

14. REPORTS AND FOLLOW UP WORK

- a. British co-ordinators must submit a full report **within 6 weeks** of the end of the visit.
- b. Each British group should follow up their visit by sharing their experiences as widely as possible.

15. ADVANCE PLANNING VISITS

CYEC recommends that at least one person undertakes an Advance Planning visit. Where two people undertake the visit (this may include a young person), CYEC will consider applications towards the cost, to the value of one airfare. Special application forms are available on request. Anyone undertaking an advance visit must submit a full report **within 4 weeks** of the end of the visit.

16. APPLICATIONS

a. When to Apply.

Youth groups planning an exchange visit that will take place during the 2005/2006 financial year (ie. between May 2005 and April 2006) need to submit an application for grant aid **during Autumn 2004**. CYEC's Grants Committee will meet in October and November to approve projects for funding and the closing dates for applications are:

Friday 1st October 2004 and Friday 29th October 2004

It may not be possible to consider applications which miss our closing dates.

b. Early Application.

The importance of applying **as early as possible** cannot be stressed too highly. Applications may be "approved in principle" before programme details have been finalised. Early application may also enable CYEC and its advisers to make valuable suggestions about travel and programme arrangements.

c. Retrospective Applications cannot be considered.

d. Decisions.

In order to minimise delays in obtaining a decision, organisers should contact CYEC to find out the date of the next meeting of its Grants Sub Committee and send their application forms to arrive **at least 4 weeks** beforehand.

e. Application Forms and further information may be obtained from:

Commonwealth Youth Exchange Council,
7 Lion Yard, Tremadoc Road, Clapham, LONDON, SW4 7NQ.
Tel: 020 7498 6151 Fax: 020 7622 4365 E Mail: Mail@cyec.org.uk

An agreed policy statement:

CYEC recognises that the UK is a multi-racial society and believes that cultural diversity positively enriches our society. In all its work CYEC endeavours to take into account the multi-racial nature of the UK and of the whole Commonwealth. To this end CYEC's membership and structures attempt to reflect the multi-racial composition of our society

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GUIDELINES FOR FUNDING OF COMMONWEALTH YOUTH EXCHANGES 2005/2006

This leaflet outlines the guidelines which will be applied by the Commonwealth Youth Exchange Council (CYEC) in considering applications for grants involving youth exchange groups. They have been agreed with Connect Youth (British Council) / FCO which provides most of the funds available.

Applications are considered by the Council's Grants Sub-Committee which includes representatives from Education Authorities, voluntary youth organisations and Central Government.

CYEC is committed to an equal opportunities policy and is particularly concerned that all young people are able to participate in Commonwealth youth exchange.

Applicants need to be aware that the mere fulfilment of these guidelines does not give automatic entitlement to grant aid. There is competition for the limited funds available and the committee's decisions have to be made largely on the evidence of the quality of the exchange. The Grants Sub-Committee will look for creativity and development in on-going exchange links. Recurrent funding for on-going exchanges is not guaranteed.

1. AIM

The aim of this financial support is to promote **reciprocal** group youth exchanges which will develop contact and thereby better understanding between the young people of the UK and other Commonwealth countries. CYEC promotes a youth work/informal education model of exchange with the aim of increasing young people's personal, social and political education.

2. PRIORITIES

CYEC believes that Commonwealth youth exchanges provide special opportunities to explore cultural diversity within the context of the UK's multi-racial society. For this reason applications from culturally diverse groups will receive a high priority.

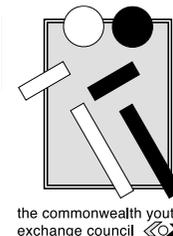
Priority will be given to funding:

- a. New or particularly innovative exchange programmes.
- b. Exchanges with Commonwealth countries in Africa, Asia and the Caribbean.
- c. Exchange organisations which have not been previously very active in this field.
- d. Exchanges involving young Britons and their Commonwealth counterparts who would not normally have the opportunity to take part.
- e. Local British groups (rather than national ones which are only supported in certain circumstances).
- f. Exchanges involving young people with disabilities.

IN 2005/2006 CYEC WILL PARTICULARLY WELCOME APPLICATIONS FROM EXCHANGE PROJECTS USING ACTIVE AND GLOBAL CITIZENSHIP THEMES.

