



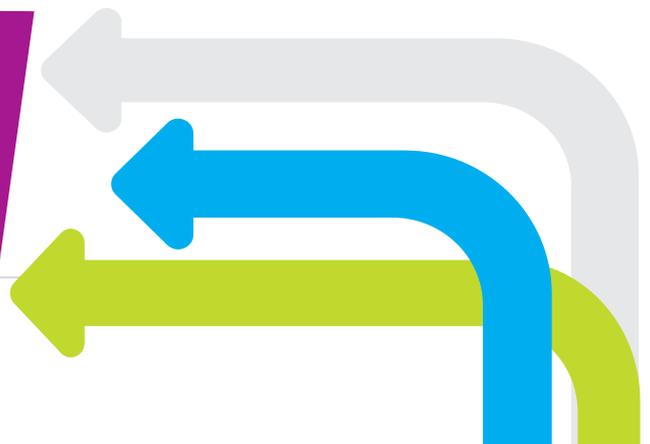
Application Guidance for T:BUC Camps Programme

2022/23

www.eanifunding.org.uk/tbuc

T:buc

Changing for the better, together



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

**Closing date for receipt of all applications, with appropriate documentation, is
Mon 31st January 2022 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.

Applications can be submitted as follows:

Online at www.eanifunding.org.uk/tbuc

The online system contains support materials to help complete your application(s). This includes guidance and FAQ sections.

Additional support is available to groups on a 1 to 1 basis to help complete applications through the online funding portal. This may be requested by logging a request through tbuc@eani.org.uk or by phoning **028 9056 6952 / 6429**.

You must submit separate application forms for each proposed T:BUC Camps Project, each of which must recruit different young people, for each application.

If an application is deemed incomplete it will be rejected.

Any queries with regard to T:BUC Camps Programme can be made through tbuc@eani.org.uk or phone numbers: 028 9056 6952 / 6429.

ALL APPLICATIONS ARE MADE SUBJECT TO FUNDING

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

Contents		
Section 1	Background	4
Section 2	Aim of Programme	4
Section 3	Who is eligible to apply?	5
	Larger Regional Camps and Partnership Working	5
Section 4	How to Apply	6
	Documentation Required by Groups Not Registered with EANI	6
Section 5	EA Support Workshops	7
	District Council Good Relations Officers and CRC	8
Section 6	Design Specification and Eligibility Criteria	9
	Social Action	11
	T:BUC Trees	13
	Camps in the Community	13
	T:BUC Ambassadors Programme	14
	Programme Outcomes	15
Section 7	The Participants – Young People	16
Section 8	Governance	17
	Child Protection and Safeguarding	17
	Staff Supervision – Ratios	17
	Providing Young People with Recognised Qualifications	18
Section 9	Funding and Eligible Costs	19
	Hire of Own Premises	19
	Travel Outside NI	20
	The Scheme Will Not Pay For	20
	Match Funding	20
Section 10	Assessment and Award Process	20
	Successful Applications	22
	Unsuccessful Applications	22
Section 11	Monitoring and Evaluation	23
Section 12	Conditions of Funding	23
Section 13	Risk Assessment Guidance	24
Appendix 1	Programme of Activities, A Worked Example	25
Appendix 2	Details for OCN NI	27
Appendix 3	Staff Costs	28
Appendix 4	Assessment Matrix and Process	30
Appendix 5	District Council, Assembly Areas & Postcodes	32
Appendix 6	Additional Guidance for Schools	34

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 running another T:BUC Camps Programme across Northern Ireland in **2022/2023**. The Education Authority (EA) is acting as Programme Administrator.

These guidance notes will assist in completing applications to the T:BUC Camps Programme for the period **1 April 2022 to 28 February 2023**.

Applicants are encouraged to take the opportunity to attend EA Funding Support Workshops, for advice and guidance before submitting their application. Details of the 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 strongly 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 etc.)
- Regional organisations that have experience in working with young people
- Councils
- 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
- 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

Applications can be accessed and completed online at www.eanifunding.org.uk/tbuc

The online system contains support materials to help complete your application(s). This includes guidance and FAQ sections.

