



Department of Education
www.deni.gov.uk



Reference Number
(if applicable)

Youth Service Community Relations Support Scheme (YSCRSS)

COMMUNITY RELATIONS DEVELOPMENT PROGRAMME

Before completing this form, applicants are advised to read information on pages 7 and 8

Application for Grant for 200___ / 200___

Please make only one application for each joint programme

1. Please give the names and addresses of the units/groups involved in the Community Relations Development Programme. If more than two are involved, please give details on a separate sheet.

Unit/Group _____ Unit/Group _____

Address _____ Address _____

Postcode _____ Postcode _____

Name of Contact _____ Name of Contact _____

Contact Number _____ Contact Number _____

Electoral Ward Area _____ Electoral Ward Area _____

Correspondence Name and Address _____
(if different from above)

Please note: Correspondence will be with the group named on the left unless otherwise stated. The named correspondent will be responsible for supplying a programme report and financial statement etc.

2. Are the units / groups registered with the Education and Library Board (ELB) Youth Service?
YES / NO (delete as applicable)

If not, please list office bearers for each organisation and attach a copy of your constitutions
(use extra sheet if necessary.)

Name	Address	Tel No
Chairman _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____

3. It is important that units/groups meet all necessary criteria according to child protection legislation.

Is a Child Protection Policy in place and available for inspection? YES / NO (delete as applicable)

4. Please give details of the bank account to which grant aid is to be paid

Name and address of Bank _____

Post Code _____

Name of Bank Account _____

Account Number

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Sort Code

r	r	r	r	r	r
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5. Has your group previously applied for a community relations grant?

YES NO (tick as applicable.) If yes, please state which year? _____

Is this application to allow you to develop the work with the same participants?

YES NO (tick as applicable.)

Please quote the reference number if previously allocated _____

6. Level of Programme (Please indicate the level at which your programme is pitched)

Level One Level Two Level Three (tick as applicable)

LEVEL ONE **(Foundation Work):** At this level, programmes should enable young people to build upon the skills and knowledge developed through preparatory work. These programmes should give young people, from diverse traditions, the opportunity to meet and work with one another in non threatening environments. To enable them to participate in this level of work, young people should have completed appropriate preparatory work.

LEVEL TWO **(Issue Work):** At this level, programmes will build on the skills and knowledge developed through level one work. At level two, programmes should focus on specific issues which address diversity and division within a community relations context. Participants should also have the opportunity to explore share interests and what they have in common. In preparation for the level of work participants should have completed a level one programme or equivalent.

LEVEL THREE **(Conflict Resolution):** At this level, participants are encouraged to move into more sensitive areas such as history, religion, politics and cultural traditions. In preparation for the level of work participants should have completed a level two programme or equivalent.

7. Programme Plan

- a Please give a brief background to the programme indicating the nature of the preparatory work undertaken by each unit/group.

- b What are the main objectives of the programme? (what do you expect to achieve by the end of the programme – refer to the young people's and unit development)

- c What events, activities, approaches, etc will be used to support your objectives?

- d What specific opportunities will be provided to explore community relations issues?

- e Please highlight opportunities for young people to participate in the planning, delivery and evaluation of the programme?

12. Give details of proposed residentials. If more than two are planned, please give details on a separate sheet.

Residential No. 1

Venue _____ Dates _____

No of participants _____ No of Leaders _____

Activities & Accommodation Cost £ _____ Transport Cost £ _____

Total Estimate Cost £ _____

Residential No. 2

Venue _____ Dates _____

No of participants _____ No of Leaders _____

Activities & Accommodation Cost £ _____ Transport Cost £ _____

Total Estimated Cost £ _____

13. Has your unit / group received / applied for financial support from other agencies for this development programme.

YES **NO** (tick as applicable)

If yes, please specify the funding source _____

14 Certificate

We certify that the information given is correct. We agreed to submit a joint programme report and financial statement with relevant receipts within one month of the end of the programme.

Both groups must sign below.

(1) Signed _____ Date _____

For _____ (Unit / Group)

(2) Signed _____ Date _____

For _____ (Unit / Group)

Please return this form to: -

COMMUNITY RELATIONS DEVELOPMENT PROGRAMME

Grant may be available for programmes which bring together young people from across the community divide through joint, ongoing, constructive and collaborative activities which lead to greater mutual understanding and respect. It is accepted that although it may not be practical that all joint activity can address issues of diversity directly, the goal must be to help participants exchange perceptions and views appropriate to the stage of development of the programme.

While interaction is normally between two or more established groups, there are circumstances where one organisation may submit an application to bring together individual young people, from different traditions, who are not normally in contact with each other.

Each application will be considered on its merits and on the availability of funds.

