hours spent **with the target group** of young people for the UBU Your Place Your Space scheme? (Strand A only. Do not answer if you are only applying for strand B or C.) |  |  |
| 7 | Is your proposed service offer using the **nine areas of provision** (appendix 2) or providing facilities/capacity building for groups who are offering a service for young people using the nine areas of provision? |  |  |
| **SECTION 3** | 8 | Is your proposed service offer in line with the **mission, vision, values and goals** of the UBU Your Place Your Space scheme? |  |  |
| **SECTIONS 4 & 5** | 9 | Do you have efficient and transparent **governance, management and administration** systems in place to support quality work? |  |  |
| 10 | Does the **proposed expenditure** meet the rules of the scheme (as set out in chapter 7 of the UBU Your Place Your Space, Policy and Operating Rules document) |  |  |

**SECTION 1. APPLICANT DETAILS**

1.1 Lead Applicant

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organisation: (Legal Entity)** |  | | |
|  | | | |
| **Organisation Known As:** |  | | |
| **Business Address:** |  | | |
|  | | **EIR Code:** |  |
| **Contact Name:** |  | | |
| **Contact Position:** |  | | |
| **Telephone No:** |  | **Mobile No:** |  |
| **Email Address:** |  | | |
| **Website:** |  | | |
| **Social Media:** |  | | |

**1.2** Partner Applicant (if applicable)

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Organisation Legal Status:** |  |
|  |  |
|  |  |

**1.3** Does an MOU exist between the lead applicant and partner applicant? Yes  No

**Partner Applicants (If Applicable)**

**1.4** Briefly outline the role of the partner applicant relative to the role of the lead applicant. (Maximum of 200 words)

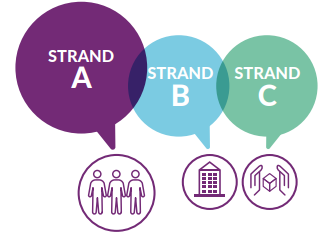
|  |
| --- |
|  |

**1.5** Briefly outline the experience of the partner applicant to assist in delivering services to the young people in the target group(s) you have indicated. (Maximum of 200 words)

|  |
| --- |
|  |

**1.6** Contact information for display on DCYA websites / Maps

|  |  |
| --- | --- |
| **Youth Service Name** |  |
| **Location/s or address of service including EIR code/s:** |  |
| **Contact Person/s:** |  |
|  |
| **Telephone No:** |  |
| **Email Address:** |  |
| **Website:** |  |
| **Social Media:** |  |
| **In 100 words or less please describe your UBU Your Place Your Space youth service. This is for use on the UBU Your Place Your Space scheme website. – Please be aware that this will be published on the website and accessible to young people.** |  |

**SECTION 2. [[2]](#footnote-2)RESPONSE TO SERVICE REQUIREMENT**

**2.1 In line with the ETB service requirement which of the UBU Your Place Your Space Scheme funding strand(s) is the applicant organisation applying for under?**

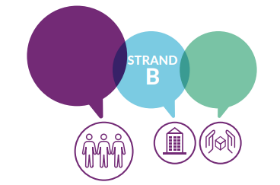
**A ☐ B ☐ C ☐**

**2.2 Services for young people - Strand A -** Use the table below to demonstrate how your organisation proposes to respond to the Service Requirement with specific reference to the 7 social and personal development outcomes, and the various service types your project will employ, to support young people to develop their social and personal development outcomes and to co-produce improvements in their circumstances over the 18month of this application process. This is a high level proposed work plan for July 2020 – December 2021. **Indicative seasonal timetables will need to be submitted to the ETB throughout the funding cycle.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Which Target group(s) as per your service requirement [[3]](#footnote-3)** | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Ages** | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Time of Day** | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Location** |  |  |  |  |  |  |  |
| **Issue/needs addressed** |  |  |  |  |  |  |  |
| **No. of young people to be engaged** |  |  |  |  |  |  |  |
| **Proposed average no. of young people per week** |  |  |  |  |  |  |  |
| **Proposed average no. of hours per week** |  |  |  |  |  |  |  |
| **What provision type[[4]](#footnote-4) will you use to address these issues/needs?** | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Outcome areas[[5]](#footnote-5)** | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Identify the post and number of UBU Your Place, Your Space funded staff that will be delivering these programmes (e.g. 2 youth workers)** |  |  |  |  |  |  |  |
| **Identify the type and number of additional human resources that will be supporting the delivery of these programmes**  **(e.g. 2 adult volunteers, 1 CE worker, 3 students)** |  |  |  |  |  |  |  |

