Application Guidance for Planned Intervention Programme

2022/2023

www.eanifunding.org.uk/plannedintervention

The Executive Office

T:buc
Changing for the better, together

ea Education Authority

Contents

1.   Introduction

Funding is made available each year from The Executive Office (TEO) for the provision of the Planned Intervention Programme. Each successful application will receive a maximum of £6,000. All awards are dependent on the availability of funding from approved budgets

Applicant groups **must be registered with the Education Authority (EA)** and demonstrate a good track record in delivering projects, completing financial monitoring, and submitting returns by set deadlines. If you are not registered you may apply to through this link https://eanifunding.org.uk/register-with-ea

This funding is aimed at:

> *Young people in interface areas and areas where there is the potential of heightened social unrest during the period of the 1st June 2022 to the 7th of November 2022, particularly on weekends evenings and during the traditional times of community events.*

Applications must demonstrate how they meet the following outcomes:

Outcome 1 - Reduction in number of crime and antisocial behaviour incidents in the areas where the young people live

Outcome 2 - Reduction in the number of young people engaging in risk taking behaviours

Outcome 3 - Increase in the % of young people who think favourably about young people in the other community

Current Context

The launch of the Planned Intervention Programme is being undertaken at a time, where services are being delivered with a continued easement of restrictions. On February 14th, 2022, the Health Minister announced that all remaining Covid 19 restrictions in NI would be lifted. Guidance is to be issued to the public, in place of being set out in regulations. **A range of up to date advice can be found at www.nidirect.gov.uk.**

Guidance by the Department of Education for all Schools and Education Settings (This includes Youth Services) are available at https://www.education-ni.gov.uk/coronavirus-covid-19-guidance-schools-and-educational-settings-northern-ireland

A number of initiatives have been introduced to support groups in meeting the Programme Outcomes and these include:

- Extension to the delivery period, from 1st June 2022 until 7th November 2022, to support interventions covering the Halloween period of 2022

- Opportunity to include an additional 12 hours of paid staff time to undertake detached youth work as part of the recruitment process and ensure the young people who will benefit most from the programme are targeted

- Opportunity to use funding to develop and implement a social action project as a key programme delivery mechanism, to improve relationships between young people and their community, and to promote volunteering as a legacy of the programme.

- Each application must be for one individual group, to a maximum of 25 young people. Groups can submit multiple applications for different cohorts of young people.

- Groups may wish to use a blended approach with online and face to face delivery to meet their needs.

2.   Applying to the Planned Intervention Programme

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

Setting up an online account

Applications can only be made by registering an account on the Education Authority Youth Service Funding Portal

If your organisation already accesses funding from the Education Authority Youth Service, you should use those account details to log in to the Funding Portal and apply for Planned Intervention funding.

If this is not the case, your organisation must register for an account at the same website URL and activate your account. Please note that there may be a delay between registering an account and receiving an activation email that allows you to commence an application. **This will not be accepted as a valid excuse for late applications.**

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 **plannedintervention@eani.org.uk** or by phoning 028 90 566429 or 028 90 566 395

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 Planned Intervention application 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. All safeguarding questions must be answered by groups, and failure to do so will mean the application will not be considered.
5. Please ensure you always hit the "Submit" button when completing tasks in the portal.

Completed applications must be received by 4pm on Tuesday 12th April 2022

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.

Key things to note:

- It is important to remember that an application is assessed on the information provided. If information is not included, it will not be deduced or considered by panel members

- All questions have a maximum number of words that can be used, and the online system will not allow more than the word count allows

- Responses should be well structured and clearly linked to the question. It is recommended that bullet points and headings are used if possible

- The Funding Portal has been carefully designed to make the application process as easy and straightforward as possible

- Each grant fund is limited. Even if an application scores highly, funding cannot be guaranteed

- Programmes should deliver age-appropriate activities

- You may complete multiple applications. However, each programme will be assessed on its own merit and should engage different participants. Please note that each successful application requires an individual evaluation form and finances should be arranged accordingly

- Once a successful group receives their letter of offer, an early recruitment process is advised

- Although all applicants are expected to submit a programme of activities, it is understood that changes may need to be made. It is appreciated that plans shift slightly in the year, especially when young people are involved in the planning process

This programme provided an excellent chance to teach our young people about risky behaviours and give the good positive alternatives. We highlighted to the young people the impact they have on their community and assisted them in developing more positive connections within it. Our young people have developed a range of knowledge around the topic provided in this programme they gained information about empathy, honesty, accountability, curiosity, and respect as a result of this, all of which will have a beneficial impact on them in the future." – **Long Tower YC**

3. Eligibility Criteria

Applications must meet the essential criteria to be admitted to the assessment process.

