

FALKIRK COUNCIL : EDUCATION SERVICES

EXCHANGE GRANT APPLICATION CRITERIA

INTRODUCTION

Falkirk Council Education Services may award grants to support exchanges between youth groups and schools and young people in other countries. The general aim of this support is to promote a better understanding through contact with a partner community.

The broad target group is young people who would not normally have the opportunity of taking part in a constructive international experience, or those who face other barriers.

An exchange will normally be bilateral but in special circumstances may involve partners in more than two countries.

The Education Services is committed to equality of opportunity and access to foreign exchanges.

Grants may be offered by way of pump-priming to allow groups to establish links including electronic links with partner organisations. Grants do not have to be exclusively for travel costs in this context.

WHAT CAN BE SUPPORTED

Eligible Countries

It should be noted that Falkirk Council is involved in two formal Twinning Agreements, one with Creteil, France, the other with the Odenwald, Germany.

The exchange grant scheme should encourage schools, youth groups and organisations to support Council twinning links but access to funding is not restricted to programmes with such partner groups. Links with EU and other Central and Eastern European countries as well as other International destinations will be considered.

Age Range

The young people taking part in an exchange must be aged between 10 and 25 at the time of the visit. Funding agencies other than Falkirk Council, will normally only consider young people in the 15-25 age group.

Group Size

Each group should normally have between 8-24 participants, including the organisers. It is acknowledged that the organisation of some school exchanges may require class groups to be involved and that in such circumstances special consideration will be given to group size.

It is important to note that a finite sum is allocated from the Education Services budget for the promotion, development and support of exchanges. It is the duty of the International Education Strategy Group to ensure that maximum benefit is gained through the allocation and effective use of the available funding.

Programme Content

Projects should be constructed around a programme of shared activities. A project can focus on a particular theme, be about the local community, or be broadly based on youth issues. The important consideration is that it is conducted jointly by the young people from both groups. This is a very important consideration as the planning and implementation of the programme is seen to contribute greatly to the educational experience of the young people involved. Exchanges promoted by Education Services should take account of the Vision, Aims and Values of Education Services.

Other funding agencies will not normally consider support of curricular linked programmes but Education Services acknowledges that there are times when such links could be of great benefit to the participants, eg MLPS, environmental education, PSD initiatives.

Duration

The minimum duration for exchange visits should normally be seven days, excluding travel. This timescale is advised to allow maximum benefit to be gained from the experience and to be able to pursue meaningful programmes.

Accommodation

It is expected that the accommodation will be suitable to the needs and resources of the young people. Normally a group residential stay would be organised which may be shared with the hosting group.

Careful consideration should be made to child safety issues where a homestay situation is being completed.

Reciprocity

Most effective use of funding support is achieved when an exchange is organised on a travel and hosting basis. Normally both legs of such an exchange would be completed during a two year period.

WHAT CAN BE SUPPORTED

Resources will not normally be allocated to:

- (a) tours to several countries or several cities in one country
- (b) participation in competitions
- (c) visits of a purely touristic nature
- (d) exchanges involving youth wings of political parties
- (e) individual young people proposing to live, work or study in another country

THE GRANT

1. The grant is not meant to cover the full cost of an exchange programme. The sum awarded will not exceed £50.00 per head or £750.00 per group visit, outward or hosting.
2. Support is given to the travel costs of the Falkirk Council group and to the cost of hosting their partner group.
3. The total amount awarded to a group will reflect the members participating but the allocation will be delegated to the organiser. If the number of the participants or the nature of the project alter significantly at the time of the actual exchange, a refund may be necessary.
4. The grants for young people exchanges are paid by the Council and are therefore subject to the usual Council controls and scrutiny. This means that grants need to be accounted for correctly.
5. If the exchange is postponed the grant must be returned.
6. It should be noted that there may be competition for the funds available and priority will be given to the development of new exchanges or innovative programmes, as well as to applications that reflect a commitment to equality of opportunity and young people's participation.
7. It should be noted that other agencies may be approached for financial assistance. Information on other or alternative areas of funding is contained in the Education Services International Education Policy Document.
8. Grants will **not** be awarded after the project has started.