**Please outline**

1. **How you intend engaging the target young people for this service?**
2. **How will you ensure that young people in need of additional support are prioritised within the service? (max 200 words)**

**2.3 Access to Facilities - Strand B**

Location of the facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eircode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use the table below to demonstrate how your organisation proposes to respond to the Service Requirement with specific reference to the type and amount of access to facilities which will be provided over the 18month of this application process with funding from the UBU Your Place Your Space scheme. This is a high level proposed plan for July 2020 – December 2021. This will be developed in greater detail if your organisation is approved for entry into the UBU Your Place Your Space scheme.

Is this facility solely for use by the target group for the UBU Your Place Your Space scheme? Yes  No

Do you have an apportionment policy in place Yes  No

Please outline below the type and amount of access to facilities you provide for the target group/youth organisation?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the youth organisation or the section of your own organisation accessing facilities** | **Is this org in receipt of UBU funding?** | **Target group per your service requirement** | **Is Office space provided?** | **Is activity space provided?** | **[[6]](#footnote-6)Is there a charge to the youth organisation for this space?** | **List activity space provided**  **(eg hall, kitchen, football pitch, computer room)** | **Average hours per week of activity space provided** |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |
|  | Yes  No | Choose an item. | Yes  No | Yes  No | Yes  No |  |  |



**2.4 Capacity building - Strand C -**

Use the table below to demonstrate how your organisation proposes to respond to the Service Requirement with specific reference to organisations you propose to provide capacity building support to, the nature of that support and the key target groups they/you will engage over the 18month of this application process with funding from the UBU Your Place Your Space scheme. This is a high level proposed plan for July 2020 – December 2021. This will to be developed in greater detail if your application is approved for entry into the UBU Your Place Your Space scheme.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the youth organisation or the section of your own organisation supported** | **Is this org in receipt of UBU scheme funding?** | **Target group per your service requirement** | **Type of support** | **Short description of how the support will be delivered and the frequency of delivery** |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |
|  | Yes  No | Choose an item. | Choose an item. |  |

* 1. Outline how you will address the issues affecting, and the factors to consider for the target group as outlined in the service requirement. (max 200 words)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ACTION PLAN  Assessment criteria 1 – 7 | | | | | |
| If you have indicated No in your scheme assessment self-declaration on page 4 for criteria one to seven please complete this section of the action plan. When you have completed all sections of the action plan please sign at the end of section 5 for agreement with ETB. | | | | | |
| criteria to be addressed | Specific area for improvement | Action  (what will be done) | Person responsible  (by whom) | Timeline | Completion date  Sign-off-for ETB use only |
| 1. Is the proposed service offer fully in line with the geographical location / theme outlined in the ETB Service Requirement? |  |  |  | Choose an item. |  |
| 2. Is your proposed service offer focused on addressing the issues affecting the target group outlined in the ETB Service Requirement? |  |  |  | Choose an item. |  |
| 3. Is your proposed service offer focused on the target group outlined in the ETB Service Requirement(s)? |  |  |  | Choose an item. |  |
| 4. Is your proposed service offer in line with the type and amount outlined in the ETB Service Requirement(s)? |  |  |  | Choose an item. |  |
| 5. Is your proposed service offer operating in an out of school setting (see appendix 1 for the definition) |  |  |  | Choose an item. |  |
| 6. Is a minimum of 80% of your available delivery service hours spent with the target group of young people for the UBU Your Place Your Space scheme? (Strand A only) |  |  |  | Choose an item. |  |
| 7. Is your proposed service offer using the nine areas of provision (appendix 2) or providing facilities/capacity building for groups who are offering a service for young people using the nine areas of provision? |  |  |  | Choose an item. |  |

**SECTION 3: SERVICE OFFER APPROACH –**

**Mission, vision, goals and objectives of the UBU Your Place Your Space scheme**

**3.1** Provide a Statement of Practice which outlines how your organisation will operate in line with the mission, values, goals and objectives of UBU Your Place Your Space. (Maximum of 500 words)

**What** do you intend to do, **who** will you do it with, **how** will you do it, **Where** will you do it, **what** do you expect to achieve?

