Youth Service Funding

GUIDANCE: Right of Appeal

Context

The Education Authority have established a process for groups to appeal a decision if a they think that EA did not follow the agreed procedures for assessing applications. The right of appeal must be a legitimate claim. In the unlikely situation that a group appeals a decision by the EA, the appeals process will be initiated.

This Right of Appeal Process only applies to Core Youth Service Funding under Regional Strategic, Regional Development, Regional Project, Local Area Based, Local Project and Generic Non-Targeted Funding

1 Stage One:

In the first instance, unsuccessful applicants can request written feedback directly from EA (See contact details on overleaf). This must be completed within 4 weeks of the notification that your groups have not received funding. EA will provide feedback based on the notes of the assessment panel who evaluate applications. This will be based upon the key specifications for the funding strand.

A complaint received outside of this timeframe will not be considered.

2 Stage Two:

If the applicant finds this feedback unsatisfactory, they will be able to appeal directly to the EA Youth Service Strategic Services Manager (See contact details on overleaf). This should be within two weeks of receiving stage one feedback.

A complaint received outside of this timeframe will not be considered.

The Strategic Services Manager will liaise with the Assistant Director of Youth Services to review the panel notes and the application form. They will make a final judgement on a panel decision, which will be final, binding and no further appeals process will be entered into after such a decision has been made.

For this appeal you must contact the Strategic Services Manager in writing or via email detailing:

- what element of the process do you think was not followed?
- what you would like us to do to put things right

EA Commitments for Both Stages

Within five working days of receiving your correspondence the EA will write to or phone you to acknowledge receipt and give you a date by which you can expect a reply.

You will receive a reply to your correspondence within 28 working days. If we cannot give a full reply in this timeframe, we will contact you and tell why and give you a new date when you are likely to receive it.

We will keep all correspondence confidential. If you submit an appeal, we will treat you with respect, and we expect you to treat our staff in the same way.

Appeals Process Stage 1 – Key Contact Information

Appeals in Writing:

Education Authority Youth Service
EA Youth Service Funding
Dundonald Office
Grahamsbridge Road
Dundonald
Belfast
BT16 2HS

Appeals by Email:

youthfunding@eani.org.uk

Appeals Process Stage 2 – Key Contact Information

Appeals in Writing:

Education Authority Youth Service
C/O Strategic Services Manager
Dundonald Office
Grahamsbridge Road
Dundonald
Belfast
BT16 2HS

Appeals by Email:

youthfunding@eani.org.uk

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