

T:buc

Changing for the better, together

T:BUC Camps Programme 2021/22

Guidance Notes

Please read these Guidance Notes carefully before filling in the Application Form.

Closing date for receipt of all applications is **29th JANUARY 2021** at 4pm

*Late or incomplete applications **may** not be considered. The Education Authority will not accept any responsibility for applications that are delivered late or incomplete, nor will the Education Authority pay for underpaid postage on items sent to its offices by third parties.*

Applications can be submitted as follows:

- Online, at www.eanifunding.org.uk/tbuc
- or
- Downloaded from the website above, and emailed to tbuc@eani.org.uk
- or
- Hard copy, which will only be provided upon request to tbuc@eani.org.uk or by phoning 028 9056 6952, and must be returned by the closing date and time, to:

EANI Youth Service

Grahamsbridge Road Dundonald

Belfast BT16 2HS

Any queries with regard to T:BUC Camps Programme can be made through the email address above or phone numbers: 028 9056 6952/6429

ALL APPLICATIONS ARE MADE, SUBJECT TO FUNDING



Twitter - [@TBUCCamps](https://twitter.com/TBUCCamps)



Facebook - www.facebook.com/tbuccamps

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Section 1 – Background

The 'Together: Building a United Community' (T:BUC) Strategy, published on 23 May 2013, reflects the N.I Executive's commitment to improving community relations and continuing the journey towards a more united and shared society. The relevant strategic aim relating to young people is:

'To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations.'

The Executive Office (TEO), in partnership with the Education Authority (EA), is launching another T:BUC Camps Programme across Northern Ireland in 2021/22. The Education Authority (EA) is acting as Programme Administrator.

These guidance notes will assist in completing applications to the T:BUC Camps Programme, for delivery in the period 1 April 2021 to 28 February 2022.

Applicants are encouraged to take the opportunity to attend TEO funding forums for information, advice and guidance before submitting their application. EA will also be facilitating support workshops across NI where groups can come meet staff, discuss programming and resources and receive guidance in how to complete applications. Details of the forums and support workshops can be found at **Section 5**.

Section 2 – Aim of the Programme

The Programme is about building positive relations and long-lasting friendships among young people across all parts of the Northern Ireland community. Camps must therefore bring diverse groups together to get to know each other, try new experiences and help build longer term relationships between young people. ***Good Relations' learning must be at the heart of every Camp.***

To be successful all Camps must:

- Have a significant good relations element at every phase of the Camp, which must be clearly demonstrated in funding applications;
- Be run on a cross community basis and focus on ensuring correct variance of both Catholic and Protestant participants is met (further guidance at **Section 7**). Proposals are also encouraged to include participants from other communities including ethnic minority communities and those of different racial backgrounds;
- Target young people aged 11 to 19 years;
- Provide social action opportunities (See **Section 6** for details); and
- Be fun and be appropriate to the needs and interests of participants.

Camps are also a useful way for young people to learn and progress in leadership skills through peer mentoring, buddy systems or young leaders. This approach should be noted in the application if appropriate.

Section 3 - Who is eligible to apply?

Applications for support under this programme are invited from:

- EANI registered youth organisations;
- Bona fide voluntary and community organisations (including churches/faith-based organisations, sports groups, arts groups, uniformed organisations and other youth groups);
- Regional organisations that have experience in working with young people;
- Councils; and
- Schools (additional guidance for schools is available at **Appendix 6**).

The programme **will not** fund:

- Organisations that are not formally constituted (i.e. they do not have a constitution or memorandum and articles of association);
- Organisations not operating on a “not for profit” basis (taken from the constitution or memorandum and articles of association as we cannot support commercial projects, or projects that could be carried out commercially. If in the reasonable opinion of the T:BUC Camps Assessment Panel(s), the organisation is a de facto commercial organisation, whatever the legal make-up of the organisation, then the Assessment Panel(s) will not fund that organisation. The decision of the Assessment Panel(s) is final in this regard;
- Organisations that do not have both Public Liability AND Employers Liability Insurance;
- Organisations that are unable to provide all the documentation as set at **Section 4**;
- Organisations who have not fully completed their applications or do not provide a detailed project budget; and
- Organisations that are in poor financial health or cannot show effective financial control.

Larger Regional Camps and Partnership Working

Partnership working is encouraged and applications may involve a collaborative partnership between two or more organisations. Experienced organisations may wish to run larger-scale Camps.

Applications from regional organisations, or from local collaborations, with the more experienced groups taking the lead and helping to build the capacity of smaller more inexperienced groups are encouraged.

However, if a regional or partnership approach is to be taken, consideration should be given to accommodating groups/young people based in the same locality to facilitate the building of longer term relationships between the young people involved.

Section 4 – How to Apply

A T:BUC Camps Programme 2021/22 Application can be conducted online or a form downloaded from www.eanifunding.org.uk/tbuc. This can be e-mailed to tbuc@eani.org.uk.

Hard copies will only be provided upon request to tbuc@eani.org.uk or by phoning 028 90566952/6429 and must be returned by the closing date and time to EANI Youth Service, Grahamsbridge Road, Dundonald, BT16 2HS.

These services are available to all sections of the community and consideration upon request, will be given to providing these guidance notes, and a copy of the Application Form, in other formats if required.

Applications for funding must be made on the official application form.

1. The Application Form and guidance notes are available at www.eanifunding.org.uk/tbuc
2. The sending email address will be proof of organisation for the Application Form; however, a Letter of Offer (Acceptance Form) must be signed by the lead signatory of the organisation.
3. Separate applications forms must be submitted for each proposed T:BUC Camp Project i.e. an organisation may submit more than one application.
4. Please answer each question in the box provided. No additional documentation will be considered.
5. Groups not registered with EANI Youth Service, will be expected to provide all required documentation in hard copy to the address provided on the front page, before a Letter of Offer could be released.
6. Furthermore, all safeguarding questions must be answered by groups not registered, and failure to do so, will mean the application will not be considered.

Completed applications must be received by,

29th January 2021 at 4pm

It is important to remember an application form can only be assessed on the information provided. The Programme has been carefully designed to make the application process as easy and straightforward as possible. Paid help is unnecessary, and any costs incurred to do this, will not be covered. It is vital that all applicants remain within the stipulated word limit for each relevant section as indicated in the Application Form.

Documentation Required by Groups Not Registered with EANI

If you are not registered with EANI and are successful at assessment stage, the following documents must be submitted after the email indicating the application has been successful, but before any letter of offer is released:

- A copy of your governing instrument, constitution, rules or articles of association (signed and dated as adopted);
- Signed letter of support showing evidence that each of your partners are committed to the process;
- Child protection policy;
- Insurance details;
- Proof of qualification to qualify for the higher pay range; and
- Copy of bank statements for the last three months.

Section 5 – TEO Funding Forums and EA Support Workshops

TEO Funding Forums:

The 2021/22 T:BUC Camps Programme is due to be launched at the end of November 2020. The Executive Office will be hosting two online T:BUC Funding Forums from the start of December 2020, providing further information to assist the application process.