Essential Criteria:

1. Applicant groups **must be registered with the Education Authority (EA)** and demonstrate a good track record in delivering projects, completing financial monitoring, and submitting returns by set deadlines. If you are not registered you may apply to though this link https://eanifunding.org.uk/register-with-ea

2. Applications will only be considered from the **Voluntary and Community sector**.

3. Applications to be submitted no later than 4.00 pm on **Tuesday 12ᵗʰ April 2022**

4. Programmes should be delivered during the period **1ˢᵗ June 2022 to 7ᵗʰ November 2022. Please note that early recruitment processes can occur. As soon as a successful applicant receives their letter of offer, they can begin recruitment processes**

5. The programme must specifically target young people **aged 10 – 25 years old** and must **divert young people away** from becoming involved in sectarian activities, civil disorder or other types of anti-social behaviour.

6. The programme must take place in **an interface area** or in an area where there is the potential for severely heightened unrest. Please refer to page 17, section 4, "programme targets"

7. Each individual application must be for one group of young people, to a maximum of 25 young people in total.

4.   Child Protection & Safeguarding

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 at www.deni.gov.uk

Risk Assessment Processes

Where successful applicants propose to support their 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

5.   Assessment Process

Demand for funding will be competitive and is likely to exceed available budgets. Assessment panels will scrutinise every application against the matrix to ensure that the process is fair. Each application will be scored and ranked. Funding will be allocated on the highest scoring applications down to the point at which available funds are exhausted.

Applications will not be accepted after the closing date and time.

1. Applications will be checked to ensure they meet the eligibility criteria.
2. Only eligible applications will be provided to the assessment panels for scoring against the specific criteria of the grant applied for.
3. Based on the confirmed scores, and availability of budget, an offer of funding will be made.

Applicants should note the scoring system outlined in the matrix. (Appendix 1) It is the responsibility of each applicant to ensure that all relevant information is included within the application. Assessments will be carried out by a panel using a scoring matrix, with a minimum threshold, above which applications are deemed successful. Applications will be ranked and those that score highest will receive available funds.

A quality assurance process facilitates consistent marking and ensures applicants meet the essential criteria, throughout the assessment process.

The decision of the panels is final but feedback may be given to unsuccessful groups on request through plannedintervention@eani.org.uk

6.   Conditions Attached to Funding

1.   All groups in receipt of funding must complete an evaluation form for each project funded

2.   Value for money will be considered as part of applications assessment. "Costs" categories outlined in your application must be proportionate to the overall cost of the project, and essential for delivering it. If the amount requested is considered not good value for money, less funding may be offered.

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

4.   **Current and Future applications for funding will be examined against the submission of the evaluation information provided in previous years. This is an essential criteria**

requirement.

  5.   The Executive Office and Education Authority should be mentioned in any publicity associated with the Project. The Executive Office and Education Authority reserve the right to publicise details of the Financial Assistance. Guidance on T:BUC and EA branding is available upon request.

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 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 are complete.

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

- Full details of funding and financial claim conditions will be provided in the Letter of Offer.
- Applicants must be in a position to comply with all the conditions stated in the Letter of Offer.
- Applicants must comply with the expenditure, receipting, evaluation and monitoring conditions stated in the Letter of Offer. This will include the completion of questionnaires used to monitor and evaluate project outcomes.
- Payments to contracted delivery partners will be on the basis of fully receipted claims submitted in line with the terms and conditions of the Letter of Offer. Receipts will be subject to verification checks.

