



**An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige**
Department of Children, Equality,
Disability, Integration and Youth

TARGETED YOUTH EMPLOYABILITY SUPPORT INITIATIVE

2021/2022

GUIDANCE DOCUMENT

APPLICATION DEADLINE: Monday 20th September to youthworkunit@lwetb.ie



FUNDED THROUGH THE DORMANT ACCOUNTS FUND



Introduction:

Following on from the 2018-2019 Youth Employability Initiative (YEI), the Department of Children, Equality, Disability, Integration and Youth has secured funding through Dormant Accounts Funds to launch a Targeted Youth Employability Support Initiative (TYESI) over the course of 2021-2022. The initiative will be administered by Education and Training Boards (ETBs) across the country.

For this Initiative, Employability is defined as: *“the capacity to gain and retain fulfilling work.”*

Aim:

The aim of the Targeted Youth Employability Support Initiative (TYESI) is to engage and support the harder to reach young people aged 15 to 24 years who are not currently in employment, education, or training. The focus of the initiative is on soft skills and developing these in relation to employability. It is to assist young people to attain a level of confidence and agency to engage in currently available programmes or services, for example Youthreach.

Short, focused interventions are to provide community-based support to young people to attain a level of confidence and agency to engage in a wide range of currently available progression routes to further education and training programmes and/or employment.

The successful applicants will be expected to work with ‘hard to reach’ cohorts of young people. A certain amount of flexibility is available to organisations in the design and content of their proposed programmes/actions under the Initiative. Good governance and evaluation must be part of the approach being proposed.

Objectives:

The objectives of the Targeted Youth Employability Support Initiative (TYESI) are as follows:

1. Engage young people in the TYESI target group focusing on their support needs to develop their **personal and social development outcomes**, preparing them for onward progression to further education, training and/or employment.
2. Provide safe, welcoming, **non-judgemental** spaces.
3. Provide quality, evidence-based **interventions** that respond to the needs of the target group/needs identified by the ETB which operate from a process of ongoing review and monitoring.
4. Implement a range of **methods** including but not limited to small group work, large group work, one to one, coaching and mentoring, outreach in the recruitment of and engagement with young people throughout the programme.
5. As far as is practical, **involve young people** in the development, delivery and evaluation of the interventions under the TYESI.
6. Proposals must clearly demonstrate **additionality** to and **non-duplication** of existing services.
7. **Communicate and collaborate** with all stakeholders to achieve the best possible outcomes for young people.

Target Group & Needs:

The target group for the TYESI is **young people between the ages of 15 and 24 (inclusive), who are not currently in employment, education, or training**. In particular applicants should consider the following in presenting their proposals:

- Young people experiencing economic disadvantage
- Young people who live in communities with higher-than-average levels of youth unemployment or intergenerational unemployment,

- Young people experiencing marginalisation or are at risk of not flourishing, have little or no formal structure in their lives, or are experiencing significant isolation from their community or peers.

Additional guidance from ETBs

ETBs may issue an ETB TYESI Needs Profile to accompany this guidance which will include an outline prioritised target group/s and/or geographic location/s based on locally available evidence. In these instances, Applicant Organisations must respond to the ETB TYESI Needs Profile addressing the target groups & needs identified within same.

Where ETBs do not issue an ETB TYESI Needs Profile, applicant organisations are expected to respond to the needs of the TYESI target group. Identification of need should be supported by qualitative and quantitative data.

Outcomes:

Outcomes for the TYESI will focus on the following 3 outcomes:

- Communication skills – essential for a successful transition to work or training, for attainment and for independence.
- Confidence and agency – enable young people to have confidence and to recognise that they can make a difference to their own career success.
- Resilience and determination – as a vital factor in building academic achievement and fostering workforce engagement and productivity.

Eligibility Criteria

To be eligible for funding under TYESI the applicant must satisfy the following criteria

1. The initiative is open to community, voluntary and not-for-profit services and organisations that support young people.
2. Applications may be made by individual organisations. Joint applications are permissible. Where a joint initiative is proposed, a lead organisation must be nominated as the responsible party for the application and all aspects of the Initiative.
3. Strictly focus on the TYESI target group and/or ETB designated priority target groups in a geographical area.
4. The approaches of mentoring and coaching must be incorporated into the service delivery.
5. TYESI must not lead to a displacement or duplication of existing publicly funded initiatives.
6. Successful applicants must be compliant with all requirements of the Children First Act 2015.
7. All applicants are legally obliged to comply with data protection generally, including the General Data Protection Regulation (GDPR) and the related Data Protection Act 2018.
8. Appropriate insurance cover must be in place.

