



**ea** Education  
Authority

**Terms & Conditions for the use  
of Youth Service Funding by  
Voluntary Youth Organisations**

For all Youth Organisations in receipt of  
EA Youth Service Funding



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## Introduction

This document outlines the terms and conditions for the use of funding allocated to Regional and Local Voluntary Youth Organisations. All organisations are required to follow the terms and conditions outlined in this guidance when spending or using Education Authority funds in line with the requirements of their successful funding opportunity.

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

## Payment Frequency

Based on the level of funding per opportunity awarded, the Education Authority will make payments based on the following frequency on a per quarter basis from the start date to the end date of the funding opportunity. It is important to note that payments are dependent on successful moderation and monitoring visits being completed and the delivery of required areas of work, including outstanding reports for previous funding being completed and submitted to the Education Authority.

Level of Funding Per Funding Opportunity	Number of Payments
Up to £30,000 Per Annum of Funding	1 Payments Annually (Paid up Front)
£30,001 to £60,000 Per Annum Funding	2 Payments Annually (Initial Payment Paid up front)
£60,001 to £80,000 Per Annum Funding	3 Payments Annually (Initial Payment Paid up front)
£80,001 or more Funding Per Annum	4 Payments Annually (Initial Payment Paid up front)

The quarterly payment windows will be within the follow periods annually

Annual Quarter	Payment Windows
Quarter 1	April to June Period
Quarter 2	July to September Period
Quarter 3	October to December Period
Quarter 4	January to March Period

## Funding Headings Explained

### Staffing and Salaries

Funding provided under the heading of staffing and salaries can be used to pay staff to deliver the outputs associated with your agreed delivery plan, including full-time and part-time staff and associated costs such as travel, preparation time, AccessNI Fees, Employer National Insurance and Employer Pension Contributions and overnight allowances.

The funding cannot be used to pay redundancy costs or legal fees associated with the employee. It is incumbent on the management committee to ensure they operate within current legislation in relation to employment law, including JNC/NJC pay scales and associated allowances.

As per Ministerial guidance issued by the Department of Finance for payments during the Covid-19 response, the Education Authority Grant payments to the Youth Sector must only cover (NON-FURLOUGHED) staffing costs. Where there are staff costs normally funded fully or partially from an Education Authority Grant and these employees have been furloughed by their employer at any stage over this period the EA has an obligation in its verification process to ensure there has been no double funding and must be allowed to examine the organisations Furlough Records.

The new off-payroll working rules that affect both the public and private sector will be effective from April 2021. The [purpose of IR35](#) is to determine whether or not a contractor is defined as an employee for tax purposes, and therefore ensure that contractor pay the correct amount of tax. The client is the organisation who is or will be receiving the services of a contractor. They may also be known as the engager, hirer or end client. The client will be responsible for determining if the off payroll working rules apply.

Youth organisations in receipt of EA Funding (public monies) must strictly adhere to these guidelines, failure to do so may result at verification on expenditure being disallowed.

### Programme Costs

Funding provided under programme costs can only be used to deliver the relevant output in your delivery plan. This is to cover costs such as:

- Transport Costs
- Accreditation Costs
- Food and Refreshments for the programme or event (not at a profit to children and young people and underpinned by healthy eating)
- Programme materials linked to the activity

- Entrance Fees/Activity Costs Associated with the programme
- Residential Costs
- Hire of Premises for events or programmes
- Printing Costs for Materials Associated with the programme

Programme costs cannot be used to:

- Fund tuck shops
- Payment of OR contribution to Membership Fees either internal or external to the organisation

Any proposals to use this funding outside the areas noted above should be discussed with your funding support and assurance officer before purchasing or procuring.

## Overheads

Overheads Funding can be used to cover the operational costs for the period and activities associated with the delivery plan. This includes:

- Heat
- Lighting
- Premises/Activity Provider Insurance to deliver the work
- Rented accommodation OR contribution to the rent for the Delivery of Services
- Administration e.g. stationery, postage, telephone

Overhead funding cannot be used for repair, refreshment or maintenance required for building or any fixed plant or equipment therein. Such areas of work are the responsibility of the organisation and not the Education Authority or covered by the funding provided for the delivery of the plan.