Criteria for Funding

1. The programme should result in interaction which will be purposeful and require a genuinely collaborative effort to achieve its aims. The programme of contact should address cultural diversity at levels appropriate to the ability of staff and stage of development of the young people involved.
2. The programme should be structured and progressive and should enable participants to work together over a defined period of time. Clear aims and objectives should be agreed at the outset.
3. The programme should involve new partnerships or be a development of partnerships already established.
4. The programme should not normally involve less than 10 young people. The sponsoring board reserves the right to determine the numbers involved in any programme up to a maximum of 60. There should be appropriate leader/participant ratio.
5. Leaders should normally have completed community relations training appropriate to the level of the programme proposed.
6. The support of the group's management committee and leadership team should be ensured.
7. Participants should, as far as possible, be mixed on a religious basis within the ratios 60:40.
8. Those participating (excluding leaders or parents) should be within the 4-25 age range.
9. The programme should normally include the same core participants throughout.

Eligibility

Applications are invited from the following:

1. Youth groups registered with the board, including board controlled groups.
2. Other specific youth, community or interest groups working with young people.

GRANT-AID

On-Going Programme

Each application will be considered on its merits and on the availability of funds. Funding for Level One Programmes will be capped at the rates below. Subject to approval, grant for on-going programmes will normally be available in four areas:- transport, entrance charges, hire of premises and materials.

Rates of grant approved for on-going programmes

	Level One Programmes	Level Two Programmes	Level Three Programmes
Transport	90% - normally to maximum of £200	Up to 90%	Up to 90%
Entrance Charges	90% - maximum of £15 per head – normally 2 events	Up to 90%	Up to 90%
Hire of Premises	90% up to £200	Up to 90%	Up to 90%
Materials	90% - normally up to £50	Normally up to £50	Normally up to £50

Residentials

Groups may choose to include a residential experience as part of the programmes of activity.

Rates of Grant for Residentials

Grant on approved residentials will be paid (transport, accommodation, food and sundry expenses) up to the following maximum rates:-

- i For the age 4-9 years: 1 night up to £20 per head
2 nights up to £30 per head
- ii For the age 10-25 years: 1 night up to £20 per head
2 nights up to £30 per head
3 nights up to £40 per head
4 nights up to £50 per head
5 nights up to £60 per head
- iii **Level One Programmes will only attract funding for up to a maximum of 3 nights residential**
- iv In addition, up to £250 may be allocated for Residential Transport for all levels.

Only in exceptional circumstances will grant be available under the scheme for more than two residentials per young person per year.

Evaluation

Evaluation is an important part of ongoing development. Organisations will be asked to provide a Programme Evaluation Report and financial statement **with relevant original receipts** on completion of each programme.

The report and financial statement will seek comment on the following issues:

1. Extent to which objectives have been achieved
2. Strategies which proved successful
3. Areas of difficulty
4. Future plans
5. Records of expenditure

For any additional support and advice, including training opportunities, please contact:

'The information provided on this form may be made available to other department/agencies for the purposes of preventing or detecting fraud'

ASSESSMENT CRITERIA FOR ENHANCED FUNDING

Under the Youth Service Community Relations Support Scheme, enhanced funding may be approved where applicants can cite exceptional difficulties with regard to economic deprivation, sectarian tension or other particular circumstances.

Applications wishing to be considered for this enhanced funding must meet two of the following criteria. Specific evidence must be included as part of the application.

1. One or more of the units involved have no history of involvement in Community Relations development work and until now have been reticent to be involved. The area is also one that has an underdeveloped community infrastructure.

Supporting evidence may focus on the lack of youth and community groups, community relations, external funding or other networks within the community.

2. A majority of participants live in electoral wards that are within the top 25% of current recognised deprivation indicators, within each E.L.B. area.

Supporting evidence may be the electoral ward in which the project is delivered or for example, postcodes of participants.

3. A majority of participants live in an area experiencing high levels of sectarian tension, demonstrated by the evidence or presence of violent behaviour.

Supporting evidence may be available from the PSNI and/or the Housing Executive.

Applications which do not fulfill all the above criteria may be considered from groups or organizations that have particular special needs.

Programmes operating at Level 1 must meet criterion 1 and either 2 or 3 as above.

Programmes operating at Level 2 or Level 3 must meet criteria 2 and 3 above.

Programmes must provide evidence of progression from previous applications.

Staff facilitating the programme should have completed or be undertaking Community Relations Training appropriate to the level of the programme.

Groups who wish to be considered for enhanced funding must submit additional information on no more than two A4 pages.

RATES OF GRANT FOR ENHANCED PROGRAMMES

Enhanced Programme – Level 1

Transport	90% - normally a maximum of £300
Entrance Charges	90% - to a maximum of £22.50 per head, normally 2 events
Hire of Premises	90% - normally up to £75

Enhanced Programmes – Levels 1, 2 & 3

Materials	90% - normally up to £75
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Rates of Grant for Residentials

i	for ages 4 – 9 years	1 night £30 per head 2 nights £45 per head
ii	for ages 10 – 25 years (level 1 only)	1 night £30 per head 2 nights £45 per head 3 nights £60 per head
iii	(Level 2&3 only)	4 nights £75 per head 5 nights £90 per head
iv		In addition, up to £375 may be allocated for residential transport