Additional support is available to groups on a 1 to 1 basis to help complete applications through the online funding portal. This may be requested by logging a request through tbuc@eani.org.uk or by phoning **028 9056 6952 / 6429**.

1. You will need to create an account on the online funding portal, or if your organisation already has an account, please use this to apply to this scheme.
This will be the primary user for the Registration and Funding Portal. It is the responsibility of organisations to transfer their accounts as a result of staff changes, using the My Account Setting tab on the top right of the page.
2. Separate applications forms must be submitted for each proposed T:BUC Camp Project i.e. an organisation may submit more than one application. There must be a different group of young people benefitting from each project.
3. Please answer each question in the box provided. No additional documentation will be considered.
4. Groups not registered with EANI Youth Services, will be expected to provide all required documentation in hard copy to the address provided on the front page, before a Letter of Offer can be released.
5. Furthermore, all safeguarding questions must be answered by groups not registered, and failure to do so will mean the application will not be considered.
6. Please ensure you always hit the “Submit” button when completing tasks in the portal.

Completed applications must be received by 31st January 2022 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 on 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 before any letter of offer will be 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
- Provide proof of qualification to qualify for the higher pay range
- Copy of bank statements for the last three months.

Section 5 – 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. Considering ongoing Covid 19 restrictions, these will be held online via Zoom. A place at the EA Support Workshops 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 below will all be offered via Zoom. One to one sessions will be facilitated through breakout rooms at the end of each of these sessions on request.

- ❖ Wednesday 1st December 2021, 11-1pm
- ❖ Monday 6th December 2021, 7-9pm
- ❖ Tuesday 7th December 2021, 10-12pm
- ❖ Thursday 9th December 2021, 11-1pm
- ❖ Tuesday 14th December 2021, 7-9pm
- ❖ Mon 10th January 2022, 11-1pm
- ❖ Wednesday 12th January 2022, 7-9pm (SCHOOLS ONLY) *
- ❖ Saturday 15th January 2022, 10-12pm
- ❖ Thursday 20th January 2022, 5-7pm
- ❖ Monday 24th January 2022, 7-9pm

*please note due to staff availability, schools may also attend any of the public workshops

Groups or organisations unable to access Zoom should contact any of the following EA T:BUC staff to discuss alternative arrangements

Email: tbuc@eani.org.uk

Alan McCann: 07542268705
Stuart Kennedy: 07902701082
Michelle Friel: 07542268703

Wayne Morris: 07395372849
Maureen O’Gorman: 07902701108

Good Relations Resources

The EA T:BUC team launched the 2nd edition of their T:BUC Camps Good Relations Resource pack in 2021. This resource is packed full of great ideas, session plans, activities, and reflections to help groups plan, design, deliver, monitor, and evaluate their programmes.

Groups may access a digital copy of the resource through the link below:

<https://www.youthonline.org.uk/wp-content/uploads/2021/09/GRRP-design-web-low-quality.pdf%20>

Hard copies will be made available to successful groups who attend training and offered to everyone delivering camps in 2022/23.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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		Phone No.
Antrim and Newtownabbey	Jen.cole@antrimandnewtownabbey.gov.uk	028 90340 112
Ards and North Down	donna.mackey@ardsandnorthdown.gov.uk	07970 847772
Armagh, Banbridge & Craigavon	Godfrey.McCartney@armaghbanbridgecraigavon.gov.uk	028 3752 9600 Ext 3307
Belfast City	lanen@belfastcity.gov.uk	02890 320202 Ext 6020
Causeway Coast and Glens	joy.wisener@causewaycoastamdglens.gov.uk	07598 403773
Derry & Strabane	angela.askin@derrystrabane.com	028 7125 3253 Ext 8220
Fermanagh & Omagh	tommy.mclaughlin@fermanaghomagh.com	0300 303 1777 Ext 21174
Lisburn & Castlereagh	victoria.jackson@lisburncastlereagh.gov.uk	028 9244 7851
Mid and East Antrim	janet.shearer@midandeastantrim.gov.uk	028 9335 8312
Mid Ulster	oliver.morgan@midulstercouncil.org	0300 013 2132
Newry Mourne & Down	martina.flynn@nmandd.org	0330 137 4689

