



Local Youth Club Grant Scheme 2021

incorporating the
**National Quality Standards
for Volunteer-led
Youth Groups**

INFORMATION MEMO FOR EDUCATION AND TRAINING
BOARDS AND NATIONAL YOUTH ORGANISATIONS

DEPARTMENT OF CHILDREN EQUALITY DISABILITY
INTEGRATION AND YOUTH FEBRUARY 2021



An Roinn Leanai, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



Glossary of terms

DCEDIY: Department of Children, Equality, Disability Integration and and Youth

ETB: Education and Training Board

LYCGS: Local Youth Club Grant Scheme

NQSVLYG: National Quality Standards for Volunteer-led Youth Groups

YSGS: Youth Services Grant Scheme

Club: For the purpose of this document DCEDIY defines 'club' as a volunteer-led youth club or group that provides a programme of youth work activities for young people. In addition, other clubs or groups that work with young people but are not specifically providing youth work are included.

NYO/National Youth Organisation: For the purpose of this document DCEDIY defines 'National Youth Organisation' as an organisation in receipt of funding from DCEDIY under the Youth Services Grant Scheme (YSGS). These organisations are detailed in the Application Form.

ETB Officer: For the purpose of this document DCEDIY defines 'ETB Officer' as a Youth, Liaison or Development Officer or any other relevant ETB Officer.

1. Introduction

The LYCGS supports club activities at a local level. The Scheme, which provides grant aid towards the costs of running clubs, is part-funded by the proceeds of the National Lottery. Funding for the Scheme is provided by DCEDIY and is administered locally by ETBs on behalf of DCEDIY. ETBs advertise the Scheme locally on an annual basis, outlining the purpose of the grant and the eligibility criteria.

The Scheme supports club activities for young people; with priority given to clubs catering for young people aged 10–21. The primary focus of the Scheme is to assist local clubs that provide a programme of youth work activities for young people. In addition, other clubs that work with young people, but are not specifically providing youth work, are also entitled to apply for funding under the Scheme.

DCEDIY provides grant aid that is made available to clubs, the majority of which are affiliated to an NYO. DCEDIY is committed to supporting these clubs and their parent organisations in providing the best possible opportunities for young people to develop and progress.

In 2017, DCEDIY incorporated the National Quality Standards for Volunteer-led Youth Groups (NQSVLYG) into the Local Youth Club Grant Scheme (LYCGS). This revised format was developed in consultation with all relevant stakeholders. It reduced the administrative burden, while still requiring clubs to display their commitment to best practice, ongoing development of quality programmes and the provision of activities for young people.

NYOs are required to support the implementation of these standards with their respective affiliated clubs. The ETBs will implement the Standards with non-affiliated/independent clubs.

Aim

The objective of the NQSVLYG is to support clubs to:

- Improve the quality of the programmes and activities provided.
- Improve the way programmes and activities are planned and delivered.
- Provide young people with the opportunity to have a say in the development and review of the group and its activities.

Who does this apply to?

The NQSVLYG applies to:

- All clubs that are affiliated to an NYO funded under the YSGS.
- All clubs that are not affiliated to an NYO but are funded under the LYCGS.

DCEDIY also encourages clubs that are not in receipt of funding from DCEDIY to engage with the Standards.

2. The Standards

In Section 2 of the form there are three Standards as follows:

Standard 1: Safety and well-being – Programmes, practices and people ensure and promote the safety, support and well-being of young people. A to E inclusive **must** be adhered to in the club and evidence to support this must be available, if required, in order for the club to be eligible to receive funding from the LYCGS. Standards F to H inclusive should be adhered to where they are relevant to the club, and the club should indicate if the Standard is either 'In place', 'Somewhat in place' or 'Not in place'. The club should also indicate an area they have developed in relation to Standard 1 in this past year.

- A) Fully compliant with all requirements set out in the Children First Act (2015).
- B) All adult volunteers working with young people are Garda vetted.
- C) Appropriate insurance cover in place.
- D) Access by volunteers to a first aid kit and they must be able to use it correctly.
- E) If the club/group owns premises, confirm that a Health and Safety Statement, Policy or Procedures are in place, **OR** If the club/group does not own premises, confirm that it has seen and operates to the building's Health and Safety Policy.
- F) Registration process for club/group members.
- G) Parent/guardian consent form (for under 18s).
- H) Medical consent form.

Standard 2: Young person-centred – Programmes, practices and people ensure and promote the voluntary participation, inclusion and voice of young people. The club should indicate if Standard 2 is either 'In place', 'Somewhat in place' or 'Not in place'. The club should also indicate an area it has developed in relation to Standard 2 in this past year.

- A) Young people are actively involved in: planning activities; running the club.
- B) Activities are available, accessible and inclusive.

Standard 3: Developmental and educational – Programmes, practices and people ensure and promote the development, achievement and progression of young people. The club should indicate if Standard 3 is either 'In place', 'Somewhat in place' or 'Not in place'. The club should also indicate an area it has developed in relation to Standard 3 in this past year.

- A) A planned programme of activities is in place.
- B) Young people's needs, abilities and interests, and potential are recognised and developed.
- C) Young people's participation and achievement is recognised.
- D) Support and training is provided for volunteer leaders.

