



YOUTH EMPLOYABILITY INITIATIVE 2018/19

Funded through

Dormant Accounts Fund

GUIDANCE INFORMATION

DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

DATE 05/10/2018

Introduction

Following on from the success of the 2016 Youth Employability Initiative (YEI), the Department of Children and Youth Affairs (DCYA) has once again secured funding through Dormant Accounts Funds to launch a new Youth Employability Initiative in 2018-2019. The Initiative will be needs driven, as identified by Education and Training Boards (ETBs) throughout the country.

The Initiative will take into consideration the national policy framework for children and young people, Better Outcomes Brighter Futures (2014-2020), and will cut across several of the national outcomes identified within the framework, particularly in the areas of young people achieving their potential, having economic security and opportunity, while being connected, respected and contributing to society. It will also lean on the National Youth Strategy (2015-2020) which pays particular attention to young people between the ages of 10 and 24 who need additional support due to their respective personal circumstances.

The specific aim of this Initiative is to target young people between 16 and 24 years of age who are not currently in employment, education or training, in order for them to attain a level of confidence and agency to engage in currently available programmes or services, for example Youth Reach. Projects will be expected to engage with identified young people, with a view to developing their personal and social competencies from the 2014 Value for Money Policy Review (VFMPR) and ultimately preparing them for onward progression in their employment lives. A list of the personal and social competencies, with explanation, can be found at Appendix A.

Given the challenging nature of the target cohort, a certain amount of flexibility will be provided to selected projects in terms of design, duration and content of programmes, to allow a sufficiently flexible approach to encourage these hard to reach young people to engage in the Initiative. This flexibility does not in any way negate the requirement for projects to meet delivery or governance standards, but rather provides space for projects to develop tailored conditions which will best serve the young people involved. This flexibility does include consideration for users of the service, both in terms of accessibility and engagement, as determined by each ETB.

Participation will be on a voluntary basis, and as such, the need to advertise the Initiative in a simple and straightforward manner will be crucial. It is envisioned that ETBs will interact with local resources, for example CYPSCs, to identify and target those young people who have disengaged from education, training or the labour market.



Eligibility

The Initiative will be open to community, voluntary and not-for-profit services and organisations that demonstrate a track record of working with the target group and who can meet the minimum scoring criteria set out in Appendix B, where an appropriate level of need has been identified by the relevant Education and Training Board (ETB). **In contrast to the previous DCYA run Youth Employability Initiative, on this occasion, all applications will be made through local ETBs. All services and organisations must give due attention to the needs and cohorts identified, many of whom will not be suitable for engagement in standard programmatic projects currently available.** With regard to eligibility criteria, the following points should be considered by potential applicants under the Initiative:

- The application should strictly focus on the cohort identified by the local ETB
- It should be evident in the application that the project has formulated a clear plan on how to develop the young people identified by the ETB
- The proposed project should emphasise additionality and non-duplication
- Applicants should be aware that there will be compliance, reporting and evaluation obligations that must be fulfilled
- Applicants will be required to adhere to strict advertisement and publicity guidelines associated with Dormant Accounts Fund (see Appendix C)
- If it is determined that a project will last beyond 2019, evidence of future funding streams will be required
- Applications should factor in coaching and mentoring approaches where possible
- The maximum grant payable to any one project will not exceed €50,000
- All applicants are legally obliged to comply with all requirements set out in the Children First Act (2015)
- All applicants are legally obliged to comply with the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018

Target Group

The Initiative will focus on targeted young people between the ages of 16 and 24, with particular emphasis on reaching those between 16 and 18 years of age. The target group should consist of young people who are not in education and who have not recently or previously engaged in local training or employment programmes, and those who may be considered unlikely to engage in other initiatives. The cohort may also include those who are not deemed to be reaching their full potential and require further development of their soft skills to improve their employability or chances of engaging with another programme.

Given the above, it is expected that the majority of participants in the Initiative will consist of those who are unemployed or considered to be underemployed i.e. young people who are involuntarily working less than they might otherwise be. The young people will be identified by ETBs in conjunction with local partners and it is essential that applications directly address how they will meet the needs of the cohort. These local partners may include CYPSCs, DEASP case officers, Local Employment Services, schools and other partners.