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

All T:BUC Camps activity must take place between 1st April 2022 and 28th February 2023

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.

i. Pre-camp Phase: minimum of 10 hours face to face engagement, over at least two 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 days.
- Pre-camp **must** include a demonstrable, substantive good relations element.
- It should be noted that any single identity work at pre camp stage must be carried out, over and above, the minimum 10 hours face to face contact with all participants. Applicants must demonstrate within their application the need to carry out any single identity work.

ii. Camp Phase: minimum of 15 hours face to face engagement with all young people over at least 2 consecutive days, with a third follow up day

- Camps can be residential or day camps of at least 2 consecutive days with a third follow up day shortly afterwards, but longer camps can be organised.
- 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.
- Camps **must** include a demonstrable, substantive good relations element.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

iii. Post-camp Phase: minimum of 10 hours face to face engagement with all young people over at least two days, that includes a social action activity

- Post-camps must include a minimum of 10 hours face to face contact over at least three days.
- All young people who have participated in the camp, should attend the post-camp phase.
- Post-camps **must** include a demonstrable, substantive good relations element and a social action activity. 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 which young people are playing in building a united community (for further information see Social Action within this section).
- The T:BUC Post-camp Programme should provide the foundations for ongoing long-term relationships and therefore leave a legacy beyond the camp. This may, for example, include local celebration events.

Pre-camp and Post-camp activities have an important role to play in preparing young people for attending the camp and supporting the overall aim of the programme in building sustainable friendships.

Face to face engagement hours will not include meetings and/or sessions when all the young people are not there.

Equally, single identity work does not count towards the overall hourly total in the three phases of the programme and will be disregarded by any assessment panel scoring your application.

When designing the project, please note:

- ✓ Projects are encouraged to be at least 6 weeks in nature, which will make it more developmental and more likely to meet Programme Outcomes. In the event of the Programme being oversubscribed preference will be given to groups whose projects last for at least 6 weeks.
- ✓ It is important for the future development that the young people continue to be central to the planning, design, and evaluation of the programmes.
- ✓ There must be significant good relations element to all 3 phases of the Camp.
- ✓ It is recommended that groups build work in the pre-camp phase to ensure the young people understand what T:BUC is and in completing their baseline surveys. 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, and proposals which include participation from other communities, including ethnic minority communities and those of different racial backgrounds, are strongly 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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

- ✓ 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/caregivers and staff must be aware of safeguarding procedures for your group/organisation, the designated child protection officer clearly identified, with a phone number 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 are not attached to youth groups, or who are excluded from school;
- Recruitment of participants from various social/ethnic/gender/disability backgrounds is strongly encouraged;
- Camps will normally be based in Northern Ireland and must be at least 2 consecutive days with a third follow up day shortly afterwards, 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;
- Development opportunities for young people e.g. in the design of the project, as peer leaders and, as appropriate, for young people to take on roles and responsibilities at camp which would positively contribute to their own and others' experience; and
- We expect NEW young people to be given the opportunity to be involved in T:BUC programmes each year. You may only work with a similar group again, if you demonstrate in your application that this programme has an even deeper good relations context and allows young people to build on their experiences from the previous year and explore issues in a more developmental process.

Social Action

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

- Occur in the Post-camp phase
- Involve all young people
- Preferably impact all communities from which young people were recruited
- Aim to embed good relations

The hours spent on the social action project will contribute towards the minimum requirement of the total camp hours. It is advised that your post camp stage must meet the requirements of the scheme and have intentional and explicit good relations at the heart of it.

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).

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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:

- Community Projects: gardening, litter pick, graffiti removal etc
- Fundraising
- 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
- T:BUC Trees Programme (See guidance notes, **Section 6**)

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.
- 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 you will support the young people to take part in a leadership and development opportunity of this nature, and support them to plan and implement the social action activity (including deciding upon type and activities for the social action activity and record its 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 all communities involved and contribute towards the T:BUC outcomes. The evaluation form will require the following:

- *Description of the social action activity*
- *Its location*
- *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*

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

T:BUC Trees Programme

T:BUC Trees is a social action opportunity delivered in partnership by The Executive Office, Woodland Trust NI, and the Education Authority.