Education Services groups will require to comply with Falkirk Council Education Services Policy and Procedures for Excursions

NOTES ON THE COMPLETION OF PART ONE OF THIS APPLICATION FORM

This form should be used by any school or young people's group participating in a European or international exchange.

Please read carefully these notes and the Exchange Grant Application Criteria, as incorrect or insufficient information can result in a delay approving a grant.

The application form should be completed and returned to:

Andy Christie
Corporate Initiatives Officer
Education Services
McLaren House
Marchmont Avenue
Polmont FK2 ONZ.

The application will be considered by the International Education Strategy Group.

1. Note that the person **responsible** for the project and the **organiser** may not be the same. All correspondence will be addressed to the organiser.
- 1(g) The position of the organiser should be identified by ticking the appropriate box.
- 1(h) You should indicate if your exchange is with one country, a bilateral exchange, or with two other EU countries, a trilateral exchange.
2. The dates of your visit should include the days on which you **travel** to and from the exchange but indicate the dates on which your partner **arrives** and **departs** at the start and finish of the visits.
- 3(b) The Organiser should be the person responsible for the visiting group during the hosting stay in this country.
- 4(a) Please ensure your answer identifies the key activities of your organisation/group.
- 5(a) Please identify clearly the key activities of your partner organisation. These should normally reflect the key activities of your organisation.
6. If you feel that the young people in your group face barriers or disadvantages in taking part in the exchange, please explain at this point.
8. The whole of this section is to confirm the experience of group leaders and to detail the skill and experience base of leaders involved in European/International activities.
9. Be clear about the aims and learning outcomes expected from the exchange. The detailed programme, requested in question 4 of the Final Application, should support your response to this question.

10. Identify aspects of the exchange which highlight the European issues and factors involved in or being considered by the exchange. This is an important consideration as the Education Services International Education Policy stresses the need for the European dimension to feature in programmes linked to Europe.
11. This information will provide an overview of the level of contact between both groups and help in understanding the costings for the exchange. Groups in a homestay situation should pay particular attention to the requirements of the Policy and Procedures for Excursions.
12. The information provided in this section should, at this stage, be fairly general in nature. More detailed and accurate figures will be required in the Final Application.

NOTES ON THE COMPLETION OF THE FINAL APPLICATION

1. Young people's participation in the preparation of the exchange is essential. It is also important for the preparatory steps you have taken in the organisation of the exchange to be clearly understood by all participants. Communication is a key issue and a shared language will benefit all aspects of involvement and understanding.
2. The programme identified in Question 4 should reflect the theme of the exchange. You should indicate in this section the way in which the Theme will be explored and developed and indicate the process used to confirm the choice of subject for the theme with your partner.
3. Complete the section by indicating the number, gender and ages of the young people **at the time of the exchange**. Remember that anyone under 10 or over 25 is not eligible for funding. The ages and gender mix of both groups should be compatible. Names of participants in **both groups**, should be submitted on a separate sheet.
4. The information should be as detailed as possible and show which activities are shared, social time and joint free time. The agreed Theme for the exchange visit should be reflected in the content of the programme.
5. Evaluation **must** be included in your programme. Give more details here of how you will evaluate the exchange.
6. Please ensure that this section is completed accurately to allow efficient processing of the grant cheque. Any delay in finalising payment as a result of insufficient information will be the responsibility of the applicant.
7. Has your organisation benefited from local Council grant support in previous years? Please indicate when and how much.
8. Please be as accurate as possible when completing this section. Research costs carefully. It is important to show in the Income section, the range and level of external funding support received.

9. This is an extremely important document and should be read carefully and understood, before it is signed and submitted. The responsibilities of those signing are clearly stated and any breach in this agreement could impact on future exchange support. The exchange organiser should travel with the group and the supporting signature should normally be the home based contact person.

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FALKIRK COUNCIL : EDUCATION SERVICES

EXCHANGE GRANT APPLICATION - PART 1

Please complete all sections of the application form.

