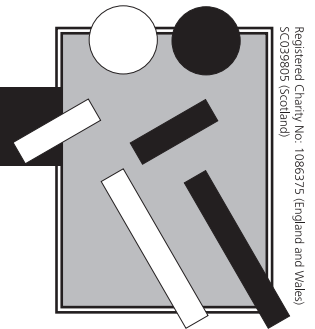


NOTES FOR APPLICATION FOR GRANT AID 2011/2012



the commonwealth youth
exchange council

PLEASE READ THE FOLLOWING CAREFULLY BEFORE YOU BEGIN COMPLETION OF THE FORM AND REFER TO YOUR 'STARTER PACK':

1. ELIGIBILITY FOR GRANT AID AND CYEC PRIORITIES

Please read CYEC's leaflet 'Guidelines for Funding of Commonwealth Youth Exchanges 2011/2012' which is revised annually. Clarification can be sought from CYEC's staff. The priority themes for 2011/2012 are community cohesion, active/global citizenship, and climate change.

2. GRANT AID DECISIONS

CYEC is advised in the administration of its funds by its Grants Sub-Committee which is representative of Education Authorities and Voluntary Youth Organisations. Observers include Connect Youth and the Foreign & Commonwealth Office.

3. LEVEL OF GRANT AID

100% grants are not made. The Guidelines for Funding leaflet provides information on the level of grants available. Participants are expected to make a significant contribution towards the costs and organisations are expected to raise money from sources other than CYEC. Any grant made does not commit CYEC to funding similar projects in the future.

4. SUBMISSION OF APPLICATIONS FOR 2011/2012 VISITS

a. Timescale.

Youth groups planning an exchange visit that will take place during the 2011/2012 financial year (ie. between May 2011 and April 2012) need to submit an application for grant aid **during autumn 2010**.

b. When to Submit.

CYEC's Grants Sub Committee will meet before Christmas to consider and approve exchange projects for grant aiding from our 2011/2012 funds. The closing date for the applications is:

Friday 29th October 2010

Please ensure that your application reaches CYEC by the above date. It may not be possible to consider applications which miss the final closing date.

c. Notification.

All applicants will be notified of the result of their application. Those proposals given 'Approval in Principle' will go forward to the February 2010 Finance Committee meeting at which the level of grant aid support will be agreed. Since a substantial proportion of our grant aid budget comes from government sources, no grant decision will be confirmed until our 2011/2012 government grant has been approved.

d. Please send the completed form to:

Commonwealth Youth Exchange Council,
7 Lion Yard, Tremadoc Road,
LONDON SW4 7NQ
Tel: 020 7498 6151
Fax: 020 7622 4365
E Mail: Mail@cyec.org.uk

Please note the application form is also available electronically at

Web: www.cyec.org.uk

If you fax or email the application form to us, please ensure that you also post the signed original.

5. REGISTRATION FEE

Please ensure you enclose your cheque for £25 with your application form.

6. ACKNOWLEDGEMENT

Your application will be acknowledged

7. FILLING IN THE FORM

a. Information Required.

Applications will be considered on the basis of the information given on the pages of the application form. You are advised therefore to give as much detail as possible under each section. Use continuation sheets if necessary.

b. Need To Apply Again.

CYEC promotes 2 - way exchanges. The application form is therefore relevant for either an overseas visit or an inward (hosting) visit, or both. Normally there is a year's gap between the visits. You need to apply for grant aid on this form for any visit planned to take place **between April 2011 and March 2012**. You will need to complete a fresh application form during autumn 2011 for return visits taking place after March 2012. CYEC staff can advise further.

c. Clarity.

The form must be **TYPED OR PRINTED CLEARLY IN BLACK INK** to facilitate photocopying. If the space provided is insufficient, please continue on a separate sheet. Applications which cannot be clearly read will not be considered by the committee.

d. Queries.

If you have any queries about filling in the form, please contact CYEC who will be pleased to advise.

8. ANSWERING THE QUESTIONS

In order to answer the questions you will need to have done quite a lot of thinking about why your group wants to undertake an exchange project (aims and objectives and desired educational outcomes) and how you intend to carry it through (educational process). CYEC wishes to promote high quality youth exchange experiences for young people.

Try not to be intimidated by the questions. The questions are designed to help us gain a good understanding of your project. The detailed information you give will also enable us to make comments, suggestions and recommendations which hopefully you will find helpful. CYEC exists to help you. We wish to be a partner in your international endeavours and build confidence.

If you do not understand any of the questions, please do make contact with CYEC's staff team.

9. NOTES TO QUESTIONS ON APPLICATION FORM

These notes are important and should be read in conjunction with CYEC's '**Guidelines for Funding of Commonwealth Youth Exchanges**' leaflet. They include a range of questions to help prompt your answers.