Data sharing: *for the purposes of maximising complementarity, minimising the risk of duplication, and assessing the impact of funding in relation to addressing good relations need, EA and TEO, reserves the right to share details of the Financial Assistance, the programme action plan and/or progress reports.*

7.   Monitoring & Evaluation

As groups are receiving public funding, they must be accountable for what they do with this money. Successful projects should be monitored and evaluated, with critical reflection a key part in assessing the impact of the intervention. Each successful group must ensure they:

1- Complete an evaluation report with financial expenditure forms with relevant original copies of bank statements/ invoices/receipts

2- Ensure each of their young people submit an exit survey upon completing the programme. Each successful group, upon correspondence of their award, will be given the links and guidance for the exit surveys

Other requirements include:

- Submission of project participants' postcodes for statistical analysis purposes.
- Monitoring visits from members of the EA T:BUC team, with a focus on quality assurance and visits from either TEO or Department of Education (DE) Officials may be requested.
- Ensuring final reporting is within the agreed timeframe of 6 weeks after the end of the programme. This should be **no later than the 19th December 2022** for all successful groups.

If difficulties arise which may prevent objectives being met, these should be brought to the attention of EA immediately. Failure to do so may lead to the withdrawal of funding. Failure to comply with conditions of funding will affect any further funds from EA and groups could be asked to repay funds.

8.   Funding

- Funding will be time limited and will be provided for 2022 only. All funding must be spent, and the projects fully delivered by 7th November 2022
- Projects must deliver all activity by 7th November 2022. No funding may be used for delivery beyond this date.
- Project funding is available to enable groups to develop and deliver projects in line with the funding criteria outlined in the Guidance. Projects should be clearly defined and have clear outcomes.
- Applications that are not complete, or do not provide a detailed project budget are also not eligible. All costs provided should be directly associated with delivery as only costs proportional to a project will be considered. This should be evidenced within the application submitted.

- Funding will be allocated in accordance with Education Authority policies and financial procedures. Grant approvals will be influenced by the overall funding available.

A Letter of Offer will be provided and funding is released when this is signed and returned, via the online funding portal. Applicants must abide within the regulations pertaining to allocation of funding to various elements of the programme e.g. staffing

NB: 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 a substantial or material change in the nature, scale or timing of the *project, or if the funding is used for purposes other than those specified in the Letter of Offer*

Applicants must show that all costs are reasonable and necessary to complete the programme and you should give enough detail to assess this.

9.   Funding & Eligible Costs

Funding can be claimed under the following headings:

Category	Allowance
Transport Grant	£3,000 Max
Entrance Charges	£60 per person to a maximum of £2,000
Hire of Premises Please see note below on hire of own premises	£3,000 Max
Equipment/Materials	£1000 Max
Staffing	Please refer to section on staffing below
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	£6,000
Preparation Time/Administration Time	Funding may be claimed for staff carrying out preparation/administrative activities in relation to the project. 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.

Staffing - This relates to Part-time Youth Leadership (in accordance with established ratios, regulations, and procedures)

Groups may now claim staffing time for detached youth work of up to 12 hours per group to support recruitment of young people to the programme.

Rates of pay
Part-time youth leadership grant-aid is benchmarked at Youth Service rates, which relate to agreed generic job descriptions and current rates of pay. These are the maximum rates which EA will grant-aid. Applicants will not be reimbursed for payment to employees above these rates.

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.

The table below details the maximum rates of pay that will be applicable to Part-time staff based on JNC Circular No.284 Youth & Community Workers Pay Award 2020

Part-time Youth Leadership Rates

Title	Pay Point	Current Pay Scale
Assistant Youth Support Worker	5	£10.29
Youth Support Worker	5 6 7	£10.29 £10.46 £10.61
Youth Support Worker-in-Charge (Centre Based, Outreach or Specialist)	10 11 12 13	£11.78 £12.34 £12.91 £13.48

The amount of National Insurance to be paid in respect of all staff can be calculated using National Insurance Tables, available from HM Revenue & Customs, www.hmrc.gov.uk or use can be made of the HMRC National Insurance Contributions Calculator http://nicecalculator.hmrc.gov.uk/

Conditions Relating to Assistance with Leadership Costs

Payroll Responsibility

The payroll responsibility for all employees of the applicant organisation will lie with the employer i.e. Voluntary Management Committee (if employed in the voluntary sector), this will include responsibility for Employers' National Insurance Contributions and Pension Contribution.