Forms should be typed or completed in black ink and in block capitals, to aid photocopying.

Applications should be submitted at the earliest opportunity but at least twelve weeks in advance of the visit taking place.

This application will be used to determine the potential for awarding an exchange grant. A Final Application and Agreement will require to be completed and signed before the award is made.

1. Organisation Details

(a) Name of Organisation

(b) Responsible Person

(c) Address/Telephone Number (H/B)/Fax (including STD code)

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.....
.....

(d) Position of Responsible Person

(e) Organiser

(f) Address Telephone Number (H/B)/Fax (including STD code)

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.....
.....

(g) Position of the Organiser

Teacher F/T Youth Worker P/T Youth Worker Volunteer Worker

Other (specify)

- (h) Are you applying for a Bilateral exchange (one partner)
- Trilateral exchange (two partners)
- Multilateral exchange (more than two)
- Are you applying to HOST in the UK Visit your partner abroad

2. Dates of Exchange Visits

IN	OUT
Proposed dates in UK	Proposed dates abroad
From To	From To
Place in UK	Place abroad

3. Partner Details

- (a) Name of Partner Organisation
- Address/Telephone Number (H/B)/Fax (including STD code)
-
-
-
- (b) Organiser and Title

4. Description of Your Group

- Number of young people..... Age Range No. of Leaders
- (a) Brief outline of main activities of your group/organisation:
-
-
-
-

5. Description of Partner Group

Number of young people Age Range No. of Leaders

(a) Brief outline of main activities of your partner group/organisation:

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.....
.....

6. Background of your Group

Are there any particular circumstances about your group which you believe would justify special consideration? Be as specific as possible:

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.....

7. Exchange Involvement

(i) Is this a new exchange? YES/NO

(ii) If no, how long has it been running? No. of years No. of exchange legs

8. Leadership Team

(a) Has any member of the Leadership Team completed International Exchanges Training? YES/NO

If yes, give details:

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.....
.....

(b) Has any member of the team previously participated in exchange activity? YES/NO

If yes, please identify, giving dates:

.....
.....
.....

(c) Has any member of the team participated in:

A study visit? YES/NO An Advance Planning Visit? YES/NO

Where?

(d) What language skills do the Team possess?

Indicate how many of your leadership Team are:-

Paid workers/staff: - full-time - part-time - in training

Voluntary: - trained in youth work - no specific training

9 Aims and Learning Outcomes

(a) Identify the main aim of the exchange:

.....
.....
.....

(b) Outline up to five learning outcomes for the young people involved:

1.
2.
3.
4.
5.

(c) Is your main aim compatible with your partner group? YES/NO

If not, why not? If yes, how did you agree?

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.....
.....

10. European Dimension

(a) Illustrate how your project reflects a European dimension.

.....

(b) How do you intend to make participants aware of it?

.....

11. Accommodation

(a) British group abroad:

Type	homestay	residential	camping	other (specify)
Number of <i>separate</i> overnight stays
Number of <i>shared</i> overnight stays

(b) Overseas group in Falkirk area

Type	homestay	residential	camping	other (specify)
Number of <i>separate</i> overnight stays
Number of <i>shared</i> overnight stays

12. Costings (estimate of expenditure and income)

(a) Expenditure : Cost of Hosting the **Outward** Visit Abroad

	Travel	Group Cost (£)	Per Head (£)
Means of Travel
Accommodation on Route
Insurance
Other (please specify)
Total Projected Cost			£.....

(b) Expenditure : Cost of **Hosting** the Partner Group

	Travel	Visiting Group (£)	Per Head (£)
Local Travel
Entrance Fees
Accommodation
Meals
Total Projected Cost			£.....

(c) Income : Indicate Projected Sources of Funding

	Outward Per Head (£)	Hosting Per Head (£)
Fund-raising by group members
Grant from YEC
Grants from other bodies
Contribution expected from participants
Total (per head)	£.....	£.....
Sum requested from Exchange Budget	£.....	



FALKIRK COUNCIL : EDUCATION SERVICES

EXCHANGE GRANT FINAL APPLICATION

Please complete all sections of this application.