|  |
| --- |
|  |

**3.2** What quality systems and practices will you use to ensure quality work under the UBU Your Place Your Space Scheme? (Maximum of 250 words)

|  |
| --- |
|  |

**3.3 Please outline the agencies you work with and select the type of engagement you have with these**

|  |  |
| --- | --- |
| **List Agency Name** | **How does your organisation work with this agency? (what best describes)** |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |

3.4 Are you in receipt of funding from other sources for working with similar cohorts of young people? Yes  No

If yes, please outline how your service offer is distinct from these, and the added value this approach brings to young people (max 200 words)

|  |
| --- |
|  |

**3.5** Please describe how young people:

1. Will be involved in the design, delivery and evaluation of services
2. Will have a voice and influence decisions throughout the organisation. (Maximum of 250 words)

|  |
| --- |
|  |

**3.6** What systems and practices are in place to ensure equality and inclusiveness? (Maximum of 250 words)

|  |
| --- |
|  |

**3.7**Do you have any local advisory structures in place? Yes  No

If yes, please indicate how many times a year the local advisory will meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.8** Are young people (under 25) represented on either your board or local advisory structure?

Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ACTION PLAN  Assessment Criteria 8 | | | | | |
| If you have indicated No in your scheme assessment self-declaration on page 4 for criteria eight please complete this section of the action plan. When you have completed all sections of the action plan please sign at the end of section 5 for agreement with ETB. | | | | | |
| Criteria to be addressed | Specific area for improvement | Action  (what will be done) | Person responsible  (by whom) | Timeline | Completion date  Sign-off-for ETB use only |
| 8. Is your proposed service offer in line with the mission, vision, values and goals of the UBU Your Place Your Space scheme? |  |  |  | Choose an item. |  |

**SECTION 4: FINANCIAL INFORMATION**

**4.1 Organisation details**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRO Number** | |  | |
| **Tax Reference No.** | |  | |
| **Is your Organisation a registered charity?** | **Yes  No** | **If yes, Enter your Charity Registration Number:** |  |

**4.2 Roles funded by UBU Your Place Your Space.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAFFING - UBU** Y**our Place Your Space scheme** | | | | |
| **Title of Post** | **(hours per week)** | **Please record the title of the highest most appropriate qualification for the post** | **Is a Pay scale Used (if Yes include Pay Scale)** |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  | | | | |
| **Total number of whole time equivalent posts in youth service (all funders)** |  | |  | |
| **Total number of Number of whole time equivalent Posts UBU scheme** |  | |  | |
| **Total number of Adult Volunteers, CE Staff or Students Expected** |  | **Expected Average Weekly Number of Hours Available from Adult Volunteers, CE Staff, Students** |  | |

**4.3 Budget:**

|  |  |
| --- | --- |
| State the amount of TYFS funding received in 2019 | **€** |

Which of the UBU Your Place Your Space scheme funding strand(s) are you applying under? A  B  C

Quantity of Funding applied for under each strand

|  |  |  |  |
| --- | --- | --- | --- |
| **Year / Strand** | **A** | **B** | **C** |
| **July –Dec 2020** |  |  |  |
| **Jan – Dec 2021** |  |  |  |

**4.4 In the table below enter the total amounts for each area projected for July - December 2020 and for January – December 2021.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service for young people and / or capacity building Strand A and / or C - DIRECT COSTS** | | | | | | |
|  | | | **Rationale for Costs (Including apportionment rationale)** | | | |
| **Staffing Costs** | **JULY – DEC 2020** | **JAN – DEC 2021** |  | | | |
| Total costs for salaries of staff engaging directly with young people including Employers PRSI |  |  |  | | | |
| Staff Recruitment Costs |  |  |  | | | |
| Staff travel and subsistence costs connected with programme delivery |  |  |  | | | |
| Other – please specify |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **Programme costs:** | **JULY – DEC 2020** | **JAN – DEC 2021** |  | | | |
| Venue hire |  |  |  | | | |
| Programme equipment |  |  |  | | | |
| Tutor/facilitator/ sessional worker costs |  |  |  | | | |
| Programme materials |  |  |  | | | |
| Other – please specify |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **TOTAL DIRECT COSTS** |  |  |  |  | | |
|  | | | | |  |
| **Strand A/C - INDIRECT COSTS** | | | | | | |
| Indirect Staff Costs | | | | | | |
|  | July –Dec 2020 | Jan – Dec 2021 | **Rationale for Costs (Including apportionment rationale)** | | | |
| Indirect staff costs including employers PRSI |  |  |  | | | |
| Staff Recruitment Costs |  |  |  | | | |
| Staff travel and subsistence costs connected with programme delivery |  |  |  | | | |
| Other – please specify |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **OVERHEAD COSTS:** | | | | | | |
| Advertising and publicity costs |  |  |  | | | |
| Rent/ rates |  |  |  | | | |
| Light/heat |  |  |  | | | |
| Non programme based equipment (computers etc.) |  |  |  | | | |
| Maintenance – (buildings, equipment, transport etc.) |  |  |  | | | |
| Insurance |  |  |  | | | |
| IT costs |  |  |  | | | |
| Legal costs |  |  |  | | | |
| Audit fees |  |  |  | | | |
| Bank charges |  |  |  | | | |
| Administration (phone, post, photocopying, stationary) |  |  |  | | | |
| Once off set up costs (please list below) |  |  |  | | | |
| Other (please list below ) |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **Total Strand A /C indirect costs exclusive of management:** |  | | | | | |
| Management cost (please outline what is included in this cost, use additional paper if needed) |  |  |  | | | |
| **Total Strand A/C Indirect costs inclusive of management cost:** |  |  |  | | | |
| **TOTAL strand A/C costs** |  |  |  |  | | |