Grant Allocations

The following restrictions will apply in relation to individual projects:

1. Individual projects will be restricted to a maximum grant allocation of €50,000

Each successful project will have their budget allocation agreed at the point of contract. Grants will be distributed to local projects through the relevant ETB and expenditure will be time bound, i.e. funding which is unused by 31 December 2019 must be returned. Where a project intends to continue beyond this date, they must evidence future funding sources.

Where grant allocations have been awarded, projects must ensure that the publicity guidelines set out in Appendix C are strictly followed. The grant is allocated on the basis of the principles and procedures outlined in the Department of Public Expenditure and Reform Circular 13/2014 on the *Management and Accountability for Grants from Exchequer Funds*. It is a condition of the funding that the grantee complies with this circular, the core principles of which are set out in Appendix D.

How to Apply

Applications for funding through the Youth Employability Initiative must be made through the applicant's relevant ETB. Applications must clearly demonstrate that they are addressing the need identified by the ETB and must achieve the minimum score under each criteria set out in Appendix B. Applications must be completed in full and where possible be filled in electronically. Where it is not possible to complete a particular section of the form, a letter of explanation outlining reasons why, should accompany the application. Incomplete applications may result in a delay of the application process and ETBs reserve the right to discontinue the processing of incomplete applications.

Applicants who may require assistance in completing the application form, or wish to seek clarification in relation to matters concerning the Youth Employability Initiative, are encouraged to contact their local ETB youth officer, details of whom have been provided at Appendix E.

Decision Making Process

1. Upon receipt of a fully completed grant application form, each ETB will conduct a review of the application, awarding scores based on the criteria set out in Appendix B. Applications which do not address the needs of the target cohort, as identified by respective ETBs, will be immediately rejected. Applications must meet the minimum score requirement for each award criteria to be eligible for grant funding.
2. The Department will form an Assessment Committee and conduct a final assessment. Please note that DCYA reserves the right to not award grant monies, where deemed appropriate.
3. Following this process, the Assessment Committee will forward their grant recommendations to the Minister for Children and Youth Affairs, and subject to all necessary approvals, ETBs will notify projects whether their application has been successful or not.
4. Finally, the grant allocation process will commence with grants awarded based on project proposals, subject to the availability of funding.

Application Timeframes

The Initiative will be administered locally by the ETBs, who will advertise the Initiative and prescribe closing dates for applications. Applications deemed eligible for selection must be submitted by the relevant ETBs to the Department by 31/12/2018 in electronic format.

Incomplete applications, including applications with missing information, may not be accepted. For applications to be considered all sections must be completed or adequate reasons for not doing so must be provided and required documentation must be attached.

Obligations of Successful Applicants

All successful applicants will be issued with a service contract from the relevant ETB. This contract will include a number of standard conditions and may include specific conditions relating to the application.

Some specific requirements are as follows:

- Successful applicants must ensure that any publicity documents or press releases or similar announcement should include acknowledgement of the source of funding i.e. Department of Children and Youth Affairs, the Dormant Accounts Fund.
- Successful applicants may be required to participate in any specific evaluation including the participation in any networking events or collaborations and the provision of data to evaluator(s) in relation to the delivery of the Initiative.
- Successful applicants will be required to submit to the ETB an interim and final report on progress against actions, conditions and outputs outlined in the service

contract and the end of the initiative on a date to be set by the DCYA and the ETB.

- On a six monthly basis, successful applicants will be required to submit financial report to the ETB. The expenditure return will be supported by evidence of payments made, including bank statements, invoices and evidence of compliance with procurement requirements.
- Successful applicants must commit to the full expenditure of the funding by the end of 2019. Unspent monies must be surrendered to the ETB, who will return it to the Department of Children and Youth Affairs; the ETB or Department will recover money from any organisation found in breach of this requirement.