## Funding Restrictions

### Capital Cost Items

Funding is allocated from the EA Youth Service “Revenue” budget and as such the funding can not be used to purchase “Capital” cost items. This capital restriction applies to;

- Information Communication Technology (ICT) equipment costing **£201** or more per item
- Computer Software or Software Licencing (Intangibles) costing **£1,001** or more per item/licence
- Equipment costing **£1,001** or more per item

### Information Communication Technology Equipment

This is items defined as:

- Computers (Desktop or Laptop)
- Tablet Devices (iPads, Tablet PC’s)

- Servers
- Components for ICT Equipment such as replacement internal hard drives
- Peripherals such as Printers, Scanners, Photocopiers and portable memory
- Network equipment such as Wi-Fi Access Points, Network Switches or Routers

### **Computer Software or Software Licencing**

This is items defined as:

- Subscriptions to software
- Purchase of perpetual licenced software
- Purchase of subcriptions to online services

### **Equipment**

This is items defined as:

- Audio Visual Equipment such as Cameras, Camcorders, Data Projectors, Lights and all accessories associated with such equipment
- Sports and lesiure equipment
- Furniture and Fittings

In additional to Capital Cost restrictions the funding provided can not be used for the following items:

- Redundancy Payments
- Legal Fees or Costs
- Consultancy Services or Fees, either 3<sup>rd</sup> party or from within the organisation
- Payment of or Contribution to Membership fees with internal or external organisations either for staff or on the behalf of children and young people
- Repairs to Furniture or Equipment or Fixed Plant Equipment
- Building Maintenance Works or Repairs
- Donations and/or Gifts

## **Funding Reprofiling Process**

Organisations can request to reprofile their funding across the three headings outlined in the scheme. Organisations will be required to provide a clear rationale for the changes which can only be considered within the context of the terms and conditions of funding as outlined in this document and the funding opportunity requirements.

Organisations will be required to provide the following information when making a re-profiling request:

- Organisation Name (as it is on your application)
- Funding Stream
- Application ID Number (that relates to the request)
- Start Date of Funding
- End Date of Funding
- Main Contact for Request
- Main Contact Email
- Main Contact Telephone
- Areas you wish to reprofile
- Original Award Value for relevant headings
- Proposed new award values for the relevant headings
- Rationale for request reprofile

Reprofile requests will only be considered up until 28 days before the end of the funding and on a maximum of two occasions per annum, any requests made outside this timeframe or in excess of two times per annum will not be considered. All reprofiling requests are subject to Education Authority approval and as such organisations should not spend additional funding proposed as part of any request made until form approval is given by email from an Education Authority representative.

## Process for Reprofiling



### Online Form

The Online form can be accessed from a link provided on the Education Authority Funding Website ([www.eanifunding.org.uk](http://www.eanifunding.org.uk)) or by click the submit request button below

**Submit a Request**

## Unspent Funding at Year End or End of Project

All funding not spent under the scheme reported through your income and expenditure returns at the end of each financial year or end of project (whichever is sooner) must be returned to the Education Authority. For funding covering more than two years, unspent funds in year one cannot be transferred to year two.

## Receipts & Vouching Process

Depending on the **total level of funding organisations receive across all funding opportunities you have been successful in**, you will be required to comply with the receipting and vouching process outlined below. More details regarding the Vouching and associated verification process can be accessed [here](#).

Total Annual Funding Awarded	Level of Receipting and Vouching
Up to £2,999 Per Annum	<ul style="list-style-type: none"><li>Income and Expenditure Report Only</li></ul>
£3,000 to £29,999	<ul style="list-style-type: none"><li>Income and Expenditure Report</li><li>Original Receipts/Invoices &amp; Statements</li></ul>
£30,000 or more per annum	<ul style="list-style-type: none"><li>Income and Expenditure Report</li><li>Original Receipts/Invoices &amp; Statements</li><li>Financial Verification Visit</li></ul>

Failure to facilitate this process will result in your funding being withheld or withdrawn. All original documentation must be retained for a period of seven years in accordance with statutory regulations.

## Support and Information

Please visit the Education Authority Youth Service Support Section for more information and guidance at

[www.eanifunding.org.uk](http://www.eanifunding.org.uk)

Email: [youthfunding@eani.org.uk](mailto:youthfunding@eani.org.uk)

