Local Area Based Funding
Application Guidance Notes

1. BACKGROUND INFORMATION AND INSTRUCTIONS

1.1 The Education Authority (EA) was established under the Education Act Northern Ireland 2014 and became operational on 1st April 2015. It is a non-departmental body sponsored by the Department of Education.

The EA Youth Service is responsible for ensuring that efficient and effective regional and local youth services are delivered by addressing sectoral needs and co-ordinating, resourcing and supporting youth work curriculum and services.

1.2 Responses must be in English. Budgeted Costs provided as part of your application must be in sterling, to two decimal places.

1.3 Organisations must not make assumptions that the Education Authority has any prior knowledge of their organisation or their service provision. Organisations will be evaluated solely on the information provided in their application response.

1.4 You cannot submit after the closing date and time. No consideration will be given to transmission/submission delays or any other circumstances.

An online application shall only be accepted if:

- It is received before **Time and date stated on the funding portal and EA Funding website**
- The submission is in the English language; and,
- It is complete and fully compliant with the requirements detailed

1.5 You should allow sufficient time to complete your response. When submitting your response online, please be aware of the speed of your internet connection, your system configuration and general web traffic that may impact on the time required to complete the transaction which must be completed by the final submission time. Submit as early as possible. Do not wait until near the closing time on the day that your application is to be submitted.

1.6 As part of the terms of using the online application system, organisations should submit responses at least two hours before the above deadline. You can submit right up to the 4pm deadline.

2. RIGHT TO REJECT AND/OR DISQUALIFY

2.1 Organisations should note that any attempt to contact any of the evaluation panel, or any other Education Authority officer with influence over the applications process, before the award notification may be regarded by the Education Authority as canvassing and may lead to their application being rejected. All other officers involved in the process have been instructed that the application evaluation process is strictly confidential and may not be disclosed to any other individuals.

3. FALSE INFORMATION

3.1 Organisations must ensure that all information included within their submission is true and accurate. The inclusion of information that is found to be false or misleading may result in the organisation's exclusion from the application process. Furthermore, in the event that false or misleading information comes to light after a funding has been awarded, this may be considered as grounds for termination of the funding.

4. APPLICATION CONSIDERATION

4.1 Organisations must complete the application online or on paper as instructed. Failure to supply adequate information may result in your application not being considered. Only applications that are properly completed and that comply with all instructions and funding opportunity will be considered. There is an absolute obligation on organisations to ensure that all relevant factors associated with each criterion are comprehensively addressed in their response. Organisations must not assume any implied knowledge. Only information from the responses provided within the application will be used in the assessment process.

4.2 All responses to questions must relate to the elements that would be delivered if successful. If you are applying as a subsidiary of a parent organisation your responses and information provided must relate to the subsidiary and not the parent organisation.

4.3 Organisations are only permitted to upload online files in the areas designated for a response to a question OR provide only relevant attachments with paper applications. Any additional information uploaded that does not refer to the question asked will not be considered at the assessment stage.

4.4 The Education Authority's decision as to whether or not an application is acceptable will be final and the organisation may not be consulted. Where we have asked (for example) for two A4 pages and three pages are provided only the first two will be considered.

5. NOTES TO ORGANISATIONS

5.1 **Application Costs**
Organisations will not be entitled to claim, from the Authority, any costs or expenses associated with this funding application process.

5.2 **Period of Validity of Applications**
Organisations are required to keep their applications valid for acceptance for a period of 90 (ninety) days from the closing date.

5.3 **Confidentiality**
Organisations should treat the application documents as private and confidential between the organisation and the Authority. Organisations should note that the Authority shall use the applications documents for the purposes of assessment and that the application documents will be held in accordance with the Authority's disposal schedule.

6. ADDITIONAL INSTRUCTIONS

6.1 **<u>Important Note</u>: Organisations are advised to save their application regularly while completing the online questions, to prevent information/attachments to these questions**

being lost/not submitted. Organisations must also save their response by clicking on the submit button or mark complete button

6.2 The Authority will not be responsible for any payment in connection with any expenses that may be incurred by the organisation in the preparation and submission of this application.

6.3 The Authority reserves the right to make changes of a drafting nature to the funding opportunity documents. Such changes shall be accepted by the organisation without reservation.

7. AWARD MANAGEMENT

Throughout the period of this award the successful organisation(s) will monitor the service provided to ensure it meets the requirements as laid out within this specification.

8. RIGHT TO TERMINATE AND SANCTIONS

The Education Authority reserves the right to terminate funding or apply funding sanctions if the successfully awarded organisation(s) fails to meet the Key Performance Indicators (KPIs) outlined in the funding opportunity.