The initiative is designed to provide a range of opportunities for your organisation to engage young people in planting trees with a wider focus on caring for the environment whilst completing your T:BUC Camps programme.

We know caring for, protecting, and improving the natural environment around us are important issues for many young people and, young people are always looking for ways to contribute to these aims.

There will be opportunities for planting as part of the T:BUC Trees initiative during the 2022/23 Programme and further details on such opportunities will be provided to groups during the course of camp delivery.

This activity could be used as part of a wider workshop or focus on environmental issues.

Attendance at a T:BUC Trees planting event could be used as part of your T:BUC Camps programme's mandatory requirement to facilitate a social action opportunity.

The chosen slots are for 45 minutes only, with the opportunity for young people to plant c. 20 trees each. Any number of young people up to a maximum of 30 can be accommodated in one time slot.

All equipment and support will be offered by the Woodland Trust NI.

Final details, including location will be provided after the submission of your Expression of Interest form and confirmation from us to you of your time slot.

Camps in the Community

Camps in the Community (CITC) are normally 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, share good practice and celebrate achievement. CITC have been operational for the past 6 years and are held on several sites during Autumn and Winter each year. This 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 the CITC Programme for 2022/2023 will be shared with successful groups via email. Please note there are no additional costs to participating for groups and it is a fantastic opportunity for groups to:

- Network and make connections with facilitators and other camp staff and groups;
- Learn more about T:BUC and other opportunities;
- Build and strengthen their capacity to deliver and manage programmes;
- Engage with EA/TEO/DE and others, such as elected representatives and ETI team.

For young people it will:

- Further develop their friendships and allow them to make new friends;
- Recognise and celebrate their commitment and progress;
- Allow them to have fun and learn from each other;
- Give them the opportunity to share good practice;

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

- Allow them to learn about social action and be upskilled to be able to deliver a programme in their own areas or share their experiences of what they have completed ;
- Provide an opportunity to learn about other opportunities such as the T:BUC Ambassadors Programme.

Several films have been made on previous events and you can review them on the TEO managed Youtube channel “T:BUC Social”.

T:BUC Ambassadors Programme

The pilot of the T:BUC Ambassadors Programme started in 2020 and continues to grow in strength each year. The programme will be available to all young people aged 16-19 who were participants in the 2021/22 T:BUC Camps Programme as, to be an Ambassador, the young people will need to have taken part in a full T:BUC Camps Programme.

The aim of the Ambassadors Programme is to:

- Ensure young people are central to the planning, design, and evaluation of the T:BUC Camps programme;
- Provide the Ambassadors with opportunities to consider the impact of conflict and the role they can play in peacebuilding;
- Raise the profile of good relations and the T:BUC Camps Programme;
- Provide a pathway for young people from a T:BUC Camps programme;
- Develop young people through experiential learning on the theme of Good Relations;
- Maximise the voice of young people in the T:BUC Camps Programme and wider afield;
- Link the Ambassadors to the annual One Young World conference (This would be supported and funded through EA www.oneyoungworld.com)

Further information will be shared via email to all successful groups.

You can find out more about current work of Ambassadors through this Facebook link:

<https://bit.ly/3wcdsY>

Covid-19 Restrictions

The Covid-19 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 2022/2023.

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

During your planned delivery restrictions may result in periods of time when the T:BUC Camps programme may 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 your programme, you may want to consider planning 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 to use 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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

- Covid-19 planning will form part of your risk assessment process during delivery.
- At all times keeping spaces welcoming and safe for young people and staff will remain a priority.

For more information on Youth Service Guidance and Support please use link below.
<https://www.eani.org.uk/youth-services-support>

This also includes further links to DE Coronavirus (Covid-19):
[Guidance for Schools and Educational Settings in Northern Ireland](#) as this is now the main reference document for the delivery of youth work in the context of Covid-19. Any revisions to this document will apply to youth settings also.

Programme Outcomes

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.

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.

The outcomes will be used as the measure of success for the Camps Programmes.

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.

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.eani.org.uk/tbuc

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.

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 strongly encouraged, to include participation from;

- 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 and 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.

THE SAME YOUNG PEOPLE SHOULD COMPLETE ALL 3 PHASES OF 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.