**4.5 Enter the breakdown by percentage of total and amount in Euro of Direct and Indirect Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **July – December 2020** | | **January – December 2021** | |
| **%** | **€** | **%** | **€** |
| **Strand A/C Direct Costs** |  |  |  |  |
| **Strand A/ C Indirect Costs** |  |  |  |  |
| **TOTAL strand A /C Costs** |  |  |  |  |

**Access to facilities - Strand B**

**4.6 In the template below estimate how much income do you expect to generate from organisations listed in the template in section 2.3**

|  |  |  |
| --- | --- | --- |
| **Year / Space** | **Office space** | **Activity space** |
| **July – Dec 2020** |  |  |
| **Jan – Dec 2021** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Strand B Costs** | | | |
| **Staffing costs associated with keeping the facility open and running for the target group:** | **JULY – DEC 2020** | **JAN – DEC 2021** | **Rationale for Costs (Including apportionment rationale)** |
| Salary/pay costs of staff | **€** | **€** |  |
| Staff recruitment costs |  |  |  |
| Other – please specify |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Overhead costs associated with operating the facility for the target group:** | | | |
| Management cost (please outline what is included in this cost, use additional paper if needed) |  |  |  |
| Advertising and publicity costs |  |  |  |
| Rent/ rates |  |  |  |
| Light/heat |  |  |  |
| Non programme based equipment (computers etc.) |  |  |  |
| Maintenance – (buildings, equipment, transport etc.) |  |  |  |
| Insurance |  |  |  |
| IT costs |  |  |  |
| Legal costs |  |  |  |
| Audit fees |  |  |  |
| Bank charges |  |  |  |
| Administration (phone, post, photocopying, stationary) |  |  |  |
| Other (please list below) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Strand B Costs:** | | | |
| **Total applied for in 2020** |  |  |  |
| **Total applied for in 2021** |  |  |  |

**Strand B Funding**

**SECTION 5 GOVERNANCE ARRANGEMENTS**

**5.1** If you are you a company limited by guarantee please indicate the date of your last company returns

Click or tap to enter a date.

**5.2** Do you have a board in place? Yes  No

If yes, please indicate how many times a year the board meet~~s~~ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.3** Please include an organigram of your full organisation highlighting any posts or shared services that are fully or partly funded under this UBU Your Place Your Space application. *(list posts/roles not people)*

**5.4** Does your board have strategies to deal with financial and operational risks?Yes  No

**5.5** Has your organisation clearly defined structures in relation to the respective roles of the board and senior management?Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ACTION PLAN | | | | | |
| If you have indicated No in your scheme assessment self-declaration on page 4 for criteria nine or ten please complete this section of the action plan. When you have completed all sections of the action plan please sign below for agreement with ETB. | | | | | |
| Criteria to be addressed | Specific area for improvement | Action  (what will be done) | Person responsible  (by whom) | Timeline | Completion date  Sign-off-for ETB use only |
| 9. Do you have efficient and transparent governance, management and administration systems in place to support quality work? |  |  |  | Choose an item. |  |
| 10. Does the proposed expenditure meet the rules of the scheme (as set out in chapter 7-financial rules) |  |  |  | Choose an item. |  |
| [[7]](#footnote-7)Action Plan  agreed by | **ETB** | | **Signature**  **Date** | | |
| **Applicant Organisation** | | **[[8]](#footnote-8)Signature**  **Date** | | |

**APPLICANT DECLARATION of ASSURANCE**

We, the undersigned, on behalf of (insert name of organisation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that all the information contained in this form is current and accurate.