Part-time Youth Leadership

Part-time leaders may be employed to deliver or assist in the delivery of the project. They may be employed under three job descriptions Assistant Youth Support Worker, Youth Support Worker and Youth Support Worker-in-Charge

Applicants are further advised that approved rates of pay are shown in the table above. **The Education Authority will pay only these rates, commencing at the lowest point unless the employee is already in post and receiving payment from the EA for the same type of work**.

Specialists will:

- be required to provide documentary proof of **professional qualifications**
- deliver programmes linked to youth work curriculum
- be grant aided to a maximum of **£17.60** per hour (equivalent to Senior Youth Worker Specialist JNC Point 22)
- be required to provide written approval from the Inland Revenue, granting self-employment status for the specific employment with the applicant.

Note: The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. **People who have been engaged to perform a specific piece/s of work in a youth work programme 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 fact that the individual considers him/herself 'self-employed', and employs the services of an Accountant,
does not exempt him/her from the requirement to have written approval from HMRC.

Therefore, the EA will not make a payment or reimburse projects for such services without the approval document from HMRC.

Ineligible Costs - **the Scheme will <u>not</u> pay for:**

- **<u>Bursaries</u>** or requests from individuals
- Services for which a proper **<u>invoice/receipt is not issued</u>**
- Hire of **<u>own premises (unless it is normally available for hire to public)</u>**
- **<u>Tutor fees above</u>** the rates of pay overleaf
- **<u>Expenditure over</u>** and above the limits in the Letter of Offer without prior written approval

Youth Service Policy on 'The Prevention and Detection of Fraud'

- The Youth Service operates a Zero Tolerance Policy in respect of Fraud and to this end:-
- All expenditure must be specific to the terms and conditions of this designated programme.
- Bone-fide original receipts and evaluations must be returned to the specified office on or before the stipulated date.

- Failure to submit the required receipts and evaluation will result in a referral of the matterto the Internal Audit Department for investigation.
- Should there be any evidence of 'Fraud', Internal Audit may be obligated to report the matter to the PSNI.

10. Application form at a glance

Section 1	Organisation Details
This section relates to the main contact details of the lead applicant. Please complete each section, using drop down arrows, as applicable	

Section 2	Your Project
Complete each section and ensure to name the programme, and that the dates fall within essential criteria of the scheme.	

Section 3	Our Children & Young People
Any key partnerships in delivery must have details providedand it is important to know key agencies who may make referrals. Any letter of support will be requested from successful applicants after the assessment process. In the numbers of young people involved, please ensure you fully complete each section. **GROUP SIZE** Applicants are expected to be working with smaller, more targeted groups of young people with a group size to a maximum of 25. This is a departure from previous years.	

Section 4	Programme Targets

Target Area:

Applicants will be expected to provide <mark>statistical information</mark> in this section.

Support and evidence to help demonstrate need is available from the following organisations (this is not an exhaustive list):

- PSNI (Local neighbourhood teams or though PSNI website)
  https://www.psni.police.uk/inside-psni/Statistics
- Local PCSPs
- Good Relations Officers in your local District Council Areas (see pages 21-22)
- NISRA
  https://www.ninis2.nisra.gov.uk/public/Home.aspx
- Community Relations Council
- EA Local and Regional Assessments of need
  https://eanifunding.org.uk/local-assessment-of-need

You must clearly demonstrate with evidence, the reason for your choice of area classification and the need for an intervention here.

Interface barriers, peacelines and defensive barriers can be long established across many communities. However, an applicant can apply if they can provide evidence of their area, not set on a traditional interface, but where there is potential of severely heightened social unrest.

*An interface is not necessarily created along a physical barrier

Applicants are encouraged to provide evidence of very recent interface and area violence, as well as for legacy areas. **Please do not assume the panel know anything about your area, you must provide evidence and detail.**

Do not include internet links to evidence in your application as panel members will not have access to review.

Recruitment:

Applicants must demonstrate how they are targeting this programme to ensure young peoplemost at risk will be involved. You must provide a profile of the young people involved in the programme.

Outcomes and impact can only be assessed if the right participants are involved in the project.

Applicants are directed to target recruitment at the following young people:

- Known to police
- At risk of or have been involved in crime and antisocial behaviour
- Have been referred via an agency such as Youth Justice, Probation, PSNI etc.
- Not currently involved in other youth work opportunities in the group/area

- Excluded from school

The profile of young people participating will be quality assured through monitoring visits.