General Requirements:

Below are general points to be considered by potential applicants:

- Participation by young people will be on a voluntary basis.
- Engage with young people to develop their personal and social development outcomes and support young people by preparing them for onward progression to further education, training and/or employment.
- The application should clearly focus on the target group; applicants must demonstrate the manner in which they propose to meet the need(s).

- The overall approach should incorporate: a community based, young person-centred, supportive response to the needs of the target group.
- Successful applicants must agree to use the nominated measurement tool over the course of the TYESI.
- Reporting by age categories is required, with a capacity to report under 18-year-olds and 18- to 24-year-olds to be aggregated at national level.
- If successful adherence to strict advertisement and publicity guidelines associated with Dormant Accounts Fund is required. (see Appendices).

Financial Requirements:

Below are points in relation to the financial aspect of the TYESI to be considered by potential applicants:

- Direct and indirect costs are eligible expenditure under the TYESI. Direct costs refer to staff and programme costs. Indirect costs refer to rent, light, heat etc.
- Indirect costs must not exceed 10% of the total budget.
- Grants awarded must be spent within the year of allocation, e.g. funds allocated in 2021 can only be spent in 2021. Successful applicants should consider each year separately for 2021 and 2022, and note that no funding can be expected beyond 2022.
- Monies unspent by 31 December 2021 and 31 December 2022 must be surrendered to the relevant ETB. Please note that unused funding from 2021 cannot be carried over to 2022 and must be surrendered to the ETB.
- If applicants are unable, for any reason, to continue with the grant funding purposes set out in the application, the unspent monies must be returned to the ETB.
- If the total cost of the project is greater than the amount of the grant sought, the applicant must clearly outline the source of the balance of funding and how it will be secured.
- The maximum funding allocation per individual project will not exceed the allocation available to the ETB or €60,000 whichever is the lesser amount.
- The applicants Tax Clearance Access Number must be submitted with the application.
- Any allocation is subject to the availability of funds provided to DCEDIY.
- The grant is subject to the conditions of this application process and to 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 the conditions and DPER 13/2014.

Applications:

Applications should be fully completed and aim to clearly demonstrate the following:

- Full year programme/delivery outline. (12 Months)
- Full year budget based on the grant available. (12 Months)
- A suitable delivery model that will address the target group, intervention types, objectives, and outcomes for TYESI or a suitable response to the ETB TYESI Needs Profile.
- An approach that is young person-centred, community-based and based on voluntary participation of young people.
- The additional value and distinct contribution of the proposed programme/action.
- Track record of working with the target group/s.
- That the proposed programme/action can meet the minimum scoring criteria for the TYESI.

Decision Making:

The ETB Coordination Group will make recommendations to the DCEDIY on applications received in line with the TYESI aims and objective, the assessment criteria for TYESI and the overall budget available in each ETB functional area. Final decisions will be notified to the ETB by DCEDIY.

Steps in the process

1. Upon receipt of a fully completed grant application form, each ETB Coordination Group will conduct a review of the applications received, awarding scores based on the TYESI assessment criteria. (see below)
2. Applications must meet the minimum score requirement for each award criteria to be eligible for grant funding. (In order to qualify for Dormant Accounts Fund monies, applicants must score a minimum of 15 points in each individual category and clearly address the identified need)
3. The ETB Coordination Group will make recommendation/s to the DCEDIY based on the review of applications received.
4. The Department will form an Assessment Committee and conduct a final assessment.
5. The Assessment Committee will forward their grant recommendations to the Minister for Children, Equality, Disability, Integration and Youth and the Minister for Rural and Community Development.
6. Subject to all necessary approvals, ETBs will notify applicants whether their application has been successful or not.
7. The grant allocation process will commence with grants awarded based on project proposals, subject to the availability of funding.

Award Criteria	Min.	Max.
Identified Need: The application clearly addresses the need identified by the ETB and/or fits within the parameters of the Initiatives core aim, objective, criteria.		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 (Approach): 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. (Note: References to Covid-19 impact on youth employment may be considered here)	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

Grant Allocations Process

1. Individual providers will be awarded a grant allocation determined by the DCEDIY. The maximum grant allocation available for an individual project will be capped at €60,000.