Register attendance at TEO WEBSITE, tbuccamps@executiveoffice-ni.gov.uk please note that spaces are limited to 40 attendees at each event. Should there not be any spaces available, please email tbuccamps@executiveoffice-ni.gov.uk to express an interest. Further TEO funding forums may be arranged if necessary.

Representatives from the Education Authority will also be in attendance.

You can find out more about TEO funding programmes at the links below.

- www.executiveoffice-ni.gov.uk/cgrf
- www.executiveoffice-ni.gov.uk/tbuccamps

In addition, EA Youth Service conduct support workshops providing more bespoke support, see below.

EA Support Workshops:

Attendance at EA support workshops is strongly encouraged as it will allow you to meet and network with other possible applicants, speak directly to members of the T:BUC team, receive support and guidance on programming, good relations, resourcing and how to make a good quality application to the T:BUC Camps Programme.

A list of dates and forum venues is available below, in light of ongoing Covid 19 restrictions, these will be held online via Zoom.

Places are limited to 10 per workshop, and a slot can be booked online at www.eafunding.eventbrite.co.uk

It is essential that a place is booked, in order to provide log in details for the workshop.

Further workshops will be held if numbers are greater than current availability.

Dates and times all to be offered via Zoom, one on one sessions will be facilitated through breakout rooms at the end of each of these sessions on request:

- ❖ Monday 7th December 2020, 11am - 1pm
- ❖ Monday 7th December 2020, 7 – 9 pm
- ❖ Saturday 12th December 2020, 10am – 12pm
- ❖ Monday 14th December 2020, 11am - 1pm
- ❖ Monday 14th December 2020 7- 9pm
- ❖ Wednesday 6th January 2021, 11am -1pm
- ❖ Wednesday 6th January 2021, 7- 9 pm
- ❖ Saturday 9th January 2021, 10am – 12pm
- ❖ Wednesday 20th January 2021, 7 - 9pm

Groups or organisations unable to access zoom should make contact with their local T:BUC Senior Youth Worker or the Team Leader to discuss alternative arrangements. Contact details below.

Council Area	EA T:BUC Staff Name	Contact Details
Northern Ireland wide	Norma Rea (Team Leader)	Norma.rea@eani.org.uk 07902701086
Belfast City Council Ards and North Down Borough Council Lisburn and Castlereagh City Council Newry, Mourne and Down District Council	Stuart Kennedy	stuart.kennedy@eani.org.uk 07902701082
Antrim and Newtownabbey Borough Council Causeway Coast and Glens District Council Derry City and Strabane District Council Mid and East Antrim Borough Council	Michelle Friel	michelle.friel@eani.org.uk 07542268703
Armagh City, Banbridge and Craigavon Borough Council Fermanagh and Omagh District Council Mid Ulster District Council	Alan McCann	alan.mccann@eani.org.uk 07542268705

District Council Good Relations Officers:

Located in every District Council area, Good Relations' Officers are responsible for promoting Equality and Good Relations work across the area and providing training and support. Applicants may also wish to seek advice and guidance regarding their applications from their local Good Relations Officer within their District Council or from the Community Relations Council.

Council	Email	Phone Number
Antrim and Newtownabbey	mark.kent@antrimandnewtownabbey.gov.uk	07587634905
Ards and North Down	donna.mackey@ardsandnorthdown.gov.uk	0300 013 3333
Armagh, Banbridge & Craigavon	patricia.mcelduff@armaghbanbridgecraigavon.gov.uk	02840660600
Belfast City	lanen@belfastcity.gov.uk	028 90270663
Causeway Coast and Glens	joy.wisener@causewaycoastandglens.gov.uk	028 7034 7034
Derry and Strabane	pauline.oneill@derrystrabane.com	028 7125 3253
Fermanagh and Omagh	tommy.mclaughlin@fermanaghomagh.com	0300 303 1777
Lisburn and Castlereagh	lynsey.gray@lisburncastlereagh.gov.uk	028 9250 9250
Mid and East Antrim	fiona.surgenor@midandeastantrim.gov.uk	0300 124 5000
Mid Ulster	oliver.morgan@midulstercouncil.org	0300 013 2132
Newry, Mourne and Down	martina.flynn@nmandd.org	03301374038

Community Relations Council (CRC):

The Community Relations Council (CRC) was formed in January 1990 as an independent company and registered charity. It was set up to promote better community relations between Protestants and Catholics in Northern Ireland and, equally, to promote recognition of cultural diversity. Its strategic aim is to promote a peaceful and fair society based on reconciliation and mutual trust.

CRC Staff can be contacted by telephone: 028 9022 7500 or email: info@nicrc.org. Further details about their work can be found on their website: www.community-relations.org.uk.

Note: The above is not and does not set out to be, an exhaustive list of relevant organisations and resources, however, they will be able to support both the application process and ideas for recruitment and programmes.

Section 6 - Design Specification and Eligibility Criteria

The application must demonstrate how the group's proposal adheres to the required design specified for T:BUC Camps.

Each Camp must consist of three phases:

- i. Pre-Camp engagement;
- ii. Camp; and
- iii. Post-Camp engagement.
- iv.

All T:BUC Camps activity must take place between 1st April 2021 and 28th February 2022.

All associated paperwork, to include evaluation information and claims for expenditure, must be submitted no more than 6 weeks after the completion of the project.

v. Pre-Camp Phase: minimum of 10 hours face to face engagement, over at least two to three days, with all young people

- Young people and groups must be adequately informed about, and prepared for, the T:BUC Camp experience in order to truly benefit from it;
- Local contexts and issues will differ and participants will have varying starting points, needs and expectations. Consideration should be given to matching young people according to their readiness/willingness to embark on this process;
- T:BUC Camps can be a vehicle to progressing existing relationships as well as developing new ones. The process must include time for Pre-Camp learning and engagement. This could include information sessions for participants and their families, joint project design sessions and meeting on an informal/social basis;
- All young people who intend to participate in the Camp should attend the Pre-Camp phase. Pre-Camp' must include a minimum of 10 hours face to face contact with the complete group of young people over at least two/three days;
- Pre-Camp **must** include a demonstrable, substantive good relations element; and
- It should be noted that any single identity work required at Pre-Camp stage must be carried out, over and above, the minimum 10 hours face to face contact with all participants.

vi. Camp Phase: minimum of 15 hours face to face engagement with all young people over at least 3 consecutive days

- Camps can be residential or day Camps of at least 3 days but longer Camps can be organised. At least one block of Camp time must last no less than 3 consecutive days;
- Ultimately, Camp activities should be attractive to young people and provide opportunities to break down barriers;
- There should be opportunities to try things young people wouldn't normally do, set themselves challenges and feel part of something positive;
- Camps should allow "down time" and social time, in recognition that Camp can be challenging and that people need to get to know each other outside structured activities;
- Camps should be unique from other good relations projects and should concentrate on young people really getting to know one another and developing bonds that will continue into the future; and
- Camps **must** include a demonstrable, substantive good relations element.

vii. Post-Camp Phase: minimum of 10 hours face to face engagement with all young people over at least two to three days including social action project.

