



Ministry of Youth and Sports

POLICY ON ALLOCATION OF GRANTS

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1.0 POLICY OBJECTIVE

- 1.1 The purpose of this document is to establish the policy governing the allocation of funds to the various elements of the Youth and Sports Development Programs.

2.0 POLICY

- 2.1 All grants will be disbursed only for requests received by heads of divisions (HODs), Director: Youth, Sports and Business Development (DYSBD) or the Permanent Secretary for Youth and Sports (PSYS).
- 2.2 Grant requests shall be considered if the application is in line with a focus area of the Ministry's Youth and Sports Development Programs.
- 2.3 The DYSBD shall make recommendations to PSYS on support for an application for a grant and the funding amount and source in liaison with the Senior Accounts Officer and Principal Youth Officer, Research and Development.
- 2.4 Recipients of this grant must be between the age of 15 to 35 years of age.
- 2.5 The PSYS shall approve all grant disbursements.

3.0 BACKGROUND

- 3.1 The Ministry of Youth and Sports (MYS) is responsible for disbursement of grants to individual youths and youth groups for youth and sports development purposes.
- 3.2 Applications must be received in writing together with full information in order for funds to be considered and approved.

4.0 DEFINITIONS

- 4.1 **Ministry:** refers to the Ministry of Youth and Sports
- 4.2 **Management:** refers to PSYS, DYSBD and Heads of Divisions

5.0 RELEVANT LAWS AND AUTHORITIES

- 5.1 PSC Act and Regulations – 1999
- 5.2 Prevention of Bribery Promulgation No. 12 of 2007
- 5.3 General Orders (GO)
- 5.4 Crimes Decree 2009
- 5.5 MYS Finance Manual



5.6 National Youth Policy

5.7 National Sport and Physical Activity Policy

6.0 PROCEDURES

6.1 International Exchange Grant

- 6.1.1 This grant is available for youth and sports development programs which involve:
- 6.1.1.1 participation of local youth in overseas youth and sports programs and/or events;
 - 6.1.1.2 participation of local youth in youth and sports exchange programs and/or events held locally with overseas youths;
 - 6.1.1.3 capacity building of youth individuals or youth groups overseas such as attendance at conferences, overseas short training on youth and sports development of no more than 3 months, volunteer activities overseas or any other programs overseas that will help develop the youth.
- 6.1.2 Applications for the *International Exchange Grant* (IEG) shall be sent directly to the PSYS at least a month in advance of the closing date of the activity for approval.
- 6.1.3 The application must include the following before it can be appropriately considered:
- 6.1.3.1 a full outline of the activity including the organiser to enable a due diligence check to be undertaken;
 - 6.1.3.2 an outline of the applicant's suitability to attend together with any proof of acceptance to attend;
 - 6.1.3.3 a full budget including any contributions to be made by the applicant;
 - 6.1.3.4 a motivation from the applicant as to why he or she should attend and what he or she will do upon his or her return to share the experience.
- 6.1.4 Recommendations on the IEG application shall be made by the DYSBD for consideration by PSYS.

6.2 International Exchange Grant

- 6.2.1 This grant focuses on activities and projects initiated:
- 6.2.1.1 by individual youths;
 - 6.2.1.2 youth clubs and non-governmental organisations working with youth for:



- Youth Empowerment Training;
- Youth Leadership Training;
- Youth Camp;
- Sports or Recreation Training;
- Youth or Sports Workshop;
- Seminar, Conference, Congress and the like;
- Exchanges or fact-finding visits;
- Pursing a volunteer opportunity;
- Local event to showcase youth activities; and
- Income generating projects.

6.2.1.3 by youth, youth clubs or organisations, sportspersons, national or local sports organisations in support of a memorandum of understanding signed between the MYS and its foreign counterpart Ministry.

6.2.2 Applications should be sent to the relevant HOD and DYSBD for a recommendation for the approval of the PSYS.

6.2.3 Applications must be aligned to the following major criteria for consideration:

6.2.3.1 program/activity involved must be conducted overseas or locally with overseas participants;

6.2.3.2 applicants are within the youth age i.e. 15 – 35 years;

6.2.3.3 low – medium risk program/activity where risks are adequately mitigated;

6.2.3.4 program/activity involves capacity building or training or advocacy and is aligned to the thematic areas of the National Youth or the National Sports and Physical Activity Policy.

6.2.3.5 maximum of three (3) applicants from any youth or sports organisation.

6.3 Grant Disbursement and Acquittal

6.3.1 Upon approval of application, grants shall be disbursed according to Government regulations based on the advice of the SAO with direct payments to suppliers preferred where possible.

6.3.2 In all cases, a full acquittal is required and this must be submitted within 14 days from the completion date of the program.

6.4 Agreement

6.4.1 Prior to release of funds to successful applicants, an agreement shall be signed between the grantee and the Ministry (*agreement attached*).

6.5 Monitoring

6.5.1 Grants shall be monitored on a quarterly basis by respective divisional offices to identify the local impact of the grant to the groups or individuals. A report must be submitted to management after the exercise is conducted.

6.5.2 The recipient, as part of the agreement, is required to submit a full report within 14 days of the completion of the activity including specific recommendations for the consideration of the MYS and a financial report.

7.0 EFFECTIVE DATE

8.0 REVIEW DATE

9.0 KEY SEARCH WORDS

Grant, Exchange, Volunteerism, Disbursement.

10.0 RECOMMENDED BY THE PERMANENT SECRETARY FOR YOUTH AND SPORTS

M.A. Bell
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SIGNATURE

30/5/2017
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DATE

11.0 ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS HON. LAISENIA

TUITUBOU

[Signature]
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SIGNATURE

30/5/2017
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DATE