2. Each successful applicant will have their budget allocation agreed with the ETB following final approval, e.g. at the point of signing the Service Level Agreement (SLA) with the ETB.
3. Grants will be distributed to local projects/providers through the relevant ETB.
4. The application process outcome is valid for the period 2021 to end 2022. However, public financial requirements mean that allocations are annualised, i.e., an allocation will need to be formally provided in 2022 and a budget submitted to the ETB for review.

Monitoring & Reporting:

Successful applicants are required to:

- Work in an open and collaborative manner with the ETB.
- Sign a Service Level Agreement with the ETB.
- Deliver service/programme in line with the application.
- Use the Department nominated measurement tool over the course of the TYESI.
- Agree changes to delivery, service, programme and/or expenditure with the ETB should the need arise.
- Provide financial, operating and progress reports with supporting documentation to the ETB as required.
- Participate in the evaluation of the TYESI.

Measurement & Evaluation:

The TYESI will seek to:

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

Measurement Tool:

It is a requirement of the TYESI that a specified measurement tool is applied to measure young people's outcomes for interventions during 2022. The tool will be notified to successful applicants before the end of 2021.

This does not restrict successful applicant organisations from using other measurement tools once these are evidenced based, and suitable to their practice, project or the needs of young people.

As with the previous iteration of this Initiative the Department recommends the following measurement tools:

1. Cantril's Self Anchoring Ladder (most used in 2018/2019 Initiative)
2. Adult State Hope Scale
3. Rosenberg Self-Esteem Questionnaire
4. Gaisce – the President's Award
5. SkillsSummary (NYCI) (Strongly recommended for those comfortable with IT)

Evaluation:

The Department will seek to measure the success of the Initiative across the key principles outlined in the Dormant Accounts Fund Principles. This will combine both the Department's obligations to report on the Initiative to the Department of Community and Rural Development, along with the Department's intention to evaluate the overall Initiative. Engagement with the national evaluation of the TYESI will be required by all successful applicants and the 16 ETBs.

APPENDICES

Appendix One: 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, Equality, Disability, Integration and Youth logo should also be attached to publicity and advertising initiatives

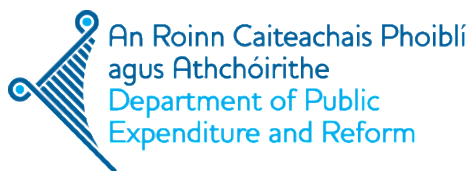
Appendix Two: Dormant Accounts Fund Principles

The Department of Children, Equality, Disability, Integration and Youth 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 Three: DPER 13/2014 - Principles



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.
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<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.
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Appendix Four – Youth Officer List

ETB	Area	Youth/Liaison Officer telephone and email contact details	Address
Cavan and Monaghan ETB	Cavan/ Monaghan	Maureen McIntyre Tel: 049 4361881/ 087 2954964 Email: maureenmcintyre@cmetb.ie	Cavan and Monaghan ETB Administrative Offices, Market Street, Monaghan Town H18 449 OR Unit 4 Church View Square, Cavan Town H12 A592
City of Dublin ETB CDYSB	Dublin City	Tel: 01 432 1100 Email: info@cdysb.cdetb.ie	CDYSB, 70 Morehampton Road, Donnybrook, Dublin 4 D04 X797
Cork ETB	Cork	Mick Finn Tel: 021 4856259 / 086 1940126 Email: mick.finn@corketb.ie	Administrative Offices , 21 Lavitts Quay, Cork
Cork ETB	Cork	Catriona McNaeidhe Email: catriona.mcnaeidhe@corketb.ie	Administrative Offices , 21 Lavitts Quay, Cork
Donegal ETB	Donegal	Paddy Muldoon Tel: 074 916 1600/ 087 9213299 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 4529600 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	Simon McCabe Email: SimonMcCabe@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	Martin MacEntee Tel: 01 4529600 Email: martinmacentee@ddletb.ie	Youth and Sport Development Service, Dublin and Dún Laoghaire ETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24 D24 Y62W
Galway and Roscommon ETB	Galway Roscommon	Davnet McEllin Tel: 091 706264 / 087 6941420 Email: davnet.mcellin@gretb.ie	Galway Roscommon ETB, GRETb Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9

