

**Department of Education**

# **APPLICATION FOR CAPITAL GRANTS**

**YOUTH SERVICE (NORTHERN IRELAND) ORDER 1989**

**Please read the notes below before completing the application form  
Black ink and capital letters should be used.**

Under the Youth Service (NI) Order 1989 this Department can pay grants to voluntary youth organisations towards approved expenses in providing facilities for the Youth Service.

To be eligible to apply for funding your organisation **must be:**

- registered with the local education and library board; or
- receive funding from the Youth Council for Northern Ireland.

Grant-aid can assist with the costs of refurbishing premises, bringing the property up to current health, safety and fire authority standards etc. Consideration should be given to, and provision made for, the needs of people with disabilities who might wish to use the facilities. ***This form should not be used for grant towards equipment.***

Priority will be given to applications which:

- improve facilities or access for people with disabilities;
- bring the property up to current health and safety standards.

**The total cost of a scheme must not exceed £100K (including VAT and Fees).**

**The maximum rate of grant payable is 85% of approved costs and professional fees. Your organisation would be expected to meet the remaining 15%.**

Grant is claimed on the basis of **receipted invoices**, and will be paid as soon as possible into the organisation's bank account. This will be subject to an inspection of the completed work by the Department.

Capital grants are not available specifically for church premises. However, in order to meet the criteria of the "Youth Service Capital Scheme", it is necessary for all youth organisations within the church to set up Youth Council which should then be registered with the local Education and Library Board. A lease then has to be drawn up between the owners of the church and the trustees of the Youth Council to ensure that the premises can continue to be used for youth purposes for a period of up to 22 years dependant on the level of grant.

All organisations must be able to demonstrate the operation of Youth Service Programmes for at least 9 hours per week for a minimum of 30 weeks per annum.

Grant of between £2,001 and £20,000 is secured by **a minimum of four** trustees of the organisation completing a "Form of Undertaking" agreeing that the premises will be used for youth purposes for:

- at least 5 years - in the cases of grants of between £2,001 and £5,000; or
- at least 10 years - in the case of grants of between £5,001 and £20,000.

or, failing that, to repay an equitable sum to the Department. **Trustees should seek legal advice regarding their responsibilities as Trustees.**

Grant of £20,000 or more is secured by the completion of a “Deed of Covenant and Charge” between a **minimum of four trustees** (acceptable to the Department) and the Department. This “Deed” binds the trustees to carry on the business of the organisation or, upon default, to repay either the total grant or an equitable sum to the Department. The “Deed of Covenant and Charge” and other legal matters will need the services of the organisation’s solicitor.

You should not employ consultants to draw up plans, unless the Department has specifically asked you to do so, otherwise fees incurred at this time may not be reimbursed. You should, however, nominate someone in the organisation who would be in a position to act promptly when the information is requested.

The Department must be informed if:

- a. the organisation decides to proceed with all or part of its proposed developments using its own resources;
- b. a decision is taken to change any aspect of the proposal; or
- c. at a later date, the organisation proposes to accept a contribution, in money or otherwise, from any body directly or indirectly assisted from public funds.

It should be borne in mind that as limited funds are available within the Department for assistance with capital works, applications will be appraised and a priority list developed to ensure most effective use of resources.

Finally, you **must not** enter into any contract or start work on a project until you have received the Department’s written approval, otherwise grant will not be paid.

## APPLICATION FORM

Organisation \_\_\_\_\_

Address of premises \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no. \_\_\_\_\_  
(incl STD code)

Fax Number \_\_\_\_\_

Web Address \_\_\_\_\_

Inland Revenue  
Charity No  
(If applicable) \_\_\_\_\_

Charity Commission  
Number  
(If applicable) \_\_\_\_\_

Year Group  
Established \_\_\_\_\_

Name of contact \_\_\_\_\_

Post held \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no. \_\_\_\_\_  
(Incl STD code)

**Please note only one person in the organisation should act as the contact.**

**Management Committee**

Name of chairman (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_ Occupation \_\_\_\_\_  
(Incl STD code)

Name of secretary (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_ Occupation \_\_\_\_\_  
(Incl STD code)

Name of treasurer (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_ Occupation \_\_\_\_\_  
(Incl STD code)

**Bank/Building Society**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Account 

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Sort code 

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Number

Account Name \_\_\_\_\_

**Trustees (if additional space is needed please use page 13) PLEASE NOTE A MINIMUM OF 4 TRUSTEES IS REQUIRED.**

1. Name (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Occupation \_\_\_\_\_

2. Name (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Occupation \_\_\_\_\_

3. Name (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Occupation \_\_\_\_\_

4. Name (Mr, Ms, Mrs, etc) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Occupation \_\_\_\_\_

**Solicitor**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel no \_\_\_\_\_  
(Incl STD code)

**Details about organisation**

Aims and Objectives \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Status**

- Company limited by Guarantee
- Industrial and Provident Society
- None
- Trust
- Unincorporated Association

**Membership/Leaders**

Give number of members broken down by age.