Measurement and Evaluation

In line with other government grant supported schemes, the Youth Employability Initiative will seek to achieve the following two objectives:

1. Measure the outcomes achieved by young people engaged in the Initiative
2. Evaluate the Initiative as a whole with a view to informing future initiatives and programmes in the Department

In terms of evaluation, DCYA will seek to measure the success of the Initiative across the key principles outlined below in the Dormant Accounts Fund Principles section. This will combine both the Department's obligations to report on the Initiative to the Department of Community and Rural Affairs, the administrator of the Dormant Accounts Fund, along with the Department's intention to evaluate the overall worth of the Initiative.

With respect to measuring outcomes achieved by young people participating in the Initiative, the Department acknowledges the following:

- The measuring of outcomes for young people within a relatively short time bound period is extremely challenging
- The measuring of outcomes for the target cohort, so as not to deter their engagement in the Initiative, is also a significant challenge

With that in mind the Department will seek to use a combination of simple questionnaires designed to assess participant gains in areas of self-confidence and soft skills development. This model has previously been engaged during the Defence Forces Employment Support Scheme (ESS) in conjunction with the Ballymun Job Centre. Given the nature of the desired target group, the simplicity and brevity of each measurement part has been purposely chosen. It is expected there will be a correlation between participant self-development and post-initiative engagement in other available programmes. The following questionnaires will be used to measure outcomes:

Cantril's Self Anchoring Ladder is a ten point scale used to measure distance travelled by each participant towards their employability/career goals. Each participant will be assessed on two occasions as to where they are on the ladder, once when they begin the project, and once again when they have concluded the project. Following the completion of both parts, it will be possible to measure how far a young person has developed over the course of the Initiative.

The **Adult State Hope Scale** looks at what level of hope is possessed by an individual. It assesses a participant's ability to motivate themselves in pursuit of a particular goal, and how well they can identify a pathway towards achieving that goal. Similar to Cantril's ladder, participants are measured at the outset of the project, and once again at the end of the project. A participant achieving a higher score at the end of the project is deemed to have an increased level of agency and an improved ability to recognise a pathway towards achieving their goals.

The **Rosenberg Self-Esteem Questionnaire** is a 10 item scale that measures self-worth by assessing both positive and negative feelings towards oneself. Participants will be measured at the beginning of the project, and once again at the end. The purpose of the questionnaire is to determine by how much, if at all, a young person's level of self-esteem rises during the project.

The following programmes may be incorporated into the lifetime of the project, using the flexibility approach, or may be considered along with other programmes for post-Initiative pathways:

Gaisce – the President's Award is a self-development programme for young people between the ages of 15 and 25 focused on building resilience and realising one's full potential. Participants can choose between Bronze, Silver and Gold challenges, which encompasses personal, physical and community level activities. It is also progressive, with the challenges becoming more difficult from Bronze to Gold. Given the nature of the award programme, it is complementary to, and has the potential to build on, the Youth Employability Initiative.

SkillsSummary- SkillsSummary is both a process and a product developed by NYCI. As a process it aims to support the learning of young people, with a particular focus on those young people who find academic learning challenging, and to help them map this learning to a set of competences. As a product SkillsSummary will support young people to articulate the competencies they have acquired both for themselves and potential future employers.

NYCI have agreed to make SkillsSummary available to projects which are successful in accessing funding under the Youth Employment Initiative.

Dormant Accounts Fund Principles

The Department of Children and Youth Affairs has set following key principles for the Initiative

Key Principles	Explanations
Needs Led	The Initiative will operate strictly upon a needs led basis, rather than on a service led basis. The need will be identified by ETBs in conjunction with relevant local partners, with a clear focus on young people who have not previously engaged in employment schemes. Applicants must categorically demonstrate the manner in which they propose to meet the need.
Partnership Approach	This approach will occur when identifying young people who are appropriate for the Initiative and when developing pathways forward for each individual participant. Services and organisations are expected to engage partners who can provide onward progression opportunities.
Progression Led	A clear pathway needs to be provided for the young person which will allow them to make the next step towards employment, preferably through an existing programme which can be reasonably accessed, for example Youthreach, community employment programmes and local training or apprenticeship initiatives, depending on availability.
Soft Skills	The focus is to develop the soft skills of participating young people in order to prepare them for engaging in future programmes and securing future employment. This focus should align with the seven personal and social development competencies set out in Appendix A.
Mentoring and Coaching	The Initiative should incorporate a coaching and mentoring approach, informal career guidance may be provided where appropriate.
Sustainable and financially sound	Project proposals must be broadly sustainable, in that selected projects must have the capacity to fully complete the project, in line with Department priorities. Applicants will also be expected to clearly demonstrate how their project proposals demonstrate value for money.
Additionality	Projects in receipt of grant funding must be able to demonstrate that they are not duplicating existing services and that they add value in their respective areas.
Measurability/Impact	Projects should demonstrate the impact their proposal will have on the identified cohort, as well as be able to undertake the measurement outlined above.