3. Implementation

Where a club is affiliated to an NYO, it is the responsibility of that organisation to support the implementation of the NQSVLYG in line with the following:

- a) Each NYO provides ongoing support to its clubs, which includes supporting the development of the work with young people. This will assist clubs in their application and reporting each year.
- b) Each NYO should prepare a Statement of Assurance listing all member clubs operating in each ETB area. This will provide assurances to each ETB that all clubs listed are eligible, based on the LYCGS application criteria. **A separate Statement of Assurance needs to be completed for each ETB where the clubs operate.** (See Appendix 1.)
- c) The form **must** be signed by a paid member of staff from the NYO that will be the point of contact for the relevant ETB Officer to discuss the clubs.
- d) The NYO should submit the Statement of Assurance Form electronically to the relevant ETB. The form, when issued by DCEDIY, will specify the date for submission to ETBs each year.
- e) Prior to grant approval, each ETB should cross reference the application with the appropriate NYO Statement of Assurance.
- f) When all of the grants are processed, **the ETB will return a copy of the Statement of Assurance to the relevant NYO**, indicating each of the clubs that applied for funding under the LYCGS and those that did not.
- g) The NYO will support all of its clubs to ensure that they are fully engaging with the Standards. Where necessary, the NYO will put in place additional supports for clubs that are experiencing difficulties in engaging with the Standards. It is the responsibility of the NYO to request that their affiliated clubs/groups retain a copy of Section 2 (reporting on the standards) locally.

Note: Where a club affiliated to an NYO is unable to engage with the NQSVLYG, but still wishes to avail of a grant, the NYO will need to acknowledge this on the Statement of Assurance Form. They in turn will then arrange to discuss the circumstances with the relevant ETB Officer. The approach recommended for clubs that are struggling to engage with the Standards is one of support and development in the first instance. Where a club decides not to engage with the Standards for no valid reason, it will be deemed ineligible for the LYCGS.

ETBs will carry out the same functions with regard to non-affiliated clubs as detailed for an NYO (see points (a) to (g) above).

It is the responsibility of the club applying to the ETB for funding to ensure that it complies with the LYCGS criteria and the incorporated NQSVLYG. Once implemented, this will be a process of continuous improvement.

4. Collaborative approach

The experience for volunteers and young people has been most positive when the ETB and NYO have worked together on the NQSVLYG. This has taken a number of forms, and has involved the provision of briefing sessions, collaborative training events and joint visits to clubs in each ETB area, including affiliated and non-affiliated groups. Such approaches should be encouraged locally.

5. Feedback on implementation and training support needs

ETBs should gather and review feedback on implementation and the training support needs of all clubs. This information will then be provided to DCEDIY as part of the ETB Officer Annual report.

Information in relation to training and resource development needs will also be brought to the Quality Standards Team in DCEDIY, who will consider how best to address these issues.

6. Visits to clubs

It is a condition of the scheme that ETBs should visit a representative sample of clubs to ensure that they are engaging with the NQSVLYG. The ETB should identify the clubs to be visited on a strategic basis.

The ETBs have responsibility for engaging with clubs to ensure that the needs and interests of young people are being met. This includes confirming that the requisite documentation and procedures are in place; however it does not encompass a detailed examination of documentary content.

7. Further information

If you require further information about this process, please contact the **Youth Affairs Unit** in the Department of Children, Equality, Disability, Integration and Youth.

Email: youthaffairs@equality.gov.ie

Tel: 01 647 3000

Appendix 1

SAMPLE FORM ONLY



An Roinn Leanaí, Comhionannais,
Michumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

**Local Youth Club Grant Scheme incorporating the National
Quality Standards for Volunteer-led Youth Groups**
Statement of Assurance in relation to Affiliated Youth Clubs/Groups

Instructions for youth organisations:

- This form relates to the National Quality Standards and Local Youth Club Grant Scheme for Volunteer-led Youth Clubs/Groups. Its purpose is to provide assurance to ETBs that the National Youth Organisation's affiliated clubs/groups have in place satisfactory programmes, practices and people to ensure and promote the safety, support and well-being of young people.
- A separate form must be used for each ETB.
- Please return the form by email to the relevant ETB, by **30th April 2021**.

1

ETB area:

Click here then select ETB by clicking arrow on right

2

Youth organisation:

If 'Other' please specify below:

Click here then select by clicking arrow on right

3

List of clubs/groups in ETB area:

	Name	Brief comment (optional)	<u>ETB use only</u> Applied for grant?
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Local Youth Club Grant Scheme 2021 incorporating the National Quality Standards for Volunteer-led Youth Groups

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If there are more groups in the ETB area, click 'Additional groups' tab at bottom of screen to add more.

5

• **Declaration and Digital Signature:**

- I am satisfied that, in the clubs/groups listed,
- the club/group is volunteer-led and is based on the voluntary participation of young people.
- 75% of the club/group members are between the ages of 10 and 21.
- the club/group can clearly outline the benefits of membership for young people who participate in their programmes.
- the club/group is fully compliant with all the requirements set out in the Children First Act (2015).
- all adult volunteers have been Garda vetted.
- appropriate insurance cover is in place.
- volunteers have access to a first aid kit and are able to use it correctly.
- the club/group has a Health and Safety Statement, Policy or Procedures or operates to a building's Health and Safety Policy.

Signed on behalf of:

Click here then select by clicking arrow on right

Position:

Additional comments (optional):

Important! This document cannot be edited once a digital signature has been added below.

To add a digital signature, double-click in the signature space below and follow the instructions.

X

Signed on behalf of youth organisation