NOTE: WE DO NOT FUND THE FOLLOWING:

- i. Representatives attending international conferences, gatherings and events.
- ii. Tours by sports teams and performing groups.
- iii. Study visits, holidays, visits with a significant focus on family reunions.
- iv. Visits which are primarily part of an academic or training course.



3. PURPOSE

CYEC promotes exchanges as an educational process whereby young people themselves are involved in planning and undertaking international exchange projects.

An exchange should aim to:

- a. Promote meaningful and sustained contact between the two participating groups.
- b. Result in an ongoing link between the partner organisations.
- c. Help to educate the wider community about the partner country and the Commonwealth.

4. RECIPROCITY

An exchange may begin with a visit overseas by a British group or with a visit to Britain by another Commonwealth group. In either case there should be the prospect of a reciprocal visit taking place within a reasonable time scale in the future. Reciprocal visits taking place within a short period of time are not recommended for long distance exchanges and it is common for there to be a year's gap between visits. For exchanges with Mediterranean countries a shorter gap of a few months between visits is acceptable and fundable.

5. ORGANISATIONS AND EXCHANGE LEADERS

- a. Projects must be organised by an established organisation in the UK and in the partner country. Written evidence will be required of the partner organisation's part in the exchange.
- b. All exchanges must be led by a responsible leadership team and must be approved by the organisation's Management Body. The Management Body is responsible for ensuring that welfare/child protection/safety measures are in place.

6. DURATION OF VISITS

- a. **'Long distance' inter-continental exchanges** ie to Africa, Asia, Caribbean and Pacific. Priority will be given to visits lasting **at least 21 days** (including international travel time). A proposed inter-continental visit for less than this requires justification for funding. The **minimum** duration is 14 days' programme time.
- b. **Canada and the Mediterranean.** Exchanges of a **minimum of 14 days'** duration are fundable.

7. PROGRAMME

The programme should include:

- a. A sustained purposeful activity/project relevant to the theme of the exchange. Young hosts and visitors should participate together as a fully integrated group.
- b. Sufficient time for informal socialising between young hosts and visitors.

8. ACCOMMODATION

Wherever possible, the programme should include stays in accommodation shared with the young hosts.

9. AGE LIMITS AND PARTICIPANTS

- a. **Young People:** Only those young people aged **15 - 25** will normally be eligible for funding. At least **two thirds of the exchange group must** be in this age range.

- b. **Leaders:** All groups should have designated leaders who may be **over 25 years of age**. CYEC recommends and will fund 2 leaders in any group. There should normally be one female and one male leader for mixed groups.

10. SIZE OF GROUP

- a. Only groups of between **5 and 13 participants** (young people aged 15 - 25 and others), excluding leaders who are outside the age range, will normally be eligible for funding.
- b. Only individuals on advance planning visits may be funded (see para 15).

11. PLANNING AND PREPARATION

It is expected that participants will be meeting regularly to plan and prepare for their project. This is likely to include agreeing objectives and ways of working together, gathering information and exploring attitudes about their partner country and own community, fundraising, training, communication, programme planning and follow up activities. CYEC considers it essential that groups hold at least one residential weekend to assist in aspects of planning the exchange and to develop group identity and cohesion. It is strongly recommended that groups consider environmental issues affecting their own and their partner community as part of this process.

12. FUNDING

In no circumstances will CYEC cover the whole cost of the project. For on-going projects there can be no guarantee of recurrent funding: grants may be scaled down or phased out in the light of current priorities.

Applicants should indicate that:

- a. Every effort has been made to obtain the most economical and reliable form of travel.
- b. Participants will be raising a significant proportion of the costs themselves eg. through group fundraising.
- c. Real efforts are being made to raise funds from various other sources.
- d. There is a real need for grant aid from CYEC.

13. GRANTS

- a. Grants will normally be made to those participants within the 15 - 25 age range on a per capita basis. They will be paid to established organisations in the UK only, not direct to private individuals, and will be as follows:
 - i. **For Outgoing Groups** - a contribution of **up to 40%** of economical and reliable international travel costs.
 - ii. **For Incoming Groups** - a contribution of **up to £7.00** per visitor per day towards the cost of their programme in the UK.
- or**
- a contribution to the visitors' air fares of **up to 40%** if the UK host organisation is having to meet these.

CYEC's contribution will not normally exceed 35% of a British group's total costs.

- b. A refund of the grant will be requested if the project does not take place in the form stated in the original application, or the numbers are reduced.