

# *Summer Programme Fund*



# Summer Funding Access for All

## Terms & Conditions for Use of Funding



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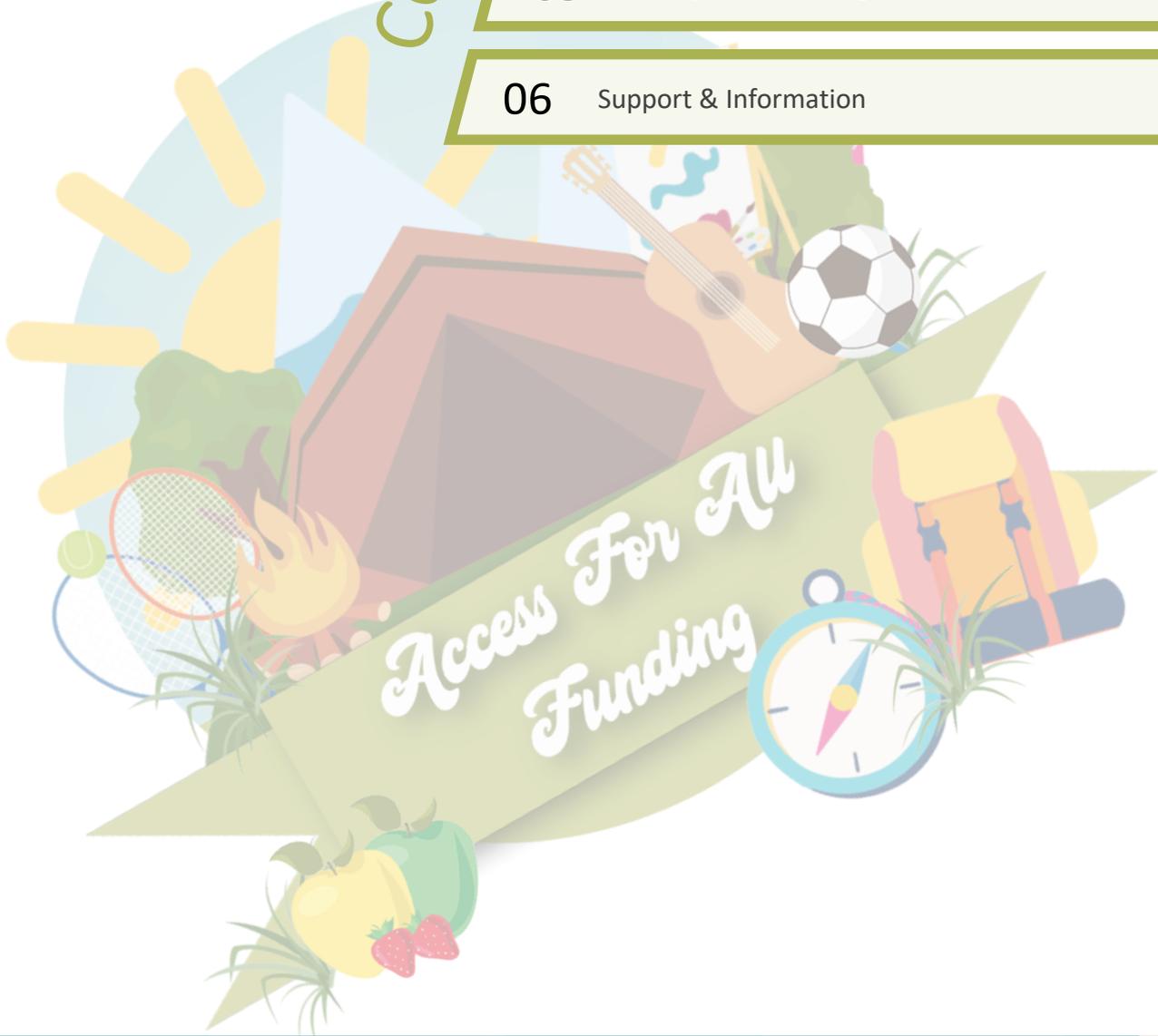
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## Introduction

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 summer programme funding.

**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.**

## Funding Headings Explained

### Management Costs

Management Costs can be used to cover the operational costs for the period and activities associated with the summer programme. Management costs **cannot exceed 10% of the overall actual budget** spend This includes:

- Administration e.g. stationery, postage, telephone
- Staff (including management) costs associated with the administration to deliver the summer programme (provided in line with rules governing the payment the Staff Costs noted below).

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.

The funding cannot be used to pay redundancy costs or legal fees associated with the employee.

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.

## Other Costs

Funding provided under cost headings below can only be used to in line with the delivery of your summer programme. 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

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.

## Funding Restrictions – Ineligible Costs

### 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 subscriptions 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
- Fund tuck shops
- 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.

## Unspent Funding at 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)