Galway and Roscommon ETB	Galway Roscommon	Sara Ní Chuirreáin Tel: 091-706250 / 086 6069728 sara.nichuirreain@gretb.ie	Galway Roscommon ETB, GRETb Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9
Galway and Roscommon ETB	Galway Roscommon	Nicola Kerrigan Tel: 086 0755270 Email: nicola.kerrigan@gretb.ie	Galway Roscommon ETB, GRETb Training Centre, Mervue Business Park, Mervue, Galway H91 DTH9
Kerry ETB	Kerry	Seamus Whitty Tel: 066 71 21488 / 086 0409025 Email: swhitty@kerryetb.ie	Kerry ETB Centrepoint, John Joe Sheehy Road, Tralee Co. Kerry, V92 P2FE
Kildare and Wicklow ETB	Wicklow	Eric Caffrey Tel: 0866002258 Email: ericcaffrey@kwetb.ie	Kildare Wicklow ETB Administrative Offices, Church Street, Wicklow Town, Co Wicklow A67 A971
Kildare and Wicklow ETB	Kildare	Lorraine Flynn Tel :0871709546 Email : lorraineflynn@kwetb.ie	Kildare and Wicklow ETB, Administrative Offices, Àras Chill Dara, Devoy Park, Naas, Co. Kildare
Kilkenny and Carlow ETB	Carlow	Mairead Donohoe Tel: 0599179465/ 0857759268 Email: mdonohoe@kcteb.ie	Kilkenny Carlow ETB Youth Office, 1A Meadow Court, Burrin Street, Carlow Town R93 XR12
Kilkenny and Carlow ETB	Kilkenny	Saoirse Prendergast Tel: 056 7786896 / 086 0494652 Email: sprendergast@kcteb.ie	Kilkenny Carlow ETB, Lower New Street, Kilkenny R95 HW74
Laois and Offaly ETB	Laois/Offaly	Joe Thompson Tel: 085 8878578/ 057 8621352 Email: jthompson@loetb.ie	Laois Offaly ETB, Ridge Road, Portlaoise, Co Laois R32 NN82
Limerick and Clare ETB	Limerick City	Cora Foley Tel: 087 2141432 Email: cora.foley@lcteb.ie	Limerick Clare ETB, O'Connell Avenue Campus, O'Connell Avenue, Limerick City V94 W651
Limerick and Clare ETB	Limerick County	Martin Duhig Tel: 086 010 8146 Email: martin.duhig@lcteb.ie	Limerick Clare ETB, O'Connell Avenue Campus, O'Connell Avenue, Limerick City V94 W651
Limerick and Clare ETB	Clare	Seamus Bane Tel: 087 224 9338 Email: seamus.bane@lcteb.ie	Limerick Clare ETB, Station Road, Ennis, Co Clare V95 D32F
Longford and Westmeath ETB	Longford/ Westmeath	Maria Fox Tel: 086 3839451 Email: youthworkunit@lwetb.ie	Longford and Westmeath ETB, Marlinstown Business Park, Mullingar, Co Westmeath N91 RW96
Louth and Meath ETB	Louth	Ian Walker Tel: 042 9396816 / 087 9412078 Email: iwalker@lmetb.ie	Louth and Meath ETB, Chapel Street, Dundalk, Co Louth A91 C7D8

Louth and Meath ETB	Meath	Claire Reburn Email: creburn@lmetb.ie	Louth and Meath ETB LMETB Buildings (Old County Hall) Railway Street Navan Co Meath C15AW81
Mayo, Sligo and Leitrim ETB	Mayo	Breda Ruane Tel: 094 9250730/ 087 7738312 Email: bredaruane@msletb.ie	Mayo, Sligo and Leitrim ETB, Administrative Offices Newtown Castlebar FET Centre, Lucan Street, Castlebar, Co. Mayo, F23 FW70
Mayo, Sligo and Leitrim ETB	Sligo/Leitrim	Trevor Sweetman Tel: 071 913 8307 / 087 7678327 Email: trevorsweetman@msletb.ie	Mayo, Sligo and Leitrim ETB, Quay Street, Sligo F91 XH96
Tipperary ETB	Tipperary South	Lisa Kavanagh Tel: 052 6134347 / 086 8263157 Email: lkavanagh@tipperaryetb.ie	Tipperary ETB Administrative Offices, Western Road, Clonmel, Co Tipperary E91 WK13
Tipperary ETB	Tipperary North	Lorraine Duane Tel: 067 31845 / 087 9508048 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/ 086 3858781 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/ 087 3800143 trinatsai@wwetb.ie	Waterford and Wexford ETB Waterford Training Centre, Waterford Industrial Park, Cork Road, Waterford, X91PX02
Waterford and Wexford ETB	Waterford and Wexford	Regina Butler Tel: 053 9123799 / 086 065 2479	Waterford and Wexford ETB, Ardcavan, Ardcavan Business Park, Co. Wexford, Y35 P9EA