



International Youth Work Fund

Application For Grant Aid

Quick Reference Details (For Office use Only)	
Name of Applicant/Group	
Grant Requested	
Grant Recommended	
Grant Awarded	
Date Cheque Sent	

GRANT FUND

INTERNATIONAL YOUTH WORK FUND

Purpose:

To support and develop international exchanges and contacts between young people from Dundee and those from other countries.

Who can apply:

Young People in Dundee between the ages of 15 and 25. Priority will be given to young people who would not normally have the opportunity to take part in an international experience. The applying group should have between 8 and 20 members. Up to two group leaders per group are also eligible for assistance.

What will grants be given for:

Exchanges that fit the minimum stay requirements eg:-

European Union and Eastern European – 7 days
USA/Japan – 14 days
Commonwealth – 21 days

Priority will be given to work within the European Union.

Reciprocal visits must be planned within two years of the initial visit.

Grants are given to support round trip travel costs and programme costs and are calculated on a per head basis. The level of grant will not exceed 25% of travel costs. An essential condition is that the young people are involved in planning the programme of the exchange.

Exclusions:

Tours to several countries or to several cities in one country.

Participation in competitions.

Visits of purely a sporting or tourist nature.

Exchanges that are part of an educational establishment's curriculum or part of a vocational training course.

Exchanges involving youth wings of political parties.

One-way visits.

Individual visits.

How to apply:

The Department's application form for the International Youth Work Fund should be completed. One copy of the completed form should be returned to the Leisure & Communities office which issued it and one retained by the applicant.

Applications must be made at least two months prior to the commencement of the first leg of the exchange.

Advice to applicants:

The application form should be completed clearly and providing as much information as possible. Most applications will be the subject of an assessment meeting with a member of staff. Applicants should be prepared to discuss:

- The involvement of young people in the planning of the exchange.
- The programme of preparation for the young people that is being undertaken.
- The details of fund raising activities including other sources of grant aid.
- The details of the programme itself.
- The arrangements for completing an evaluation report after the end of the exchange.

International youth exchanges are also supported by Connect Youth International and they can be contacted through Jim Bartholomew, Connect Youth International, British Council Scotland, The Tun, 4 Jackson's Close, Holyrood Road, Edinburgh EH8 8PJ, Tel: 0131 524 5728, Fax: 0131 524 5701.

How these grants are assessed.

Leisure & Communities staff make their assessment and recommendations with regard to the following criteria:-

- Young people should be heavily involved in the planning of the exchange.
- The programme of preparation should be thorough and well-planned, and relate to the themes of the exchange.
- Costings and income generation proposals should be complete and realistic. Proper procedures for accounting for income and expenditure on each leg of the exchange must be in place.
- Adequate income should be generated through fund raising, personal contributions, Connect Youth International and other sources, avoiding over reliance on Council grant-aid.
- The programme should have explicit and appropriate themes and have arrangements in place to gather information and complete an evaluation report.
- Arrangements for securing parental consent, insurances, permits and visas should be in place.
- Leaders must be fully trained and prepared to lead the exchange and their fitness for their duties should have been established.

Please return this form to:

Kenny Lindsay
Children and Young People's Manager
Mitchell St. Centre,
Mitchell St.
DUNDEE

Tel: 01382-435840

INTERNATIONAL YOUTH WORK FUND

Please type or print in black ink

1 Name of Organisation

Address of Organisation

.....

Telephone NumberFax Number.....

2 Name of Leader

Address of Leader

.....

Telephone Number

3 Name of Partner Group

Address of Partner Group

.....

Telephone NumberFax Number.....

4 Costs to be met by United Kingdom Group

	Total for Group Per Head (A) British Group Abroad	Total for Group Per Head (B) Overseas Group in Britain
Accommodation		
Food		
Travel		
Other Costs – Insurances, Gifts etc		
Programme Costs		
TOTALS		

5 Participants

	Dundee Group		Overseas Group	
	Male	Female	Male	Female
Leaders				
Members by Age				
15-20 inc				
21-25 inc				
Total				

6 Accommodation

Where Will The Group Stay?	In the United Kingdom	Abroad
Private Homes		
Residential Centre (Hostel)		
Camp		
Other		

7 Previous Exchange With Same Partners

Dates.....

8 Dates of Visits

	From	To
United Kingdom		
Abroad		