Appendix A

Seven Personal and Social Competencies from VFMPR

Personal and Social Competency	Explanation
Communication skills	Are essential for a successful transition to work or training, for independence, and to access a range of life opportunities, to attainment, in forming positive relationships and in reductions in re-offending.
Confidence and agency	Enables young people to recognise that they can make a difference to their own lives and that effort has a purpose, is important to key outcomes such as career success. There is evidence of a link between positive outcomes and self-confidence
Planning and problem-solving	Alongside resilience, provides young people with 'positive protective armour' against negative outcomes associated with risky life events. Problem solving has also been shown to be associated with the ability to cope with stresses in life.
Relationships	Are an effective mechanism for getting young people involved in positive activities through valued personal relationships with peers, adults or siblings. A beneficial change in young people's relationships with other adults through their participation in positive activities can be transferred to academic learning and may lead to better outcomes.
Creativity and imagination	Is related to resilience and well-being. Creativity can have a positive impact on both self-esteem and overall achievement.
Resilience and determination	If society intervenes early enough, it can improve cognitive and socio-emotional abilities and the health of disadvantaged children. Effective early interventions can promote schooling, reduce crime, foster workforce productivity and reduce teenage pregnancy. Self-discipline has been highlighted as a vital factor in building academic achievement, significantly better than IQ.
Emotional intelligence	Is associated with the ability to manage feelings by knowing one's own emotions, as well as recognising and understanding other people's emotions. This is vital in managing relationships (e.g. managing the emotions of others).

Appendix B

Award Points System

In order to qualify for Dormant Accounts Fund monies, applying organisations must score a minimum of 15 points in each individual category and clearly address the identified need

Award Criteria	Min.	Max.	Award
Identified Need: The application clearly addresses the need identified by the ETB and fits within the parameters of the Initiatives core criteria/principles	Mandatory – must be met or application is deemed inadmissible		
Progression through partnership: A pathway forward has been identified for the young people who will participate, incorporating local organisations who have been engaged in a partnership	15	30	
Soft Skills: The focus of the service is on developing the young person's soft skills, to enable them to progress in the direction of future programme engagement and employment	15	30	
Additionality and Sustainability: The organisation has demonstrated sufficient capacity to deliver the service outlined in their application. It should be clear from the application that activities provided are additional to those already provided by the organisation	15	30	
Mentoring and Coaching: A mentoring and coaching approach has been incorporated into the delivery of the service. It should be apparent from the application that a plan has been put in place to achieve this	15	30	
Value for Money: The application demonstrates that the service will be delivered in a cost effective manner	15	30	
Total	75	150	



Appendix C

Publicity guidelines for Dormant Accounts Funding

All successful applicants must to adhere to the following Dormant Accounts publicity guidelines as set out below:

- A poster displaying the Dormant Accounts Fund's logo and the legend *'This project was approved by Government with support from the Dormant Accounts Fund'* should be displayed prominently on the premises or, for groups who do not have premises, other suitable location.
- The Dormant Accounts Fund's logo, and the legend *'This project was approved by Government with support from the Dormant Accounts Fund'* should be included in all job advertisements.
- The support of the Dormant Accounts should also be acknowledged on all promotional material such as websites, press releases, invitations, statements letterheads and annual reports.
- The Department of Children and Youth Affairs logo should also be attached to publicity and advertising initiatives