Section 8 - Governance

Child Protection & Safeguarding

As a project involves young people under the age of 18, all organisations must have a child protection policy in place.

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

The safeguarding guidance from the Department of Education has been updated and published in April 2017 (updated August 2020) Please see further details in link below:

<https://www.education-ni.gov.uk/publications/safeguarding-and-child-protection-schools-guide-schools>

All groups who are not registered with the Education Authority must provide copies of policies outlined in **Section 4** of this guidance.

Checks on safeguarding will be carried out in all EA monitoring visits of T:BUC Camps Programmes.

Groups must confirm the following for their group and all staff members, that they:

- Know protocols to protect young people by attendance at a training session and mechanisms to do this;
- Know of the process and documentation for reporting;
- Are aware of the 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 officers 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;
- Know who the designated and deputy designated child protection office is for each event and activity.

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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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 note below 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		
Residential	£60 per person per night		
Refreshments (outside residential setting)	For sessions lasting three and a half hours or less, £3.50 per person Sessions lasting longer, it is £8.00 per person		
Total Available Grant	£7,500	£15,000	£22,500
Preparation Time/Administration Time	Funding may be claimed for staff carrying out preparation/administrative activities in relation to the camp. This will be capped at 10% of the total project delivery hours.		

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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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 materials 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 (Hoodies are provided to all successful groups as part of their award)
- 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
Our Children & Young People: <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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

Our Cultural Expression: ✓ Young people have a better understanding and respect for cultural differences.	✓ 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
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.
Value For Money	✓ 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 4pm on 14th January 2022 are those that will only 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.

Applicants are strongly advised to submit their applications early, to access this additional measure of support.

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, applicants may be invited to resubmit. These applications may be awarded funding subject to availability of budget.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

7. 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. Successful groups will receive 100% payment up front.

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 project's 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.

All associated paperwork, including evaluation information and claims for expenditure must be submitted within 6 weeks after the completion of the project.

3. **Future applications for funding will be examined against the submission of the evaluation information provided in previous years. This is an essential criteria requirement.**
4. 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.eani.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 the 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 re-profile 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 their application that they have a risk assessment process.

Each organisation **MUST** maintain a risk register for all their programmes and activities

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 completed.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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>EXAMPLE SESSION</i></p> <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> • <i>Session evaluation</i> 	<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> • <i>Young people will contribute to the programme and have a better awareness of what it entails.</i>
Camp			
<p><i>EXAMPLE SESSIONS</i></p> <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>By 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> • <i>Young people learn to listen to other people viewpoints and in how to express their own opinions.</i>

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

<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,</i></p> <p><i>Session evaluation</i></p>			
Post-camp			
<p><i>EXAMPLE SESSION</i></p> <p><i>Educational Visit</i></p> <p><i>Guided mural tour in Belfast</i></p> <ul style="list-style-type: none"> - <i>Debrief and evaluation of visit</i> - <i>Recap quiz</i> 	<p>5th Sept</p> <p>7.00pm – 9.30pm CDE Youth Centre</p>	<p>2.5hrs</p>	<ul style="list-style-type: none"> • <i>Young people increase their knowledge and understanding about NI history and its effect on local communities.</i> • <i>Young people have their negative perceptions and stereotypes challenged about other communities.</i>

Appendix 2 – Details for OCN NI

Open College Network Northern Ireland

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 £17.60 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. Specialist can only be employed for face to face work with young people. The scheme does not cover prep time.

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/>

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.

The T:BUC Camps Programme is keen to ensure the inclusion of young people who may face additional barriers in their life due to their disability, race, etc. and that their participation is fully supported in T:BUC Programmes. If it is essential to the operation of your programme, please include sign language and other interpreters' costs in your staffing allowance.