5-9 \_\_\_\_\_ 10-15 \_\_\_\_\_ 16-18 \_\_\_\_\_ 19-25 \_\_\_\_\_

Give number of paid leaders \_\_\_\_\_ Give number of unpaid leaders \_\_\_\_\_

**Accommodation**

Give details of existing accommodation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are the premises owned by the unit?      Yes      No

If "No" who owns them? \_\_\_\_\_

Under what terms can premises be acquired/leased? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details about the organisation continued**

**Usage**

Give details of your group or other group/s who use the premises. Indicate under "Programme of activities" what core requirements of the youth curriculum are being reflected in your programme.

**Name of group/organisation** \_\_\_\_\_

Programme of activities \_\_\_\_\_

\_\_\_\_\_

No of meetings each week \_\_\_\_\_ Average nightly attendance \_\_\_\_\_

**Name of group/organisation** \_\_\_\_\_

Programme of activities \_\_\_\_\_

\_\_\_\_\_

No of meetings each week \_\_\_\_\_ Average nightly attendance \_\_\_\_\_

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Programme of activities \_\_\_\_\_

\_\_\_\_\_

No of meetings each week \_\_\_\_\_ Average nightly attendance \_\_\_\_\_

## **Proposed Facilities**

Give a brief description of the proposed facilities \_\_\_\_\_

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Give details of the proposed work including proposed accommodation. A sketch plan should be attached but need not be professionally drawn at this stage.

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Give details of why the proposed facilities are needed and outline the need.

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What would be the consequences if this application is unsuccessful?

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Give details of at least two other options which have been considered (eg different sizes, sharing facilities etc).

1. \_\_\_\_\_

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2. \_\_\_\_\_

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Give details of schools and other facilities in the area and steps taken to obtain use of these.

Schools/other facilities	Steps taken	Result
_____	_____	_____
_____	_____	_____
_____	_____	_____

Why are they not suitable for use by your unit? \_\_\_\_\_  
\_\_\_\_\_

What <b>extra</b> usage of the unit do you expect?	Weekly	Annually
Number of members	_____	_____
Number of hours	_____	_____

How will the unit or area benefit from these facilities? *(e.g. increased membership/ Usage, training and development of teams, community involvement etc.)*

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

**Finance**

**Grants/compensation**

Is your organisation registered as a youth unit with the local education and library board?      Yes      No

**Or**

Does it receive funding from Youth Council for Northern Ireland?      Yes      No

If 'Yes' give details of grants received over the last 3 years \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tick appropriate Board      WELB  
SELB  
NEELB  
SEELB  
BELB

Has the unit previously received any grants from:

Department of Education?      Yes      No

Other government or statutory body?      Yes      No

If 'Yes' give full details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the unit been involved in any successful compensation claims about its property?      Yes      No

If 'Yes' give full details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much compensation was awarded?      £ \_\_\_\_\_

By Whom \_\_\_\_\_

Date received \_\_\_\_\_

**General finance**

Is the unit registered for VAT?                      Yes              No

Annual income of organisation                      £ \_\_\_\_\_

What is the estimated cost of the work *including*  
the purchase of land, VAT, professional fees etc?              £ \_\_\_\_\_

A minimum of three quotes dependant on level of grant applied for will be required in due course. **It should be noted that contractors must be Constructionline registered.**

Successful applicants receive 85% grant towards approved expenditure, give details of how your unit proposes to raise the balance \_\_\_\_\_

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Do you intend to apply for financial assistance from any other body?                      Yes              No

If 'yes' give full details \_\_\_\_\_

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**The following information must be sent WITH the completed application form:**

- confirmation of ownership of the property – copy of title deeds; or a lease for a period of 5, 10 or 22 years dependent on the level of grant required;
- a Folio search or Registry of Deeds search to show any mortgage/charges affecting the property and advise if any mortgages/charges are due to affect the property. The Department should also be informed of any mortgages/charges which may come into affect during the course of the project;

a copy of the club's:

- current constitution and rules;
- two most recent financial statements (not bank statements);
- estimate of income and expenditure for next year;
- current rateable valuation;
- specification of the proposed work;
- site plan;
- timetable to demonstrate the operation of Youth Service Programmes for at least 9 hours per week for a minimum of 30 weeks per annum;
- public liability insurance and also insurance against loss/damage by fire.

**PLEASE NOTE THAT THE CLOSING DATE FOR APPLICATIONS IS 9 JUNE 2006. ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.**

If you need any further information, please contact Youth Service Branch on 028 91 279365 or 028 91 279516.

## Declaration

Any information contained in this Application that is subsequently found to be false or inaccurate may be deemed by the Department to nullify the application or any offer of financial assistance.

I confirm that this application has the approval of the Management Committee and the information provided is accurate. A copy of the application form has been taken for our records.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name in capitals \_\_\_\_\_

Position in unit \_\_\_\_\_

Please return completed form to:

**Mrs Alex Fergie  
Youth Service Branch  
Department of Education  
Rathgael House  
Balloo Road  
Bangor  
Co Down  
BT19 7PR**

**Tel: 028 91 279365 or 028 91 279516**