- Post-Camps must include a minimum of 10 hours face to face contact over at least two-three days;
- All young people who participated in the Camp, should attend the Post-Camp phase;
- Post-Camps' **must** include a demonstrable, substantive good relations element and related social action project. This should empower young people to take the lead in delivering a project which will benefit the communities they come from, and promote the positive role young people are playing in building a united community (for further information see Social Action, Section 6);
- The T:BUC Post-Camp Programme should provide the foundations for ongoing long-term relationships, and leave a legacy beyond the Camp. This may, for example, include local celebration events

Pre-Camp and Post-Camp activities, play an important role preparing young people's attendance at the Camp, and support the overall aim of the programme to build sustainable friendships. Full attendance is therefore essential in these stages.

When designing the project, please note:

- ✓ There must be significant good relations' element in all 3 phases of the Camp.
- ✓ Programmes must be developmental in nature to allow time for the programme to successfully meet the outcomes of the programme. In the event of the Programme being oversubscribed preference will be given to groups whose projects last for at least 6 weeks.
- ✓ It is recommended that groups build work in the Pre-Camp phase to ensure the young people understand what T:BUC is, and complete their baseline survey. Post Camp phases should also include this as part of the evaluation process.
- ✓ A celebration event to close the programme, inviting parents and other key stakeholders is strongly recommended.
- ✓ Participants must be drawn from Northern Ireland.
- ✓ Faith-based/religious organisations may apply for support that meet the objectives of the funding scheme.
- ✓ Projects will not be considered if they have already taken place or duplicate what already exists.
- ✓ All Camps must operate on a cross community basis and include Catholic and Protestant participants, proposals which include participation from other communities, including ethnic minority communities and those of different racial backgrounds are encouraged (see **Section 7** on Young People for further details).
- ✓ All T:BUC Camps must provide a safe, inclusive and welcoming environment for partners and participants.
- ✓ Camps must offer a range of age appropriate activities, or, focus on a specific theme according to young people's interests (e.g. arts, adventure, music, dance, digital media, sport, education).
- ✓ Participants must be in the 11-19 age range. Groups may, however, use their own discretion in targeting suitable age bands within that range, as consideration must be given to the need for age appropriate activities (e.g. using bands such as 11-13, 14-16 and 17-19 years).
- ✓ When recruiting participants it is recommended to focus on the geographic proximity of the participants. Young people should be from the same locality to facilitate the building of longer term friendships, however there may be exceptions (see Section 7 of these notes).
- ✓ All young people, their parents/carers and staff must be aware of safeguarding procedures for the group/organisation, and the designated protection officer clearly identified, with a phone number for contact visible throughout the project.

Youth work approaches, including the use of session plans, session evaluations and outcome monitoring is recommended good practice.

Please also consider the following:

- Inclusion of young people who aren't attached to youth groups, or who are excluded from school;
- Recruitment of participants from various social/ethnic/gender/disability backgrounds;
- Camps will normally be based in Northern Ireland, and must be at least 3 days, plus Pre and Post-Camp phases. Please see the section entitled "Funding and Eligible Costs" on **Section 9**, which sets out when a Camp may be held outside Northern Ireland;
- Developmental opportunities for young people e.g. in the design of the project; as peer leaders and, as appropriate, to take on roles and responsibilities at Camp which would positively contribute to their own and others' experience; and
- The recruitment of NEW young people to be given the opportunity to be involved in T:BUC programmes each year. Work with the same group is permissible if the application clearly demonstrates that this programme has an even deeper good relations context, and allows young people to build on their experiences the previous year, explores issues in a more developmental process and will leave a substantial legacy.

Social Action:

All T:BUC Camps **must** provide an opportunity for young people to undertake a social action activity. The social action activity will:

- Take part in the Post-Camp phase
- Involve all young people
- Preferably impact both communities from which the young people were recruited
- Aim to embed good relations

The hours spent on the social action project will contribute towards the minimum requirement of total Post-Camp hours.

The social action project should be designed and delivered by the young people, with support from staff.

Social action has been defined as '*people coming together to help improve their lives and solve the problems that are important in their communities. It can include volunteering, giving money, community action or simple neighbourly acts*' (DCMS England, 2016).

Taking part in social action is associated with higher levels of wellbeing and resilience, improved self-confidence and a greater sense of community involvement.

Within a divided society, a youth led social action project aimed at promoting goodwill across both communities will contribute enhanced community relations impact and provide a tangible means for young people to play a full and active role in improving good relations.

Social action projects can consist of:

- Manual labour (gardening, litter pick, graffiti removal)
- Fundraising
- Community service
- Raising awareness of issues in their communities to local councils, schools or others in authority
- Advocating on behalf of young people in their communities through research, presentations, letter writing, interviewing
- Campaigning in their communities on issues significant to them in a range of ways e.g. digital media
- Developing resources for their community

A feasible T:BUC social action project will:

- Clearly demonstrate how the social action activity contributes towards the T:BUC outcomes;
- Support young people to confer the learning achieved through T:BUC Camps, to the wider communities in which they live; and
- Reflect the efforts young people are willing to jointly make, to improve the lives of people in their communities.

Within the Application Form please detail how young people will take part in a leadership and development opportunity through detailing the support to be given to plan and implement the social action project and record the impact.

Please note: Funding for the Post-Camp social action activity should not exceed 10% of the total T:BUC funding request. Prior to implementing the proposed social action activity, please ensure it will benefit both communities and contribute towards the T:BUC outcomes. The evaluation form will require the following:

- Description of the social action project
- Location of the social action project
- Number of young people involved
- Impact of the project as perceived by the young people through their own evaluation
- Comment on the overall contribution to good relations with the T:BUC Camp
- Comment from the local community and/or stakeholders where applicable

Camps in the Community:

Camps in the Community (CITC) are additional opportunities co-ordinated by the EA T:BUC Staff Team that bring groups who have undertaken T:BUC Camps together, to further build on relationships, build good practice and celebrate achievement. CITC are themed on social action and are held on several sites during Autumn and Winter each year. The CITC programme is a key aspect of the T:BUC Camps programme and applicants should keep dates in mind and communicate these opportunities to young people once dates become available. All information pertaining to Camps in the Community will be included in the Letter of Offer and further details. Eventbrite registration will be available on the T:BUC information page at www.eanifunding.org.uk/tbuc

Please note that there is no cost associated with the CITC for participating groups.

Several films have been made on previous events and these can be reviewed on the TEO managed Youtube channel "T:BUC Social".

T:BUC Ambassadors Programme:

The T:BUC Ambassadors Pilot Programme started in 2020 and will continue to 2022. The programme will be available to all young people aged 16-19 years old who were participants in the 2020/21 T:BUC Camps Programme. To be an Ambassador, the young people will need to have taken part in a full T:BUC Camps Programme.