Appendix D



Statement of Principles for Grantees

Are you in receipt of public funding? This statement outlines the 4 principles which apply in the case of bodies in receipt of grant funding provided directly or indirectly from Exchequer sources:

Clarity	Governance	Value for Money	Fairness
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If you are in receipt of Public Funding you should:

<p>Clarity</p> <ul style="list-style-type: none"> Understand the purpose and conditions of the funding and the outputs required. Apply funding only for the business purposes for which they were provided. Apply for funding drawdown only when required for business purposes. Seek clarification from the co-grantor where necessary – on use of funds, governance and accountability arrangements. 	<p>Governance</p> <p><i>Ensure appropriate arrangements are in place for:</i></p> <ul style="list-style-type: none"> Oversight and administration of funding. Control and safeguarding of funds from misuse, misappropriation and fraud. Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. Accounting for the amount and source of the funding, its application and outputs/outcomes.
<p>Value for Money</p> <p><i>Be in a position to provide evidence on:</i></p> <ul style="list-style-type: none"> Effective use of funds. Value achieved in the application of funds. Avoidance of waste and extravagance. 	<p>Fairness</p> <ul style="list-style-type: none"> Manage public funds with the highest degree of honesty and integrity. Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages). Procure goods and services in a fair and transparent manner. Act fairly, responsibly and openly in your dealings with your Grantor.



Appendix E

ETB	Area	Youth/Liaison Officer telephone and email contact details	Address
Cavan and Monaghan ETB	Cavan/Monaghan	Maureen McIntyre Tel: 047 30888 Ext 207 049 433 1044 Ext 2 Email: maureenmcintyre@cmetb.ie	Cavan and Monaghan ETB Administrative Offices, Market Street, Monaghan Town H18 449 <u>OR</u> Unit 4 Church View Square, Cavan Town H12 A592
City of Dublin ETB CDYSB	Dublin City	Tel: 01 432 1100 Email: info@cdysb.cdetsb.ie	CDYSB, 70 Morehampton Road, Donnybrook, Dublin 4 D04 X797
Cork ETB	Cork	Ruth Griffin / 021-4665008 ruth.griffin@corketb.ie	Administrative Offices , 21 Lavitts Quay, Cork
Donegal ETB	Donegal	Paddy Muldoon Tel: 074 916 1505 Email: paddymuldoon@donegaletb.ie	Donegal ETB, Administrative Offices, Ard O'Donnell, Letterkenny, Co Donegal F92 DP98
Dublin and Dún Laoghaire ETB	Co Dublin/Dún Laoghaire	Roisin McLindon Tel: 01 452 8404 Email: roisinmclindon@ddletb.ie	Youth and Sport Development Service, Dublin and Dún Laoghaire ETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24 D24 Y62W
Dublin and Dún Laoghaire ETB	Co Dublin/ Dún Laoghaire	Brid Corcoran Tel: 01 452 8404 Email: bcorcoran@ddletb.ie	
Dublin and Dún Laoghaire ETB	Co Dublin	Martin MacEntee Tel: 01 452 9646 Email: mmacentee@ddletb.ie	
Galway and Roscommon ETB	Galway	Davnet McEllin Tel: 091 706264 Email: davnet.mcellin@gretb.ie	Galway Roscommon ETB, GRETB Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9
Galway and Roscommon ETB	Galway	Fiona Dempsey/ Fiona.Dempsey@gretb.ie	Galway Roscommon ETB, GRETB Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9
Galway and Roscommon ETB	Galway	Louise Ryan/ louise.ryan@gretb.ie	An Coilear Ban, Athenry Co Galway
Galway and Roscommon ETB	Roscommon	Sara Ní Chuirreáin 091-706219 sara.nichuirreain@gretb.ie	Galway and Roscommon ETB Administrative Offices, Lanesboro Street, Roscommon Town F42 NA72
Kerry ETB	Kerry	Miriam Galvin Tel: 066 719 3909 Email: mgalvin@kerryetb.ie	Kerry ETB, Centrepoint Building John Joe Sheehy Road Tralee Co Kerry
Kildare and Wicklow ETB	Wicklow	Alison Fox Tel: 0404 60513 Email: alisonfox@kwetb.ie	Kildare Wicklow ETB Administrative Offices, Church Street, Wicklow Town, Co Wicklow A67 A971
Kildare and Wicklow ETB	Kildare	Lorraine Flynn Tel: 045 98800 Email: lorraineflynn@kwetb.ie	Kildare Wicklow ETB Administrative Offices, Áras Chill Dara, Devoy Park, Naas, Co. Kildare W91 X77F