QUESTIONS 1 & 4 - TYPE OF ORGANISATIONS (UK & OVERSEAS)

- CYEC needs to have some background information about your organisation and your overseas partner organisation. UK organisations should enclose a copy of their most recent Annual Report, constitution or mission statement as appropriate to help CYEC gain an understanding of your organisation. If similar information is available for your partners, please attach it (photocopies are acceptable).
- For '**type**' of organisation, answer along the following lines: government agency, local authority youth/community service, international/national youth organisation, charity, school, FE college, youth club, voluntary society, church etc.
- Summary of stated aims.** What does the organisation exist to do and why? If the organisation is not a youth organisation, please explain how young people are involved.
- You should attach a copy of a letter from your partner organisation which confirms, for example: their interest in the exchange, their willingness to host your group and their intention to organise a reciprocal visit to Britain. Confirmatory documentation from overseas must be provided but do not delay submission of your application if it has not been received by our deadline dates. Indicate that it will follow.

QUESTION 2 - YOUTH WORK EXPERIENCE

- Leadership.** Who will actually lead the exchange? Please provide the names of **all** the leaders.
- Experience.** Answers could include: full-time, part-time, voluntary youth leaders; teachers; length of time involved in youth work/teaching; direct youth work experience eg residentials, camping trips, outdoor pursuits, helping to run youth club sessions, issue based work, school trips etc.

QUESTION 5 - RECIPROCITY (ie the return visit)

- Note CYEC's 'Guidelines for Funding' leaflet paragraph 4. **Both 'legs' of the exchange are not normally funded in the same financial year.**
- As a youth **exchange** agency, we consider reciprocity a particularly important factor. Because there is such strong competition for our grant aid, one way visits are unlikely to receive funding. Applicants should therefore indicate that they have thought through a two-way exchange thoroughly and are committed to it. When will your partner group visit you? How many will come? How will the return visit be achieved - are you prepared to help financially if required?

QUESTION 6 - RECRUITMENT AND SELECTION OF UK PARTICIPANTS

a. Target Group -

Is the exchange project aimed at a specific target group within your organisation? If so, please specify.

b. Targets and Criteria for Recruitment.

To whom is the exchange open? What type of group do you wish to represent your organisation internationally? You may have criteria based on gender, age, ethnicity, disability etc.

c. Publicity.

How widely has the exchange been publicised (eg club level, borough/county wide, regionally, nationally)? What strategies and methods have you used? (eg if you wish the exchange to include young people with disabilities, or be multi-racial or include young people from disadvantaged backgrounds, what are your strategies to ensure that they hear about the exchange and are encouraged to apply?).

d. Group Selection.

Having applied to participate, how will the final group be selected? What criteria will be used and what methods (eg self-selection over time/commitment, selection weekend, interviews (by whom?), 'Why I want to participate' essays, meeting personal financial contributions etc)? What involvement have young people had in deciding the final make-up of the group?

QUESTION 7 - ANTICIPATED PARTICIPANT PROFILE

a. Numbers: -

Note CYEC's 'Guidelines for Funding' leaflet paragraphs 9 & 10

b. Composition of Groups -

Please indicate the likely background of the young people (aged 15 - 25) in both visiting and host groups. For example, are they unemployed, self-employed, young workers, trainees, secondary/FE/HE students etc? Do any participants have disabilities? Are any 'at risk'? What is the ethnic composition of the group? Are the group from an inner city, town or rural area? Are there any other factors you wish to share with us?

QUESTION 8 - DURATION

Note CYEC's Guidelines for Funding leaflet paragraph 6.

Priority is given to exchange visits lasting at least 21 days. If you are proposing an inter-continental visit (excluding with Canada) for less than this, **you will need to provide a justification for funding in a cover letter to support a special case.**

QUESTION 9 - ACCOMMODATION

Note CYEC's 'Guidelines for Funding' leaflet paragraph 8. What type(s) of accommodation are you using eg hostels, camping, school dormitories, hotels, bed & breakfast, self-catering chalets etc?

QUESTION 11 - FUNDING

a. Having described at Question 10 the extent of the **per head** expenses, indicate here how you plan to meet these costs ie. what your fundraising targets are for each heading. (They are likely to be for one phase of the exchange, but if appropriate can cover both the outgoing and incoming visits).

b. Note CYEC's 'Guidelines for Funding' leaflet paragraph 12 and 13.

c. **Grants** - indicate what sources **other than CYEC** you are appealing to, or are already sponsoring your visit.

d. **Shortfall** - this should indicate the level of grant you need from CYEC. Please note that the per head **TOTALS** in sections 10 and 11 should match.