Aims of the Ambassadors' Programme:

- To embed the T:BUC Camps good relations outcomes into a young people's T:BUC Camps Ambassadors programme;
- To ensure young people are central to the planning, design and evaluation of TBUC Camps Programme in 2020-21 period;
- To provide young ambassadors opportunities to consider the impact of conflict and the role they can play in peacebuilding;
- To raise the profile of the T:BUC Camps Programme amongst young ambassadors;
- To provide a progressive route for young people;
- To develop young people through experiential learning on the theme of Good Relations;

- To maximise social media and the voice of young adults within the T:BUC Camps Programme and wider afield;
- To link the T:BUC Camps Ambassadors Programme with the annual One Young World conference (this would be supported and funded through the EA: <https://www.oneyoungworld.com>); and
- Provide a link between TBUC Ambassadors and the Network for Youth.

Further information will be provided through the Letter of Offer.

Covid19 Restrictions:

The Covid19 pandemic has resulted in a very fluid context for the delivery of all youth work, including T:BUC Camps. The pandemic may well impact on work during 2021/2022.

For the most up to date information, the first point of reference on current public health measures is the NI Executive website, <https://www.healthni.gov.uk/coronavirus>

During the planned delivery, restrictions may result in periods of time when the T:BUC Camps programme will be required to pause and/or move work online. T:BUC Staff are available to support groups during these difficult times.

It is also advised that, if necessary:

- When planning the programme, plan activities that could be more readily delivered outdoors, or online. Be prepared to build social distancing requirements and the use of face coverings into programme planning as necessary, and the use of signage to support staff and young people to adhere to these requirements;
- Parents and young people should be aware that outdoor or online delivery may form a necessary part of participation;
- Covid19 planning will form part of the risk assessment process during delivery; and
- At all times keeping spaces welcoming, and safe, for young people and staff will remain a priority.

EA Youth Service has developed a range of practical resources for youth organisations to support delivery during these unprecedented times. To access these **EA Restart Resources** [CLICK HERE](#)

Programme Outcomes	
<p>T:BUC Camps programme outcomes and associated indicators are essential in measuring the success and impact of the Programme. These outcomes are linked to the key priorities and shared aims set out in the T:BUC Strategy.</p>	
T:BUC Priority & Shared Aim	T:BUC Camps' Programme Outcomes
<p>Our Children & Young People: To continue to improve amongst our children and young people and to build a community where they can play a full and active role in building good relations.</p>	<ul style="list-style-type: none"> ✓ Positive attitudinal change towards people from different backgrounds. ✓ Sustained contact & friendships developed between young people from different backgrounds.
<p>Our Cultural Expression: To create a community which promotes mutual respect and understanding, is strengthened by its diversity and cultural expression is celebrated and embraced.</p>	<ul style="list-style-type: none"> ✓ Young people have a better understanding and respect for cultural differences.
<p>The outcomes will be used as the measure of success for the Camps Programmes.</p> <p>Applicants are expected to demonstrate how the project will deliver against the T:BUC Camps outcomes. Sections 3 and 4 of the Application Form provide an opportunity to do this and there is additional guidance provided in the left-hand column in these sections of the form.</p> <p>Participants will be required to complete baselines, which are digital, and to redo this at the conclusion of the Post-Camp. This will be used to measure the progress young people have made against outcomes. This baseline must be administered according to the instructions and no changes are allowed. Further guidance on baselines is available from www.eanifunding.org.uk/tbuc</p> <p>Applicants are therefore required at Section 5 of the Application Form to comprehensively outline the programme of activities and how they relate to good relations at all three phases of their Camp. Appendix 1 provides a worked example of the type of detail expected.</p>	

Section 7 - The Participants – Young People

CAMPS MUST BE RUN ON A CROSS COMMUNITY BASIS AND THE MAJORITY OF PARTICIPANTS MUST BE CATHOLIC AND PROTESTANT YOUNG PEOPLE

Proposals are encouraged to include participation from;

- Young people aged 11 – 19 years of age, or particular focus in bands as follows 11-13, 14-16 and 17-19 years
- Young people from other communities including ethnic minority communities
- Young people from different races
- Young people from both urban and rural areas
- Young people who aren't attached to youth groups or who are excluded from school

1. As far as possible, the number of participants should be relatively equally split between Catholic and Protestant young people. It can be difficult to achieve an equal split (i.e. 50% Catholic and 50% Protestant) and there is therefore some flexibility. Groups may have a variance of 20% between the numbers of young people who are Catholic and Protestant.
2. Young people who don't identify as Catholic or Protestant (No religion/other) are encouraged to be part of the programme and with the increasingly diverse nature of communities, they should be confident in participating in safe and inclusive Camps.
3. Please note that young people from other communities including ethnic minority communities and those of different races whilst included in the overall number of participants at Camp should not be taken into consideration when calculating the cross-community (Catholic/Protestant) split.

Example 1: Band 1 Minimum of 20 young people

Youth Camp A: 7 Protestant, 7 Catholic and 4 young people other religion, 2 no religion

Example 2: Band 2 Minimum of 40 young people

Youth Group B: 17 Protestant, 14 Catholic, 9 young people other religion, 0 no religion

Example 3: Band 3: Minimum of 60 young people

Youth Group B: 22 Protestant, 25 Catholic, 10 young people other religion, 3 no religion

4. When recruiting participants, groups must also focus on the geographic proximity of the participants. Young people should be from the same locality to facilitate the building of longer-term friendships. There may however be exceptions to this. For example, when young people are from rural communities they may live further apart. If you need to reach beyond your local areas to meet the variance requirements of the programme, you can provide a rationale for this in application. You must however provide an explanation of how those friendships will be sustained, therefore meeting this key outcome of the programme.

Reasons for recruiting young people who do not live in close geographic proximity should be outlined in the "Recruitment" section on of the Application Form in **section 3**.

5. Camp organisers should ensure young people are made aware of the requirement to complete all 3 phases of the Camp programme, and recruit those who are committed to doing so. Organisers may also want to recruit more than the minimum number of young people required for the band of funding they are applying, (see **Section 9** of the Guidance Notes) to ensure that the minimum numbers are maintained throughout all three phases of the Camp, even if some participants are unable to complete the programme.
6. It is important to avoid a young person being involved in more than 1 Camp. Camp organisers should take this into consideration when recruiting participants.
7. Parents/Guardians should be engaged in the process as appropriate, throughout all of its stages.