We also certify that the funding for in this application is to provide youth services and that the resources applied for in this application are not funded from any other sources.

Furthermore, we agree to use the funding provided in accordance with the terms and conditions outlined by the Department of Children and Youth Affairs in the Targeted Youth Funding Scheme Rules and Policy document, and all relevant governance policies issued by government departments including GDPR. We commit to inform the ETB of any changes that might impact on the ability of the organisation to deliver these services, and to otherwise seek agreement before changes to service delivery are implemented.

I, the undersigned[[9]](#footnote-9), assure that all information contained in this application is current and accurate:

|  |  |
| --- | --- |
| **CEO/Director/Lead worker** |  |
| **Chairperson or equivalent** |  |
| **Date** |  |

**Appendix**

# Appendix 1- Explanation of ‘out-of-school provision’

In the context of the UBU Your Place Your Space Scheme, to complement a young person’s formal education and/or training, the following can be funded:

* Using the school premises to work with existing students outside of school hours, including during break times, after school or during non-term time.
* Using the school premises during school hours to work with young people who are no longer in education;
* Attending the school to promote the youth service and its activities;
* Advocating on behalf of a young person or group of young people; and
* Networking with the school and its staff.

However, ‘out-of-school provision’ cannot fund the following in schools:

* Have staff funded to deliver any part of the formal curriculum or the normal work of the school or provide any educational supports provided through the Educational Welfare Services of Tusla.
* Removal of young people from class room to attend youth service including young people on reduced timetables."
* Listed below are the seven outcomes, as identified in the VFMPR (2014), which, on the balance of evidence, should deliver improvements across the range of needs domains covered by the UBU Your Place Your Space scheme:

# Appendix 2 – Types of service provision

The types of provision funded in no particular order, are:

* **Structured small group work** (groups of between two and eight young people)**:** issue-based interventions and training, interest-based interventions, task-based groups such as preparing for events, small-group coaching/mentoring, youth forums/leadership roles, and activity-based interventions e.g. sport, art, drama and music clubs.[[10]](#footnote-10)
* **Unscheduled interventions** (young people that are deemed a priority for the young people-unexpected drop-ins)**:** crisis intervention/support, structured conversations with young people in response to an emerging issue in their lives, and structured conversations with young people to establish or maintain a positive relationship.
* **Structured large group working with groups of nine or more young people:** youth clubs and groups, drop-ins, youth forums, activity-based interventions, and issues-based interventions and training.
* **Outreach:** detached work that takes place in the young person’s own space, street work- work with young people on the streets with a view to bringing them in to services, outreach- home visits, prison visits, visits to parents, and outreach- visits to schools etc. to promote the services.
* **Residentials:** Trips away (involving at least one night away from home) with groups including, but not limited to, activity-based and issue-based trips or exchanges.
* **Large group events:** festivals focused on young people e.g. Halloween, summer youth service day for young people, and community events.
* **Advocacy work:** advocacy work with or on behalf of a young person/group of young people. Including access to referral pathways.
* **Support of youth volunteers:** direct support of young volunteers aged up to and including 24 years old as they work with the target group, and structured supervision/training of a young volunteer as they progress into leadership roles within the service.
* **One-to-ones with young people:** coaching and mentoring, advocacy, and crisis intervention/support.

In addition to these 9 areas, support of adult volunteers is also included in direct work see section 6.4 of the UBU policy and rules document