QUESTION 14 - THEME, PURPOSE/AIM AND LEARNING OUTCOMES OF THE PROJECT

a. Theme, Aims and Objectives -

Please specify the theme for your exchange project. The Starter Pack provides more advice and information (sheet 4a). Note also CYEC's 'Guidelines for Funding' leaflet paragraph 3. However, your project is likely to have its own variation of these aims, including others.

b. Learning Outcomes -

CYEC considers it very important that leaders and young people are able to identify from the outset the expectations they have of their learning as a result of participation in a youth exchange project. These 'learning outcomes' are likely to focus, for example, on aspects of the personal and social development of your group of young people and their intercultural learning (knowledge, skills and attitudes). They will be directly linked to your aims and objectives. By setting these targets it will be possible to evaluate your achievements throughout the exchange project. These outcomes are not intended to be prescriptive: they may change or develop during the life-time of the exchange as you assess progress.

QUESTION 15 - PROGRAMME

a. Note CYEC's 'Guidelines for Funding' leaflet paragraph 7 which describes what we consider a programme should include. Ideally your exchange will have a theme or focus which will be developed by the programme.

- b. Provide as detailed a programme as possible, showing what activities will be carried out **jointly** by visitors and young hosts, and what opportunities there will be for **informal contact** between them. The major part of the programme should be joint.
- c. If you do not have sufficient information, describe the programme in outline as planned at present (ie. what are its basic elements?) and indicate that you will send us further details as soon as they are available. However, this may result in our committee only being able to give you a conditional grant offer, or approval in principle subject to additional information.

QUESTION 16 - GROUP PREPARATION AND PARTICIPATION

- a. How are young people involved in the preparation, planning and management of this project? Consider, for example, their roles and responsibilities, how decisions are being made, how often the group meets, what activities the group will undertake together (eg preparatory residentials, joint fundraising, promotional work) etc. How are they being encouraged to develop new skills through participation in this project?
- b. What arrangements will be made to help the group prepare itself for a cross-cultural experience and to help them find out about the country of the partner group?
- c. Note CYEC's 'Guidelines for Funding' leaflet paragraph 11.

QUESTION 17 - REVIEW AND EVALUATION

Evaluation should be an on-going process throughout the life-time of the exchange project and not something simply confined to its latter stages. A framework for your evaluation is provided by your stated overall aims and objectives and anticipated 'learning outcomes'. These are your targets against which achievements can be measured.

Focus your evaluation on the knowledge, skills and attitudes gained by group members at different stages of the exchange project. This may be achieved via regular evaluation meetings, using questionnaires etc to encourage the group to reflect on and record the progress they have made. What methods will you use?

QUESTION 18 - FOLLOW UP ACTIVITIES

- a. How will this experience be shared with the wider community? What activities will the group undertake? What are your plans for the future? Note CYEC's 'Guidelines for Funding' leaflet paragraph 14.

UNDERTAKINGS AND ENDORSEMENT

- a. **Sign** the undertaking on the back page.
- b. **Endorsement.** The completed application form must be counter-signed by a **MORE SENIOR OFFICER** either in your organisation or your local/district youth office, or your national headquarters as appropriate (eg your Chairman, Director, Youth Officer etc). An application which has not been endorsed cannot be considered.
- c. **Referee.** Your referee must be independent of your organisation and able to talk about your organisation and your work with/for young people.

CHILD SAFETY/PROTECTION

Organisations in receipt of funding from CYEC should ensure that workers undertaking a youth exchange are appropriately checked under current child protection legislation. If you have doubts about this, please contact CYEC for further information.

The Senior Officer/Chair of the organisation who endorses the application form is confirming that all issues regarding Child Protection are being met in relation to the exchange.

FINAL CHECKLIST

- a. **Keep a photocopy** of your completed application form for future reference and to facilitate discussion between us about any queries we may have.
- b. **Check you have attached all the enclosures** we require (eg letter from partner group, copy of your constitution etc).
- c. **Return your application to CYEC in good time** before a Grants Committee meeting. The front of these Notes indicates a deadline date for submission. Early application enables us to process your application carefully and contact you if any points need further clarification.

Commonwealth Youth Exchange Council

Registered UK Educational Charity No.1086375 (England and Wales) and No.SCO39805 (Scotland)

Revised July 2010

STATEMENT OF PURPOSE

CYEC promotes educational exchange visits between groups of young people in the UK and their contemporaries in Commonwealth countries. Through provision of information, advice, training and financial support CYEC aims to enable young people from all sections of the community to participate in high quality youth exchange programmes in order to promote international awareness and contribute to both personal and community development.