THE SAME YOUNG PEOPLE MUST PARTICIPATE IN ALL THREE STAGES

Child Protection & Safeguarding

1. As a project involves young people under the age of 18, all organisations must have a child protection policy in place.
2. New guidance on the changes to pre-employment checking and safer recruitment practices for employers in voluntary units and schools was published by the Department of Education on 10th January 2014, entitled “Disclosure and Barring Arrangements: vetting requirements for those working or providing a service in youth organisations.” The document is available on www.education-ni.gov.uk
3. All groups who are not registered with the Education Authority must provide copies of policies outlined in **section 4** of this guidance.
4. Groups must confirm the following for their group and all staff members, that they:
 - Know the protocols to protect young people by attendance at a training session on child protection and safeguarding;
 - Know of process and documentation for reporting;
 - Are aware of need to inform parents and young people of protocols and mechanisms to do this;
 - Are aware of need to display the name and contact details of designated child protection officer at all events and activities, and understand how to do this;
 - Are aware of agreed protocols for child protection between groups if partnering with another group; and
 - Know who the designated and deputy designated child protection officer is for each event and activity.
5. Checks on safeguarding will be carried out in all EA monitoring visits of T:BUC Camps Programmes.

Staff Supervision – Ratios

Camp organisers must ensure adequate staff supervision of the young people, using the ratios laid down by the Children Order (NI) 1995. This states that for young people aged 11-18 years the ratio should be 1:15.

If additional staff are required outside the normal ratio of 1:15, applicants should provide an explanation of this requirement at **section 6** of the Application Form and the assessment panel will take this into consideration.

Providing young people with recognised qualifications

In previous years, some Camps have offered qualifications to participants. By offering qualifications it can add value to both the programme and to the participants. The cost for providing qualifications may be funded under this scheme but must involve all the participants and enhance the good relations learning from the programme. Applicants should ensure that any proposed qualifications are in keeping with the ethos and aim of the scheme. Several organisations can provide guidance on qualifications including the Open College Network, details of which are provided in **Appendix 2**.

Section 9 - Funding and Eligible Costs

Programme funding is separated into three bands depending on the number of participants involved.

Applicants may apply for funding for more than one T:BUC Camp; however, a separate application form must be completed for each proposal, and applicants ensure that the capacity to deliver every project, for which application is made, is in place.

The three bands are as follows:

Band 1: MINIMUM 20 participants- Maximum available award - £7,500

**Band 2: MINIMUM 40 participants- Maximum available award -
£15,000**

**Band 3: MINIMUM 60 participants- Maximum available award -
£22,500**

Funding can be claimed under the following budget headings:

Category	Band 1	Band 2	Band 3
Transport Grant	£3,000 Max	£4,500 Max	£6,000 Max
Entrance Charges	£60 per person to a maximum of £3,000	£60 per person to a maximum of £4,500	£60 per person to a maximum of £6,000
Hire of premises Please see notes on hire of own premises	£3,000 Max	£4,500 Max	£6,000 Max
Equipment/Materials	£600 Max	£900 Max	£1,200 Max
Staffing	Please refer to Appendix 3		
Staff Travel	Up to a maximum of 0.45p per mile They should not be claimed to carry out the normal business of the job		
Residentials	£60 per person per night		
Refreshments (Outside residential setting)	For events lasting less than three hours, £3.50 per person Events lasting over eight hours, £8.00 per person		
Total available grant			
Preparation Time / Administration Time			

Hire of premises

Groups are expected to seek best value for money when hiring premises for projects. Specialist venues used may incur higher costs and applicants must include a rationale for use, which will be reviewed by EA T:BUC team for approval.

Costs for using own facilities or internal charges within an organisation (notional costs), for example, internal room hire, pitches, theatre spaces and so on, if normally used for commercial activity (in other words, hired at a charge to outside organisations) may be funded.

If funding is provided, it's at a rate lower than charged to the general public, i.e. Not more than £20 per hour.

Travel Outside of Northern Ireland

Organisers are encouraged to base their Camps within Northern Ireland, however, travel to Great Britain and Ireland will be permitted where it can be demonstrated that there is an added significant good relations benefit, and/or that this would represent better value for money.

It should be noted that Camps must operate within the fixed budget for each band of funding and proposed travel outside NI must be affordable within these parameters.

The scheme will not pay for

- Travel outside UK and Ireland
- Sports equipment
- Capital costs, except where it is equipment and material essential to the running of the project
- Bursaries or requests from individuals
- Services for which a proper invoice/receipt is not issued
- Clothing items except where it is equipment and material essential to the delivery of good relations elements in project
- Staff/ Facilitator/Tutor fees above the rates set out at **Appendix 3**
- Items not specified on the Application Form and/or Letter of Offer
- Expenditure over and above the limits in the Letter of Offer without prior written approval

Match Funding

Camps are required to provide match funding to the equivalent of £10 per participant, which it is encouraged can be achieved by fundraising efforts. However, it may take the form of individual contributions, donations or cash reserves.

Camps should not request more than £10 per participant. The match funding is to be used to supplement and add value to a Camp.

Section 10 Assessment and Award Process

This is a competitive process. Applications will be scored on how the project will deliver against the T:BUC Camps' Programme outcomes and two other additional themes, as follows:

T:BUC Camps Programme Outcomes	Assessment Criteria
<p>Our Children & Young People</p> <ul style="list-style-type: none"> ✓ Positive attitudinal change towards people from different backgrounds ✓ Sustained contact & friendships developed between young people from different backgrounds 	<ul style="list-style-type: none"> ✓ The project encourages and facilitates positive attitudinal change towards people from different backgrounds. ✓ The project provides opportunities for friendships to develop at all stages of the T:BUC Camps' process (Pre-Camps', Camp and Post-Camp) and facilitates young people to maintain links after the project is completed
<p>Our Cultural Expression:</p> <ul style="list-style-type: none"> ✓ Young people have a better understanding and respect for cultural differences 	<ul style="list-style-type: none"> ✓ The project content and delivery is aimed at challenging stereotypes, increasing understanding and respect for cultural difference and develops positive relationships between young people from different backgrounds
Additional Themes	Assessment Criteria
<p>Recruitment:</p>	<ul style="list-style-type: none"> ✓ The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds and those outside established groups/structures. Young people should be recruited from the same locality to facilitate the building of longer-term friendships.
<p>Value for Money:</p>	<ul style="list-style-type: none"> ✓ The project represents value for money.

Innovative projects may include;

- Youth or peer led Camps
- Creative ways of integrating Good Relations work with activities
- Pioneering or original ideas
- New and interesting ways of engaging with young people
- Innovative recruitment of young people not engaged with youth service and/or excluded from school and other 'hard to reach' young people

An application can only be assessed on the information provided. The assessment process is set out at **Appendix 4** and will be completed as quickly as possible.

1. All applications will be logged on receipt.
2. Applications will be checked to make sure they meet the eligibility criteria as set out in **Appendix 4**. If an application fails to meet the criteria, you will be asked to resubmit before the closing date or it will not proceed. **Applications received before 10th January 2021 are those that will be reviewed for essential criteria checks and feedback pre assessment. Applications received after this date and failing essential criteria may not be invited to resubmit.**
3. Assessments will be carried out by an Assessment Panel, chaired by the Education Authority, using a standardised scoring matrix (**Appendix 4**). Applicants should note the weighting given to each criteria and the scoring system outlined in the matrix. It is the responsibility of each applicant to ensure that all relevant information is included on the Application Form.
4. Applications will be ranked against the criteria following this stage of the assessment process.