Kilkenny and Carlow ETB	Carlow	Mairead Donohoe Tel: 059 917 9465 Email: mdonohoe@kcetb.ie	Kilkenny Carlow ETB Youth Office, 1A Meadow Court, Burrin Street, Carlow Town R93 XR12
Laois and Offaly ETB	Laois/Offaly	Joe Thompson Email: jthompson@loetb.ie	Laois Offaly ETB, Ridge Road, Portlaoise, Co Laois R32 NN82
Limerick and Clare ETB	Limerick City	Cora Foley Tel: 061 445706 Email: cora.foley@lccetb.ie	Limerick Clare ETB, O'Connell Avenue Campus, O'Connell Avenue, Limerick City V94 W651
Limerick and Clare ETB	Limerick County	Jackie Dwane Tel: 061 442108 Email: Jacqueline.dwane@lccetb.ie	Limerick Clare ETB, Marshal House, Dooradoyle Road, Limerick V94 HAC4
Limerick and Clare ETB	Clare	Seamus Bane Tel: 065 686 5475 Email: seamus.bane@lccetb.ie	Limerick Clare ETB, Station Road, Ennis, Co Clare V95 D32F
Longford and Westmeath ETB	Longford/ Westmeath	Maria Fox Tel: 044 934 8389 Email: mfox@lwetb.ie	Longford and Westmeath ETB, Marlinstown Business Park, Mullingar, Co Westmeath N91 RW96
Louth and Meath ETB	Louth	Ian Walker Tel: 042 936 4631 Email: iwalker@lmetb.ie	Louth and Meath ETB, Chapel Street, Dundalk, Co Louth A91 C7D8
Louth and Meath ETB	Meath	Barry Williams Tel: 046 901 0083 Ext 3006 Email: bwilliams@lmetb.ie	Louth and Meath ETB, FET Department, LMETB Offices, Abbey Road, Navan, Co Meath C15 N67E
Mayo, Sligo and Leitrim ETB	Mayo	Breda Ruane Tel: 094 925 0730 Email: bredaruane@msletb.ie	Mayo, Sligo and Leitrim ETB, Administrative Offices Newtown Castlebar Co Mayo
Mayo, Sligo and Leitrim ETB	Sligo/Leitrim	Shane McManus Tel: 071 913 8305 Email: shanemcmanus@msletb.ie	Mayo, Sligo and Leitrim ETB, Quay Street, Sligo F91 XH96
Tipperary ETB	Tipperary South	Lisa Kavanagh Tel: 052 613 4347 Email: lkavanagh@tipperaryetb.ie	Tipperary ETB Administrative Offices, Western Road, Clonmel, Co Tipperary E91 WK13
Tipperary ETB	Tipperary North	Lorraine Duane Tel: 067 31845 Email: lduane@tipperaryetb.ie	Tipperary ETB, Lifelong Learning Service, Martyrs Road, Nenagh, Co. Tipperary E45 X579
Waterford and Wexford ETB	Wexford County/ Waterford County	Martin Fitzgerald Tel: 058 51433 Email: martinfitzgerald@wwetb.ie	Waterford and Wexford ETB, Administrative Offices, F13 Dungarvan Shopping Centre, Dungarvan, Co Waterford X35 DE93
Waterford and Wexford ETB	Waterford City	Trina Tsai Tel: 051-301500 trinatsai@wwetb.ie	Waterford and Wexford ETB Waterford Training Centre, Waterford Industrial Park, Cork Road, Waterford
Waterford and Wexford ETB	Wexford	Maria Lindell Tel: 053 23799 Ext 139 marialindell@wwetb.ie	Waterford and Wexford ETB Head Office Unit 1, Ardcahan Business Park, Ardcahan Wexford