Forms should be typed or completed in black ink and in block capitals, to aid photocopying.

Applications should be submitted at least six weeks in advance of your departure date.

Please read carefully the Agreement at the end of this application form. This outlines the terms and conditions which apply to the award of the grant and your acceptance of the grant.

1. Preparation for the Exchange

(a) How were the young people selected for the exchange?

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(b) Give examples of how the young people are involved in the decision making process and the planning for the exchange.

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.....

(c) What languages will you work in with your partner and how will your arrangements take account of any language barriers?

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.....

2. Programme Theme

(a) Indicate the theme of the exchange. How long will the programme reflect this theme?

.....

(b) How has this theme been agreed with your partner?

.....

3. Participants

(a) Hosting in Falkirk Council area.

Age (at time of visit)	HOSTING Group		VISITING Group		VISITING Group	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
Sub Total
Leaders
TOTAL

(b) Travelling from the Falkirk Council area.

Age (at time of visit)	HOSTING Group		VISITING Group		VISITING Group	
	Male	Female	Male	Female	Male	Female
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
Sub Total
Leaders
TOTAL

4. Programme

Please attach a copy of your programme. Please indicate which activities will be undertaken jointly with your partner.

5. Evaluation

Explain how the group will review and evaluate the project and assess the learning outcomes through the duration and after the exchange.

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6. Bank Account

Please give details of the account to which the grant should be paid.

Cheques cannot be made out to individuals.

Name of account:

Account number:

Name of bank:

Branch: Sort code:

Address:
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.....
.....

**Accounts should be operated on a two signature from three basis
(please confirm names)**

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7. Exchange Support

Has your organisation received Education Services/Council funding in previous years?

YES?NO

If yes, please quote year/reference number: Sum: £

8. Budget (Estimate of expenditure and income)

(a) Expenditure : Costs of the Outward Visit Abroad

<u>Travel</u>	<u>Group Cost (£)</u>	<u>Per Head (£)</u>
Air
Rail
Hired Coach
Own Vehicle
Ferry
Other (specify)
Total Travel Costs	£.....	£.....

<u>Additional Costs During Journey</u>	<u>Group Cost (£)</u>	<u>Per Head (£)</u>
Meals on Route
Accommodation on Route
Insurance
Other (specify)
Total Additional Costs	£.....	£.....
TOTAL VISIT COSTS	£.....	£.....

(b) Expenditure : Costs of the **Hosting** Partner Group

<u>Hosting</u>	<u>Visiting Group (£)</u>	<u>Per Head (£)</u>
Local travel during visit
Entrance fees
Accommodation/meals
Other (specify)
TOTAL HOSTING COSTS	£.....	£.....

(c) Income : Indicate Sources of Funding

	<u>Outward per Head (£)</u>	<u>Hosting per Head (£)</u>
Fund-raising by group members
Grants from other bodies
Grants from YEC
Contribution expected from participants.....
TOTAL (per head)	£.....	£.....
 Amount requested from Education Services		£.....

9. Agreement

If this application is successful I/WE agree:

- (a) To account accurately for the funds raised and awarded to this exchange visit.
- (b) To repay any grant not used for the purpose for which it was granted and advise of any changes in dates, travel arrangements and number of participants.
- (c) To repay any part of the grant awarded through changes in number of participants.
- (d) To acknowledge the support given by Falkirk Council Education Services in all distributed and published documents.
- (e) To take out adequate insurance for the project.
- (f) To comply with the Education Services Policy and Procedures for Excursions, where appropriate. Education Services staff should complete a Request for Absence Form.
- (g) To submit a written report within six weeks of the project.
- (h) To contribute if requested, to staff development training.

Signature of Exchange Organiser: Date

Name of Organiser:

Job Title/Position:

Applications cannot be considered unless there is a supporting signature.

Supporting signature of a senior office bearer in the grant receiving body (**not** the above).

I agree that this application receives the support of my Section/Organisation.

Signature: Date

Job Title/Position:

Name Organisation

Address:
.....
.....