5. An officer of the Education Authority, not directly involved with the assessment process, will carry out a moderation of the scores allocated by the Assessment Panels to ensure a fair and consistent approach has been taken across all panels.
6. Applications with identified weaknesses following the assessment process may be invited by the Education Authority to a workshop to provide support and advice to bring applications up to the required standard. Having attended this workshop, applications may be invited to resubmit. These applications may be awarded funding subject to availability of budget.

If an application is successful, the information supplied on the form will be uploaded onto the Government Funding Database.

Successful Applications

If an application is awarded funding, a formal Letter of Offer will be issued by the Education Authority. Groups may receive an advance payment of up to 80% of the grant awarded. The remaining grant will be released after the group has submitted the final evaluation report and the financial claim.

Unsuccessful Applications

If an application has been unsuccessful, the organisation will be informed in writing of the decision. Feedback will be provided to individual applications in writing if requested through tbuc@eani.org.uk

Section 11 - Monitoring and Evaluation

Groups must comply with and contribute to the evaluation requirements for the programme.

This will include completing an evaluation report, administration of baselines (both Pre and Post-Camp) and providing a statement of accounts accompanied by original receipts. The evaluation will measure both project and programme level progress against the T:BUC Camps outcomes. Staff are expected to take the time to critically reflect on the projects impact, the learning for them and the young people involved.

T:BUC Camps may receive an EA monitoring visit for the purpose of evaluation, quality assurance or stakeholder engagement. All new groups to T:BUC Camps Programme will be monitored.

Department of Education and The Executive Office will also visit some Camps for the purpose of stakeholder engagement.

Section 12 - Conditions of Funding

1. Funded Camps are expected to proactively contribute to the evaluation process.
2. Costs must be proportionate to the overall cost of the project and essential for delivering it. If the amount requested is considered not good value for money, less funding may be offered.
3. All associated paperwork including evaluation information and claims for expenditure must be submitted within 6 weeks after the completion of the project. The final payment will only be released after the receipt of all evaluation documentation and receipts covering the total expenditure (100% of all receipts/claim).
4. **Future applications for funding will be examined against the submission of the evaluation information provided in previous years.**
5. The Executive Office and Education Authority should be mentioned in any publicity associated with the Project. The Executive Office and Education Authority reserve the right to publicise details of the financial assistance. Guidance on T:BUC and EA branding is available at www.eanifunding.org.uk/tbuc

Please note: *The Education Authority reserves the right to withhold any or all of the payments and/or require the applicant to repay part or all of the funding if, in the opinion of the Authority, there is substantial or material change in the nature/scale or timing of the project or if funding is used for purposes other than those specified in Letter of Offer.*

All successful groups have a responsibility to inform the EA T:BUC offices of any changes to dates, venues or activities from original application. If any group is finding it difficult to meet the requirements of the scheme, they must inform EA in writing through tbuc@eani.org.uk and a T:BUC team member will follow up for support.

EA T:BUC team must be informed in pre-Camp phase, or as early as possible in the process, any issues in partnerships or recruitment which impacts on your ability to deliver the programme as agreed in letter of offer.

All groups are encouraged to keep good financial records throughout the operation of their programme to help in reconciling programmes once they complete. Everyone is also required to return quarterly financial monitoring forms which demonstrate spend to date.

All requests to reprofile funds must be submitted in writing to the EA beforehand for review; retrospective claims will not be considered.

Section 13 - Risk Assessment Guidance

Where successful applicants propose to support the Good Relations programme with the use of residential work or activities, including outdoor or adventurous activity, or where members of the public can access the facility, a comprehensive risk assessment must be undertaken and approved through their respective management structure. Groups are required to indicate in the Application Form that they have a risk assessment process. During the monitoring visits, groups may be asked to show these risk assessments. The use of activity providers who have obtained the Sport NI and DCAL supported 'Adventuremark' accreditation, does not negate the need for applicants to ensure a risk assessment for their group has been complete

Appendix 1 – Programme of activities, A Worked Example

Comprehensive outline of your programme of activities and how it relates to good relations	Dates delivered and venue	No of Face to face Hours	Key Delivery Targets
Pre-Camp			
<p><i>The young people come together for an induction session to cover: Getting to know you games, to include name games and teambuilding exercises</i></p> <ul style="list-style-type: none"> • <i>(From T:BUC GR Resource Pack) Why go, what's in a name, alphabet cluster</i> • <i>Hopes & Fears, to be completed individually on post-its and then explored as a group discussion</i> • <i>Overview of the programme & consultation with participants</i> • <i>Pre-Camp baselines</i> <p><i>Session evaluation</i></p>	<p><i>3rd July</i></p> <p><i>7.00pm – 9.30pm at ABC Youth Centre</i></p>	<p><i>2.5 Hours</i></p>	<ul style="list-style-type: none"> • <i>Young people will have made contact with their partner group</i> • <i>Young people will have explored their hopes and fears about participating in the programme</i> <p><i>Young people will contribute to the programme and have a better awareness of what it entails</i></p>
Camp			
<p><i>Day 1</i></p> <p><i>The young people will travel together to the residential venue</i></p> <p><i>Session 1</i></p> <ul style="list-style-type: none"> - <i>Residential orientation and briefing from centre staff, team building games/ exercises- continuation from Pre-Camp exercises</i> <p><i>Lunch</i></p> <p><i>Session 2</i></p> <p><i>Outdoor Education Session (Mixed groups)</i></p> <p><i>Dinner</i></p>	<p><i>4th Aug</i></p> <p><i>Great Outdoors Centre</i></p>	<p><i>11.5 hrs</i></p>	<p><i>Be the end of Day 1 of the Camp the following key targets will be met:</i></p> <ul style="list-style-type: none"> • <i>Camp Day 1 will have taken place with full attendance</i> • <i>Young people will have a better understanding of their roles within a team and improved communication</i> • <i>Young people more aware of what makes an inclusive community</i> • <i>Young people develop greater awareness of issues which affect them in their communities</i> <p><i>Young people learn to listen to other people viewpoints and in how to express their own opinions</i></p>

<p><i>Session 3</i></p> <p><i>Good Relations Session</i></p> <p><i>(Using T:BUC GR Resource Pack)</i></p> <p><i>Alphabet cluster, Ideal Island, four corners exercise Session evaluation</i></p>			
Post-Camp			
<p><i>Educational Visit</i></p> <p><i>Guided mural tour in Belfast</i></p> <p>- Debrief and evaluation of visit</p> <p>Recap quiz</p>	<p>5th Sept</p> <p>7.00pm – 9.30pm CDE Youth Centre</p>	<p>2.5hrs</p>	<ul style="list-style-type: none"> • Young people increase their knowledge and understanding about NI history and its effect on local communities <p>Young people have their negative perceptions and stereotypes challenged about other communities</p>

Appendix 2 – Details for OCN NI

Open College Network Northern Ireland (OCN NI):

Open College Network Northern Ireland is a UK recognised awarding organisation based in Northern Ireland, who are regulated by CCEA Regulation to develop and award regulated professional and vocational qualifications.

