

- b. **Leaders:** All groups should have designated leaders who may be **over 25 years of age**. CYEC recommends and will fund 2 leaders in any group. There should normally be one female and one male leader for mixed groups.

10. SIZE OF GROUP

- a. Only groups of between **5 and 13 participants** (young people aged 15 - 25 and others), excluding leaders who are outside the age range, will normally be eligible for funding.
- b. Only individuals on advance planning visits may be funded (see para 15).

11. PLANNING AND PREPARATION

It is expected that participants will be meeting regularly to plan and prepare for their project. This is likely to include agreeing objectives and ways of working together, gathering information and exploring attitudes about their partner country and own community, fundraising, training, communication, programme planning and follow up activities. CYEC considers it essential that groups hold at least one residential weekend to assist in aspects of planning the exchange and to develop group identity and cohesion. It is strongly recommended that groups consider environmental issues affecting their own and their partner community as part of this process.

12. FUNDING

In no circumstances will CYEC cover the whole cost of the project. For on-going projects there can be no guarantee of recurrent funding: grants may be scaled down or phased out in the light of current priorities.

Applicants should indicate that:

- Every effort has been made to obtain the most economical and reliable form of travel.
- Participants will be raising a significant proportion of the costs themselves eg. through group fundraising.
- Real efforts are being made to raise funds from various other sources.
- There is a real need for grant aid from CYEC.

13. GRANTS

- a. Grants will normally be made to those participants within the 15 - 25 age range on a per capita basis. They will be paid to established organisations in the UK only, not direct to private individuals, and will be as follows:

- For Outgoing Groups** - a contribution of **up to 40%** of economical and reliable international travel costs.
- For Incoming Groups** - a contribution of **up to £7.00** per visitor per day towards the cost of their programme in the UK.
or - a contribution to the visitors' air fares of **up to 40%** if the UK host organisation is having to meet these.

CYEC's contribution will not normally exceed 35% of a British group's total costs.

- b. A refund of the grant will be requested if the project does not take place in the form stated in the original application, or the numbers are reduced.

14. REPORTS AND FOLLOW UP WORK

- British co-ordinators must submit a full report **within 6 weeks** of the end of the visit.
- Each British group should follow up their visit by sharing their experiences as widely as possible.

15. ADVANCE PLANNING VISITS

An advance planning visit bursary may be awarded to enable a leader to visit the partner organisation, some months prior to the group visit, for detailed planning and risk assessment. Priority is given to new exchange links. One travel bursary of up to 75% of an economy return airfare may be granted. In the event of a second leader being a young person (aged 18-25), two bursaries of up to 50% of the return airfare may be provided. Special application forms are available on request. A report must be submitted **within 4 weeks** of the end of the visit.

16. APPLICATIONS

- When to Apply.**

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**. CYEC's Grants Committee will meet in November to approve projects for funding and the closing dates for applications are:

Friday 29th October 2010

It may not be possible to consider applications which miss our closing date:

An annual registration fee of £25 is payable.

- Early Application.**

The importance of applying **as early as possible** cannot be stressed too highly. Applications may be "approved in principle" before programme details have been finalised. Early application may also enable CYEC and its advisers to make valuable suggestions about travel and programme arrangements.

- Retrospective Applications** cannot be considered.

- Application Forms and further information may be obtained from:**

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

An agreed policy statement:

CYEC recognises that the UK is a multi-racial society and believes that cultural diversity positively enriches our society. In all its work CYEC endeavours to take into account the multi-racial nature of the UK and of the whole Commonwealth. To this end CYEC's membership and structures attempt to reflect the multi-racial composition of our society