

## Organisation Details

Organisation Name			
Registered Address of Premises			
		Postcode	
Website Address (if applicable)			
Email Address*			
Telephone Number		Mobile Number	

Please confirm that your organisation provides support services to Local Voluntary EA registered Youth Organisations across Northern Ireland

YES

NO

Number of Local Voluntary EA Registered Youth Organisation Members

*\*The e-mail address provided may be that of the organisation if available or that of the Honorary Secretary.*

## Management Committee/Board of Directors Information

### Honorary Secretary

Title		First Name		Surname	
Address				Postcode	
Email Address					
Telephone Number		Mobile Number			

EA will use the Honorary Secretary as the main contact for all communication.

### Chairperson of the Management or Executive Committee/Board of Directors

Title		First Name		Surname	
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### Honorary Treasurer (Person responsible for financial management & accounts)

Title		First Name		Surname	
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EA must be informed in writing of any changes to the above membership.

## Insurance/Health & Safety

All buildings must comply with current Health & Safety and Fire regulations. Please confirm your youth organisation has adequate insurance cover for activities undertaken and for staff employed.

YES

NO

## Safeguarding & Child Protection

Youth organisations must submit a copy of their child protection policy. Your Child Protection policy must outline procedures for recruitment and criminal record background checks in line with [DE Guidance](#).

Enclosed

Groups are advised that it is an offence to knowingly employ a person who has been disqualified from working with children and young people.

## Adults at Risk from Harm and Adults in Need of Protection

If your youth organisation delivers direct youth work to and with young people aged 18-25 years you must submit your policy for [Adults at Risk from Harm and Adults in Need of Protection](#). ([Click here for easy read](#))

Enclosed

## Curriculum Delivery

Please confirm that your youth organisation works to deliver '[Youth Work: A Model for Effective Practice](#)'?

YES

NO

## Youth Work Policy

Please confirm your organisation deliver youth work in line with the DE Policy '[Priorities for Youth Improving Young People's Lives Through Youth Work](#)'

YES

NO

## Bank & Accounting Procedures

Please confirm your youth organisation has a bank account in the name of the organisation with at least two unrelated signatories

YES

NO

## Data Protection Statement

Any personal data collected as part of this registration/application process will be used for the purposes of administering the EA Youth Service Funding Scheme and to inform youth groups of other funding opportunities which may arise during the year. Further details of how the EA uses personal data are available on the EA's Privacy Notice at [www.eani.org.uk](http://www.eani.org.uk)

## Declaration

By signing below, you are confirming that the information provided in this application is accurate and you are providing a statement of assurance that the organisation is in compliance with the January 2014 Disclosure and Barring Procedures as described in the DE Guidance. **(To be signed by the Chairperson on behalf of the Management Committee)**

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Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date