

January 2017

Circular DCYA/YAU/01/2017

To: Grant administering bodies responsible for allocating grant funding under the following Department of Children and Youth Affairs Schemes:

**Special Projects for Youth (SPY)
Young Peoples Facilities and Services Fund 1 and 2 (YPFSF 1 & 2)
Youth Information Centres (YICs) and
Local Drugs Task Force Projects (LDTFs)**

Re: Conditions and Procedures for grant funding allocated under the above DCYA Schemes 2017

1. Youth Affairs Funding Allocations 2017

The Department of Children and Youth Affairs advises that overall funding of **€57.395m** is being made available to support the provision of youth services in 2017. This is a **5%** increase in the overall allocation for the following schemes in 2017:

- ☐ Youth Service Grant Scheme
- ☐ Special Projects for Youth
- ☐ Young People's Facilities and Services Fund (Rounds 1 & 2)
- ☐ Youth Information Centres, and
- ☐ Local Drugs Task Force Projects.

2. Need for on-going efficiencies to secure savings

Grant administering bodies responsible for allocating grant funding under the Department of Children and Youth Affairs Schemes listed above are reminded of the on-going requirement to work with local projects to ensure the design and delivery of better and more cost effective services for young people as outlined in the Public Service Reform Plan **2014-2016**.

3. Management and Accountability for Grants from Exchequer Funds

Grant administering bodies responsible for allocating grant funding under the Department of Children and Youth Affairs schemes listed should be aware that all funding schemes are governed by the terms set out in this **Circular DCYA/YAU/01/2017** - and **Department of Public Expenditure and Reform Circular 13/2014**.

It is the responsibility of grant administering bodies to ensure that all projects/organisations in receipt of funding under these schemes are fully aware of and compliant with the terms set out in **Circular DCYA/YAU/01/2017** and **Department of Public Expenditure and Reform Circular 13/2014**.

Grant administering bodies are expected to take a proactive approach to ensuring that the terms and conditions for grants are met. The overall principle is that there should be transparency and accountability in the management of public money, in line with economy, efficiency and effectiveness. A copy of **Department of Public Expenditure and Reform Circular 13/2014** is attached to this Circular.

4. Terms and Conditions of Funding 2017

4.1 Award of Grants

Grants are awarded on the basis of a completed Renewal of Application Form 2017 being returned to the Department of Children and Youth Affairs via the grant administering bodies.

It is the responsibility of the grant administering bodies to ensure that each project in receipt of funding is:

- delivering services in line with the objectives of the grant scheme and with the allocation provided by the Department of Children and Youth Affairs
- fully compliant with Children First: National Guidance for the Protection and Welfare of Children
- compliant with the terms and conditions of **Circular DCYA/YAU/01/2017** – and **Department of Public Expenditure and Reform Circular 13/2014**
- demonstrating appropriate governance arrangements, including financial management capacity
- Tax compliant and has provided a Tax Clearance Access Number along with the Tax Reference Number and Charity Number, where appropriate. A copy of the relevant document/number must be submitted to the grant administering body in advance of any payment being made and held on record for inspection if required
- aware that DCYA grant funding may be subject to audit by Internal Audit Unit of the Department of Children and Youth Affairs and the Comptroller and Auditor General or any agent of the Department or agent of the grant administering body. A condition for funding of organisations, agencies, bodies and projects is that books/accounts/records relating to public funding (from all sources) must be made available for examination to audit authorities, as requested.

All of these conditions must be met in advance of any grant being disbursed in 2017

4.2 Payment procedures for 2017

Grant funding will be paid in four quarterly instalments. It will be necessary for each grant administering body to submit a drawdown form in advance of each quarterly payment along with any other information as requested at that time. A copy of the drawdown form is enclosed.

4.3. Savings and surpluses

Any savings/surpluses arising due to closures, unfilled posts, redundancies, etc. which arose during 2016 or over the course of 2017 should be notified to the Youth Affairs Unit, Department of Children and Youth Affairs, in writing by the grant administering body. In this context, no commitments in relation to new projects or expansion of any existing projects should be made without reference to, and with the prior approval of the Youth Affairs Unit. To seek such approval, submissions should be made to the Department by the grant administering body. Non-compliance will require a written letter of explanation acceptable to the Department before final payment can be considered.

5. Flexibility to propose reconfiguration of notified allocations

In an effort to ensure greater flexibility in the allocation of funding and where it is deemed appropriate at local level, it is open to you as the grant administering body to submit a proposal for reconfiguration of the allocations to individual projects across the schemes listed above, provided the overall financial allocation for your area remains within the allocated funding for the year. **Proposals for reconfiguration of allocations require prior approval of the Department of Children and Youth Affairs before being implemented.**

Details of the process and procedures to be followed by the grant administering body in submitting such proposals to the Department of Children and Youth Affairs for consideration are set out in the attached **Appendix**.