OCN NI are an educational charity and an awarding organisation that advances education by developing nationally recognised qualifications and recognising the achievements of adults and young people.

Accreditation through the Open College Network will provide learners with formal recognition of learning. This can be achieved through a wide range of assessment methods and approaches including:

- Role play
- Questioning
- Practical demonstrations
- Coursework
- Group discussions

Learners produce a portfolio of evidence which is developed over the course of the programme and meets the requirements of the qualification.

Level 1 and Level 2 Award in Diversity & Good relations:

The OCN NI qualifications in Diversity and Good Relations (QCF) have been designed to provide learners with an understanding of the importance of diversity and good relations.

It helps learners become more aware of diverse groups and the importance of respect within them. Learners will have a better understanding of what is meant by prejudice and discrimination and will recognise the value of equal opportunities legislation.

For further information, please contact a member of the OCN Business Development Team on 028 90 463 990 or on info@ocnni.org.uk

Appendix 3 – Conditions relating to Staff Costs

Education Authority registered groups - Rates of Pay

Where a youth group is registered with the Education Authority, the current agreed rates of payroll will apply. The Education Authority will pay only these rates, unless the employee is already in post and receiving payment for the same type of work.

Non-Education Authority registered groups - Rates of Pay

All Camps programme may have one Camp Leader and a number of Camp Assistants to aid in the successful delivery of the programme. A rationale must be provided for a higher number of staff than the ratios which **section 8** details.

Job Title	Hourly Rate (Max)
Camp Assistant	£9.01
Camp Leader	£11.01

The employer will be responsible for the balance of the employee's fee, including tax and National Insurance, should the employer agree a higher fee.

Employment of Sessional Tutors and Facilitators

In addition to the above rates of pay, consideration will be given to the payment of up to £16.46 per hour for employment of appropriately qualified sessional tutors and facilitators e.g. (Professionally qualified youth workers, coaches and tutors). Proof of qualification to qualify for the higher pay rate must be provided. Supporting documentation should be submitted with an application. Specialist can only be employed for face-to-face work with young people.

Sessional outdoor education instructors must be currently qualified and validated by the relevant National Governing Body (NGB) to carry out the activity they are offering within the safety parameters laid down by that Body. If in doubt about qualifications required, ratios or currency of the applicant's qualifications, please contact the relevant Body through the Sports Council NI web site on the link below:

<http://www.sportni.net/performance/governing-bodies/>

Controlled sector projects should only use Education Authority Youth Service -validated instructors. Only those leaders who are validated are recognised to work with young people.

Employment of Specialists

It is recognised that some groups may wish to employ the services of specialists to support the delivery of particular element(s) of the programme.

Applicants must fully demonstrate that the work of the specialist is critical to the delivery of the project and contributes significantly to the **good relations element** of the programme at the appropriate section of the Application Form. Specialist can only be employed for face-to-face work with young people.

Up to £25 per hour may be approved to contribute to the cost of specialist good relations support. The work of the specialist must be shown to comprise no more than 10% of the total cost of the project.

The Assessment Panel will consider each request for specialist support in terms of its value for money in line with rationale provided by applicant.

General Payment of Staff Costs

The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. Consequently, it is important to know which heading a specific job falls under.

People who have been engaged to perform a specific piece/s of work in a school; library, youth club etc must obtain and provide a written approval from the Inland Revenue, granting self-employment status for the particular employment. Examples of such work would include the provision of lessons on traditional music or dancing, storytelling, coaching sports or the provision of IT advice and support.

The Education Authority will not make a payment or reimburse projects for services without the approval document from HMRC.

Appendix 4 – Assessment Matrix & Process

Name of Group	Assessment Date		
Eligibility Criteria			
The applicant is eligible with a good record of meeting previous evaluation requirements		Yes/No	
Project must take place between April 2021 – February 2022		Yes/No	
Project is delivered on a cross-community basis and meets the required variance		Yes/No	
Project targets 11-19 year olds living in Northern Ireland		Yes/No	
Projects must take place in Northern Ireland, Great Britain and Ireland		Yes/No	
Significant good relations' element in each phase of the Camp process		Yes/No	
Project must offer a range of age appropriate activities		Yes/No	
Project has minimum of: <ul style="list-style-type: none"> o 10 hours of face to face Pre-Camp engagement with young people over at least two sessions o 15 hours of face to face Camp engagement with young people (minimum of 3 consecutive days) o 10 hours of face to face Post-Camp engagement with young people over at least two sessions o Social action planning is indicated within the Post-Camp 		Yes/No	
Project has a minimum number of young people participating required by the band of funding applied for		Yes/No	
SCORING GUIDANCE			
4 - Exceptional/outstanding adherence to criteria / degree of evidence			
3 - Good adherence to criteria / degree of evidence			
2 - Moderate adherence to criteria / limited degree of evidence			
1 - Poor adherence to criteria / little evidence			
0 – No evidence to meet criteria			
Assessment Criteria – Scoring		Weighted Score	SCORE (0-4)
Our Children & Young People			
✓ The project encourages and facilitates positive attitudinal change towards people from different backgrounds.		25	
✓ The project provides opportunities for friendships to develop at all stages of the T:BUC Camps' process (Pre-Camps', Camp and Post-Camp) and facilitates young people to maintain links after the project is completed		25	
Our Cultural Expression			
✓ The project content and delivery is aimed at challenging stereotypes, increasing understanding and respect for cultural difference and develops positive relationships between young people from different backgrounds		25	
Additional Themes			
Recruitment			
✓ The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds and those outside established groups/structures. Young people should be recruited from the same locality to facilitate the building of longer term friendships.		15	
Value for Money			
✓ The project represents value for money.		10	
TOTAL SCORE			
Assessment Panel's Recommendation for Funding			
Is the application recommended for funding?		Yes	

	Yes, but subject to certain conditions No, but should be invited to “resubmission workshop” No
Please provide additional comments including, for example: <ul style="list-style-type: none"> ✓ If the application is recommended for funding subject to certain conditions please list the conditions that apply ✓ If the application is not recommended for funding at this stage but the applicant should be invited to a “resubmission workshop” for further support/advice and possible resubmission of their application please provide rationale ✓ If the application is not recommended for funding at this stage and the applicant should <u>NOT</u> be invited to a “resubmission workshop” for further support/advice and possible resubmission of their application reasons for this decision must be given. 	
Notes:	
Assessment Panel Chair’s Signature	
Date	
Name of Independent Reviewer:	
Is the score awarded to the group correct? YES No (please circle)	Comments:

Appendix 5 – District Council Areas

District Councils

Antrim and Newtownabbey Borough Council

Ards and North Down Borough Council

Armagh City, Banbridge and Craigavon Borough Council

Belfast City Council

Causeway Coast and Glens District Council

Derry City and Strabane District Council

Fermanagh and Omagh District Council

Lisburn and Castlereagh City Council

Mid and East Antrim Borough Council

Mid Ulster District Council

Newry, Mourne and Down District Council

Appendix 6 – Additional Guidance for Schools

1. INTRODUCTION:

Within the T:BUC (Together Building a United Community, 2013) strategy is the specific aim relating to young people, which states:

“To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations”

This strategy can be linked directly with the Shared Education Strategy in NI, which states:

The Shared Education Act (Northern Ireland) 2016 means there is legislative provision in relation to Shared Education and the Department of Education and the Education Authority have a duty under the Act to encourage, facilitate and promote Shared Education. In a NI context shared education means the education together of:

- Those of different religious belief, including reasonable numbers of both Protestant and Roman Catholic children or young persons; and
- Those who are experiencing socio-economic deprivation and those who are not, which is secured by the working together and co-operation of two or more relevant providers.