# Appendix 3- Explanation of the seven social and personal outcome areas.

1. ***Communication skills –*** essential for a successful transition to work or training, for independence, and to access a range of life opportunities, to attainment, in forming positive relationships and in reductions in re-offending.
2. ***Confidence and agency*** – enable young people to recognise that they can make a difference to their own lives and that effort has a purpose, is important to key outcomes such as career success. There is evidence of a link between positive outcomes and self-confidence.
3. ***Planning and problem-solving*** – alongside resilience, provides young people with a ‘positive protective armour’ against negative outcomes associated with risky life events. Problem-solving has also been shown to be associated with the ability to cope with stresses in life.
4. ***Relationships*** – an effective mechanism for getting young people involved in positive activities through valued personal relationships with peers, adults or siblings. A beneficial change in young people’s relationships with other adults through their participation in positive activities can be transferred to academic learning and may lead to better outcomes.
5. ***Creativity and Imagination*** – related to resilience and wellbeing. Creativity can have a positive impact on both self-esteem and overall achievement.
6. ***Resilience and determination*** – if society intervenes early enough, it can improve cognitive and socio-emotional abilities and the health of disadvantaged children. Effective early interventions can promote schooling, reduce crime, foster workforce productivity and reduce teenage pregnancy. Self-discipline has been highlighted as a vital factor in building academic achievement, significantly better than intelligence quotient (IQ).
7. ***Emotional intelligence*** – associated with the ability to manage feelings by knowing one’s own emotions, as well as recognising and understanding other people’s emotions. This is vital in managing relationships (e.g. managing the emotions of others).



**Appendix 4- Application process - Indicative timeline.**

|  |  |
| --- | --- |
| Steps | Action and Timeline |
| Step 1 | **ETB develop a Service Requirement** based on the Area profiling and needs assessment process |
| Step 2 | **Application pack issued by ETB to Applicant Organisations**   * Service requirement * Application form as PDF * Application guidance note   **January 2020** |
| Step 3 | **Guidance on the application process-** ETBs to provide guidance to Applicant Organisations on the UBU Your Place Your Space application process.  **January 2020** |
| Step 4 | **Submission of application forms inclusive of action plan -**  Applicant Organisation submit completed UBU Your Place Your Space scheme application form to the ETB  **Mid Feb 2020** |
| Step 5 | **Structured feedback on application form inclusive of action plan** – the ETB will provide guidance and structured feedback to Applicant Organisations on their UBU scheme application. Where required the ETB and Applicant Organisation will discuss and agree a time lined action plan to ensure the Applicant Organisation can comply with the UBU Your Place Your Space assessment criteria by the 30th June 2021  **Completed no later than 31st March 2020** |
| Step 6 | **Assessment of applications forms and allocation of recommended RAG status by ETB** – the ETB review the applications and related documentation and make a recommendation to DCYA on the RAG status of the application.  **Submission by ETB to DCYA no later than 17th April 2020** |
| Step 7 | **DCYA verify the recommendations of the ETB –** DCYA will review the recommendations of the ETB and make a final decision on the RAG status of the application for funding.  **RED Status letters issued by DCYA to ETB by end April 2020**  **Green and Amber status letters issue by DCYA by end May 2020** |
| Step 8 | **Appeals process:** applications that are assigned a Red rag status will be given a 2 week window to appeal the decision.  **By end May 2020 DCYS issue response to appeal recommendations to ETB** |
| Step 9 | **Funding Decisions announced by Minister**: The Minister will announce the funding decisions for the UBU scheme  **May 2020** |
| Step10 | **Renewal funding**: funded organisations apply to renew the funding annually within the first policy cycle (see steps 2 – 9)  **Submission of renewal forms to ETBs in 2021 and 2022** |

1. You must be authorised to sign on behalf of the organisation and by digitally inserting or printing your name here you are signing the declaration on behalf of your organisation [↑](#footnote-ref-1)
2. See section 6.7 of the UBU Your Place Your Space Policy and Operating Rules for service delivery rules relevant to this section [↑](#footnote-ref-2)
3. Identify the group you will deliver services to as per the Service Requirement. [↑](#footnote-ref-3)
4. Describe how you will work with the group(s)/individual(s) including overall approach to activities. (appendix 2) [↑](#footnote-ref-4)
5. For the purpose of this programme we are focusing on the 7 social and personal development outcomes appendix 3 (identify the primary outcome/s which will be addressed) [↑](#footnote-ref-5)
6. Outline in the finance section how much income you expect to generate over the period of this application process from the organisations included in this template. [↑](#footnote-ref-6)
7. See policy and operating rules section 5.1 [↑](#footnote-ref-7)
8. By digitally inserting or printing your name in this section you are signing the action plan agreement on behalf of your organisation [↑](#footnote-ref-8)
9. By digitally inserting or printing your name here you are signing the declaration on behalf of your organisation [↑](#footnote-ref-9)
10. A maximum of 20% of a youth service offering can be for targeted interventions under the UBU. [↑](#footnote-ref-10)