



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

TARGETED YOUTH EMPLOYABILITY SUPPORT INITIATIVE

2024

GUIDANCE DOCUMENT

APPLICATION DEADLINE: 5pm 6th March 2024

Submit to: YouthServices@lmetb.ie



lmetb

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board

Introduction

Following on from the 2021-2022 Targeted Youth Employability Support Initiative, the Department of Children, Equality, Disability, Integration and Youth commissioned an Evaluation to assess the TYESI in the context of the scheme aims and objectives. The purpose of the Evaluation was to evaluate and understand the processes, practices and intervention types across the programmes delivered under the initiative to ascertain how effective these engagements and activities were in the context of the scheme design. The Evaluation has informed the Department about the suitability of this initiative as a support mechanism to improve the employability skills of this target group of young people and its effectiveness in positively contributing to the development of pathways towards further education, training and employment opportunities. For this Initiative, Employability is defined as: *“the capacity to gain and retain fulfilling work.”*

The Department secured funding in the Budget to launch the Targeted Youth Employability Support Initiative (TYESI) in 2024. The initiative will be administered by Education and Training Boards (ETBs) across the country.

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. The focused interventions are intended to provide community-based support to assist young people to attain a level of confidence and agency to engage in a wide range of currently available progression routes, programmes or services, for example; Youthreach, Community Training Centres, Community Employment Schemes, Traineeships, Apprenticeships, Pathways to Work and/or progress into employment.

The successful applicant organisations 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 and interventions 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(s) 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 and/or evidence-informed **interventions** that respond to the needs of the target group and/or the 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 1:1 support, coaching, mentoring, small group work, large group work and 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. Build **collaborative partnerships** with all relevant local stakeholders.

Target Group and 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 applicant organisations 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.

Additionally, ETBs and Applicant Organisations will be encouraged to ensure a broad range of young people/NEETS are targeted to include;

- Young people with disabilities,
- Young people from minority ethnic groups, e.g. Travellers and Roma young people,
- Young people who are applicants for International Protection, or who have recently been awarded International Protection, whether they are living in a Direct Provision Centre or living in the community.

The concentration is on soft skills outcomes, coaching, and mentoring. TYESI focuses on individual needs for progressing in education, training and employment, with skill development based on the young person's identified strengths and areas for improvement. Support is provided throughout the process, and young people can progress at their own pace.

Additional guidance from ETBs

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

Where an ETB does not issue an ETB NEETS Needs Profile, applicant organisations are expected to respond to the needs of the TYESI target group in the scheme documentation. Identification of need must 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 organisation must satisfy the following criteria

1. The initiative is open to youth 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 applicant organisations:

- 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 applicant organisations must agree to use the DCEDIY nominated measurement tool(s) over the course of the TYESI, including participation in training and/or reporting related to usage of the tools.
- Reporting by age categories is required, with a capacity to report under 15 to 17 year olds and 18 to 24 year olds to be aggregated at national level.
- Participation and engagement in a Network is mandatory for youth workers delivering the TYESI. This includes any/all other activities delivered by, or on behalf of, DCEDIY for the TYESI.

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 15% of the total proposed budget.
- Grants awarded must be spent within the year of allocation, e.g. funds allocated in 2024 can only be spent in 2024.
- Monies unspent by 31 December 2024 cannot be carried over to the following year and must be surrendered to the relevant ETB.
- If applicants are unable, for any reason, to continue with the grant funding purposes set out in their approved application, the unspent monies must be returned to the ETB. Funds approved

for the direct delivery of the TYESI, as per the approved application, cannot be used for any other purpose.

- 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 €75,000 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 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 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, aim, objectives and outcomes for TYESI and/or a suitable response to the ETB NEETS 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.
- A 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 Youth Coordination Group will make recommendations to the DCEDIY on applications received in line with the TYESI aims and objectives, 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 Youth 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. Applicants must score a minimum of 15 points in each individual category and clearly address the identified need.
3. The ETB Youth 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.
6. Subject to all necessary approvals, ETBs will notify Applicant Organisations 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, objectives, criteria.	Mandatory: Pass/Fail Must be met or application is deemed inadmissible	
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
Progression through partnership A pathway forward has been identified for the young people who will participate, incorporating local organisations who have/will be engaged in a partnership	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

Grant Allocations Process

1. Individual providers will be awarded a grant allocation determined by the DCEDIY. The maximum grant allocation available for an individual TYESI project will be capped at €75,000.
2. Each successful applicant will have their budget allocation agreed with the ETB following final approval by DCEDIY.
3. Grants will be distributed to local projects/providers through the relevant ETB.
4. The application process outcome is valid for 2024. Continued funding is subject to the annual budgetary process.

Monitoring and Reporting

Successful applicants are required to:

- Work in an open and collaborative manner with the ETB.
- Sign and/or Adhere to the terms of the Service Level Agreement with the ETB.
- Deliver the service/programme in line with the approved application.
- Use the Department nominated measurement tool(s) 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.

Measurement and 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 throughout the timeframe of the Initiative with a view to informing future initiatives and programmes in the Department

Measurement Tool(s)

It is a requirement of the TYESI that specified measurement tool(s) is applied to measure young people's outcomes for interventions. 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. The initial measurement tool to be used by all successful applicant organisations will be the Skills Summary. Additional measurement tool(s) will be introduced at a later date.

As with previous iterations of this Initiative the Department recommends the following additional measurement tools, if required:

1. Cantril's Self Anchoring Ladder
2. Adult State Hope Scale
3. Rosenberg Self-Esteem Questionnaire
4. Gaisce – the President's Award

APPENDICES

Appendix One: Publicity and Advertising Guidelines

All successful applicants must adhere to the following guidelines as set out below.

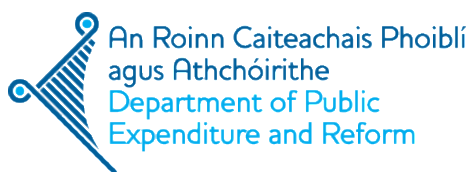
The Beneficiary acknowledges the contribution of funding from the Department of Children, Equality, Disability, Integration and Youth on any, and all, advertising and other information connected with the Project, by displaying the logo of the Department of Children, Equality, Disability, Integration and Youth below alongside the following wording:

“The Targeted Youth Employability Support Initiative is supported by the Department of Children, Equality, Disability, Integration and Youth”

This text is to be used only in advertising or promotional material related to this project/service only. Use of the Department logo or branding on promotional materials or websites, where the organisation or event is not directly supported by, or affiliated with DCEDIY, can be considered misrepresentation or misuse and is not permitted by the department.

Many thanks in advance for your co-operation.

Appendix Two: 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.
<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.