The Act further defines the purpose of shared education as to:

- Deliver educational benefits to children and young persons
- Promote the efficient and effective use of resources
- Promote equality of opportunity
- Promote good relations
- Promote respect for identity, diversity and community cohesion

The T:BUC Programme is about building positive relations and long lasting friendships among young people across all parts of the Northern Ireland community. Camps must therefore bring diverse groups together to get to know each other, try new experiences and help build longer term relationships between young people.

Schools should be aware that individual T:BUC projects should be embedded in their overall Shared Education Action Plans.

Schools must ensure ALL compliance requirements are met for T:BUC Funding as per details in guidance document and in letter of offer.

2. LINKS INTO SCHOOL:

The T:BUC Camps opportunity can enhance the provision of Shared Education in the following ways:

- Provide specific programmes targeting Good Relations
- Provide evidence for areas of the curriculum
- Enhance relationships between young people through significant interactions
- Allow for developmental and fun opportunities between school populations
- Target specific groupings within the school to facilitate relationship building
- Provide specific induction or transition support and learning

3. **REQUIREMENTS FOR T:BUC CAMPS** (Additional guidance in **section 6**):

T:BUC Camps have very specific requirements:

3.1. Good Relations learning must be at the heart of every Camp

3.2. All Camps must:

- Have a significant good relations element at every phase of the Camp which must be clearly demonstrated in funding applications;
- Be run on a cross community basis and include participants from Catholic and Protestant communities, proposals are also encouraged from other communities including ethnic minority communities and those of different racial backgrounds;
- Target young people aged 11 to 19 years; and
- Be fun.

3.3 Partnership working is encouraged and applications may involve a collaborative partnership between two or more organisations and / or schools. (Additional guidance in **section 3**)

3.4 T: BUC Camps have 3 phases:



- The term ‘Camp’ is used throughout, but does not necessarily mean residential, because 3 consecutive days together would be sufficient for that phase.
- Each phase must have significant Good Relations, integral to the programme, throughout each phase.
- There is a minimum number of hours for each phase and the programme outline in the application must show how this is met.
- Projects are designed to achieve the 3 outcomes, one of which is ‘fun’ so projects should be active, engaging and serve to strengthen relationships between the young people.
- Residential opportunities are encouraged and are shown to be very beneficial to the young people; however 3 consecutive days at the Camp phase will suffice.
- Schools should provide an exit strategy designed to promote the continuation of friendships and relationships.

3.5 There is an application process, available on the EA website, which is completed by the applicant and submitted to EA Youth Services. This undergoes an assessment process and if successful, schools will be provided with a Letter of Offer. (Additional guidance in **section 10 & appendix 4**)

4. LINKS TO THE CURRICULUM:

A T:BUC programme can be linked to most areas of the curriculum to achieve better learning, engagement and understanding. The project hours can be used alongside any of the following suggestions:

- English, speaking and listening, creative writing, report writing
- Music, choir, musical arrangements, performance
- Drama, role play, production
- RE, ethics
- History, History of the Troubles, Northern Ireland, UK, Irish History
- LLW, skills and attributes
- School ethos

5. FINANCIAL ARRANGEMENTS (Additional guidance in **section 9**):

FOR THE PURPOSES OF THIS SCHEME, SCHOOLS ARE CONSIDERED AS NON-REGISTERED ENTITIES

This will allow greater flexibility in both spend and evaluation.

- When completing the Application Form, schools must provide the bank details into which the funding could be paid
- This account must have 2 signatories and be audited each year, with clear processes and procedures for procurement, salaries, fees, entrance charges etc
- Financial monitoring must be ongoing to ensure that the spend is both appropriate and efficient and all quarterly expenditure sheets returned within timeframe
- The details provided in the guidance document will apply to schools. Rates of pay must be paid at the stipulated amount for work completed outside normal school hours (**See appendix 3**), but **NOTE there is no sub cover provided via the T:BUC Camps programme**

Schools will be expected to cover these themselves, complete the project out of school hours and/or bring in specific staff or tutors to undertake the project.

- A folder will be provided with sub sections detailing what is required for the financial monitoring and evaluation of projects.

6. SUPPORT (Additional guidance in **section 5**):

Support will be provided to schools through EA T: BUC officers in workshops, one on one support, telephone and email enquiries and meetings as needed.

Schools are encouraged to work with the Shared Education Development Officers to complete their application, and link it into the Shared Action Plan.

Additional support may also be sought from NICIE, CSSC and CCMS, as appropriate. Local Council Good Relations Officers and Community Relations Council will also offer support and guidance.

The EANI website has a dedicated page to T: BUC www.eanifunding.org.uk/tbuc and details of processes, documentation and information is updated regularly.

7. EVALUATIONS (Additional guidance in **sections 11 & 12):**

Projects will be required to complete the following for evaluation purposes and to determine impact

- Baseline at the start and end of the programme using Survey Monkey provided
- Quarterly financial monitoring spend
- Financial and evaluation return at end of programme- within 6 weeks of completion

8. SOCIAL ACTION AND CAMPS IN THE COMMUNITY (Additional guidance in **section 6):**

Projects are encouraged to complete an expression of interest to host a social action programme towards the end of their project. This project must enhance good relations and promote friendships in the group.

Camps in the Community are a wonderful opportunity to learn more about how to complete a social action project, and to celebrate the friendships established over the past year.

Further information on the pilot T:BUC Camps Ambassadors programme is available in **section 6**.

9. CASE STUDIES:

“The T:BUC programme has been very beneficial for the schools in the Banbridge Area; it has been instrumental in building bridges between communities, encouraging our young people to share experiences of transitioning between primary and post-primary schools and developing long lasting friendships”

R. Woods, St Patricks College, Banbridge

“The T:BUC programme played a pivotal role in our KS2-3 transitions programme for our current cohort of Year 8s. The experience allowed the pupils to form friendships in informal contexts ahead of the academic year beginning. The Post-Camp element has also enabled us to develop a Year 8 Literacy project for the pupils, to elongate the experience. We have received positive feedback from staff, pupils and parents and carers in relation to the programme and, in particular, how it helped the Year 8s settle into life at Foyle College.”

Bridgeen McGowan & Barry Duffy, Foyle College