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.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

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 22 – February 23	Yes/No
Project run 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 <ol style="list-style-type: none"> 1. 10 hours of face to face pre camp engagement with young people over at least two sessions, 2. 15 hours of face to face camp engagement with young people (minimum of 3 days, 2 consecutive plus a third follow up day shortly afterwards) 3. 10 hours of face to face post camp engagement with young people over at least two sessions. 4. Social action is indicted within the post camp 	Yes/No Yes/No Yes/No 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)	Total (score X Weighted Score)
Our Children & Young People			
<ul style="list-style-type: none"> ✓ The project encourages and facilitates positive attitudinal change towards people from different backgrounds. 	25		
<ul style="list-style-type: none"> ✓ The project provides opportunities for friendships to develop at all stages of the T:BUC Camps' process (pre-camp, camp and post-camp) and facilitates young people to maintain links after the project is completed. 	25		
Our Cultural Expression			
<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. 	25		
Additional Themes			
Recruitment			
<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. 	15		
Value for Money			
<ul style="list-style-type: none"> ✓ The project represents value for money. 	10		

TOTAL SCORE

Assessment Panel's Recommendation for Funding:

Is the application recommended for funding?

Yes

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

	Yes, but subject to certain conditions 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. ✓ Please highlight any examples of good practice or creative and innovative projects. 	
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, Assembly Areas & Postcodes

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

Assembly Area/Parliamentary Constituency

Belfast East
Belfast North
Belfast South
Belfast West
East Antrim
East Londonderry
Fermanagh & South Tyrone
Foyle
Lagan Valley
Mid Ulster
Newry & Armagh
North Antrim
North Down
South Antrim
South Down
Strangford
Upper Bann
West Tyrone

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

Postcodes		
Postcodes BT1 - BT3	Postcodes BT4 - BT6	Postcodes BT7 - BT9
BT1	BT4	BT7
BT10	BT40	BT70
BT11	BT41	BT71
BT12	BT42	BT74
BT13	BT43	BT75
BT14	BT44	BT76
BT15	BT45	BT77
BT16	BT46	BT78
BT17	BT47	BT79
BT18	BT48	BT8
BT19	BT49	BT80
BT2	BT5	BT81
BT20	BT51	BT82
BT21	BT52	BT9
BT22	BT53	BT92
BT23	BT54	BT93
BT24	BT55	BT94
BT25	BT56	BT99
BT26	BT57	
BT27	BT6	
BT28	BT60	
BT29	BT61	
BT3	BT62	
BT30	BT63	
BT31	BT64	
BT32	BT65	
BT33	BT66	
BT34	BT67	
BT35	BT68	
BT36	BT69	
BT37		
BT38		
BT39		

Appendix 6 – Additional Guidance for Schools

**THIS DOCUMENT SHOULD BE READ TOGETHER WITH THE GUIDANCE FOR T:BUC
CAMPS PROGRAMME 2022-2023**

1. INTRODUCTION

Please note, ALL schools who can meet the requirements of the T:BUC Camps Programme are welcome to apply

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”

For Shared Education Schools, 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; and
- 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 2 consecutive days together would be sufficient for that phase.
- Each phase must have significant Good Relations, integral to the programme, throughout each phase.

Together: Building a United Community
T:BUC Camps Programme 2022/2023 – Guidance Notes

- 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 2 consecutive days, plus one additional day 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, as described in **Section 4**, which is completed by the applicant. 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.

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. A schools only public workshop is set for 12th January 2022, see **Section 5** for further details. If staff are unable to attend this, there are 9 additional public workshops you can register for.

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.

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. T:BUC Trees, Camps in the Community & Ambassadors Programme

Schools are encouraged to be involved in the many aspects of the Camps Programme, and further details can be found in **Section 6** of the guidance notes.

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.”

B McGowan & B Duffy, Foyle College

“This funding has been amazing for our school. There is a positive buzz around, pupils are getting involved in cultural sessions and are loving it. Other teachers and pupils are intrigued by the flags of the world and T:BUC posters up all around the school.

“The whole process has been so easy to get around, the help and support from the T:BUC team has been fantastic. They are always on hand even if just for a simple question.”

D McDaid, Year Head, Rossmar Special School

“This has been such a positive and truly wonderful programme for our school to be involved in. To see pupils, take a step outside their comfort zone, try something new and appreciate the experience has been exceptional to witness. It has definitely given us as a school a new perspective on how using various cultural methodologies can move us forward. Next year we hope to expand and apply for 2 programmes which will enable us to get many more pupils engaged, both younger and older students.”

C Clements, Principal” Rossmar Special School