6. Accounting and Auditing Requirements

The following requirements must be met by organisations, agencies, bodies and projects in receipt of funding from the Department of Children and Youth Affairs:

- Annual signed audited accounts/financial statements¹ must be submitted.
- Management in organisations, agencies, bodies and projects in receipt of funding from the Department of Children and Youth Affairs are responsible for the preparation of the audited accounts/financial statements in accordance with applicable law and accounting standards.
- The signed audited accounts/ financial statements should be submitted to the Department of Children and Youth Affairs at the earliest opportunity and **not later than 30th June 2017**.

Failure to submit signed audited accounts/financial statements on time may result in delays in further funding/agreed instalments.

- Companies in receipt of Department of Children and Youth Affairs funding are reminded of their obligation to provide returns to the Revenue Commissioners, Companies Registration Office, Office of Director of Corporate Enforcement and similar bodies.
- The following detail must be reported in the financial statements (*as set out in Department of Public Expenditure and Reform Circular 13/2014*) :

(a) Name of Grantor

The name of the grantor i.e. the Department of Children and Youth Affairs. Where the Grant Administering Agency also requires their details to be recorded, for example an Education and Training Board or Pobal, the sponsoring Government Department must also be recorded.

(b) Name of Grant

The actual name of the grant programme e.g. Special Projects for Youth, etc,

(c) Purpose of Grant

With reference to Section 3, paragraph 11 of the *Department of Public Expenditure and Reform Circular 13/2014*, the purpose for which the funds are applied must fall under the following headings:

- Pay and general administration
- Service provision / charitable activity
- specified others, including such expenditure as advertising, consultancy etc.

(d) Accounting for Grants:

- (i) The amount and term of the total grant awarded;
- (ii) The amount of the grant taken to income in the current financial statements;
- (iii) Where (ii) above differs from the cash received in the relevant financial period, a table showing:
 - (a) The grant taken to income in the period
 - (b) The cash received in the period, and
 - (c) Any grant amounts deferred or due at the period end.

(e) Capital Grants

The amount of money provided and the conditions/milestones being used in relation to current and future instalments. Grantees should also provide an undertaking that the State's investment is protected and will not be used as security for any other activity without prior consultation with the parent Department and sanction of DPER.

(f) Employees

In a table accompanying the report, the number of employees whose total employee benefits (excluding employer pension costs) for the reporting period fell

¹ This acknowledges that small community and voluntary groups will only have basic financial statements and receipts available as a basis for reporting

within each band of €10,000 from €60,000 upwards and an overall figure for total employer pension contributions. (This applies even if salaries are not being funded by the Exchequer).

(g) *Restrictions*

Whether and how the use of the grant is restricted (i.e. is it for a particular project, or for the delivery of a service)

(h) *Tax Clearance*

Whether compliant with relevant Circulars, including Circular 44/2006 “Tax Clearance Procedures, Grants, Subsidies and Similar Type Payments”.

Please note that projects funded under the different schemes should be notified by the grant administering agency of this requirement in order that they instruct their auditors to comply with this requirement when preparing the audited accounts.

7. Annual Progress Report

All projects/organisations in receipt of Department of Children and Youth Affairs Grant Aid will be required to submit an annual progress report. Further correspondence will issue under separate cover setting out details of this requirement.

8. Acknowledgements

All projects, services and grant administering agencies must publicly and prominently acknowledge the Department of Children and Youth Affairs and National Lottery funding (where appropriate) as the source of funding and the specific funding scheme in the relevant documentation.

9. Further Information

Any queries in relation to this circular should be referred to the Youth Affairs Unit in the Department of Children and Youth Affairs.

APPENDIX

Procedure for submission of proposals for reconfiguration of Grant Aid allocations to Department of Children and Youth Affairs 2017

1. Grant Administering Agencies are encouraged, where it is deemed appropriate at local level, to submit proposals for reconfiguration of allocations across projects and across funding schemes² to the Department of Children and Youth Affairs for consideration.
2. Grant Administering Agency should discuss the proposals with the local providers and submit the recommended reconfigurations to the Department of Children and Youth Affairs for consideration. If agreement on a proposal for reconfiguration cannot be reached locally, this should be brought to the attention of the Department in the submission.
3. All submissions with proposals for reconfiguration must reach the Department no later than Friday 14th April 2017. The Department will aim to promptly respond to all submissions received so decisions on the proposals are notified to Grant Administering Agencies no later than mid-May 2017.

Additional information for certain national youth organisations³

As in previous years, the national organisations listed in footnote 3 are invited to submit proposals for reconfiguration of allocations for local projects, where appropriate to local needs. It is requested that such proposals continue to be submitted directly to the Department through the national organisation and that a copy of the proposal is provided to the local Educational and Training Board and to CDYSB for information. Submissions should be made to the Department by 14th April 2017.

Department of Children and Youth Affairs
January 2017

²Schemes relevant to this reconfiguration procedure: Young Peoples Facilities and Services Fund 1 & 2; Special Projects for Youth; Local Drug Task Force; Youth Information Centres

³ This note is relevant to the national youth organisations with projects administered by CDYSB since 2013: Youth Work Ireland, Involve, EcoUNESCO, Foroige, YMCA and Crosscare