Programme Outcomes:

Groups must clearly demonstrate how their project will meet each of the outcomes of the Programme.
Please note the timeframe for delivery has been extended to cover Halloween and not just the summer period. Please highlight the impact of your project in the months you have chosen to deliver and expected impact and outcomes.

- Outcome 1:

  How will programme delivery contribute towards a reduction in crime and antisocialbehaviour incidents?
  Make specific reference to the programme design, how often will they meet/duration/timings and what is the expected impact? How will applicants' evidencethis?

  It is understood that sometimes young people travel to meet others to be involved in interface violence and areas where there is severely heightened social unrest. You must provide evidence and a clear rationale for working with young people who do not live in these areas where these issues are. You must demonstrate how this intervention will still meet the Programme outcomes

- Outcome 2:

  How will programme delivery ensure a reduction in the number of young people engaging in risk taking behaviours? Please demonstrate what risk taking behaviours the young people are involved in and how these have been assessed and evidenced? How then, will your intended programme help address this outcome?

- Outcome 3:

  Increase the % of young people who think favourably about young people in the other community. This can be demonstrated by their ability to talk openly with others about their sense of identity, culture and traditions. Applicants must highlight how, through this programme, they will encourage young people to develop a more positive attitude to others. The exit surveys each young person will need to complete as the programme ends, will help groups measure this outcome

Social action proposal

Social action has been used by groups in the Planned Intervention Programme, for many years, with great successes.

Groups may identify a social action programme to be undertaken as part of the programme delivery and may utilise some of the funding to meet the costs of this programme. Note this is not compulsory for applicants but could help towards the meeting of the Programme outcomes. Please refer to appendix 2, for more information on social action

Legacy and impact

After this programme completes, **what is the exit strategy for the young people?** Will they be signposted to other opportunities and what are these?
Young people from Planned Intervention are encouraged to progress to T:BUC Camps and/or another good relations programmes.

Section 5	Programme of Activities

You must provide detail on your **intended** plan for delivery. Please ensure you highlight which periods you intend to deliver between 1st June 2022 and 7th November 2022. The more detail you can provide, the clearer your plan will be evidenced.
It is understood that plans change throughout the year and a programme has more impact when young people have a voice in its planning.
Below is the template for programme upload, this is also available on the funding portal

https://eanifunding.org.uk/wp-content/uploads/2022/02/Planned-Intervention-Programme-Programme-of-Activities-Template.docx

Section 6	Programme Budget

Provide a breakdown of costs, and pages 12-16, provide more detail on eligible and ineligible costs.

Please also provide detail on how your project provides value for money as this is part of your applications assessment. You may want to consider/detail, any in kind resources, staff ratios, added value or staffing costs etc.

Section 7	Programme Budget Upload
Below is the template for the programme budget upload. This is also available on the funding portal https://eanifunding.org.uk/wp-content/uploads/2022/02/Planned-Intervention-Programme-Budget-Profile-Template.docx	

Section 8	Declaration
Applicants must agree to all conditions of funding before signing form and submitting application(s). These are clearly detailed in this form and through the online portal	

Section 9	*Bank & Accounting Information*
This section will only be visible if you have indicated, earlier in form, if you wish to update your bank and accounting information.	

11.   Support with Applications

T:BUC staff team members are available to support the writing of applications or with any general issues or queries.

They may be contacted through email or phone at the numbers below between 9am and 4pm , Monday - Friday.

If young people are from:

- Derry City & Strabane, Causeway Coast and Glens, Mid & East Antrim, Antrim & Newtownabbey areas, please contact Michelle Friel at 07542268703 michelle.friel@eani.org.uk for support

- Belfast City Council Area please contact Stuart Kennedy, 07902701082, stuart.kennedy@eani.org.uk for support

- For Armagh City, Banbridge & Craigavon and all other Council areas please contact Wayne Morris, 07704217120 wayne.morris@eani.org.uk for support

Groups are encouraged to attend workshops conducted through Zoom by T:BUC staff team, to develop supportive discussion forums with other groups who also plan to apply to the scheme, answer queries and understand the requirements of the scheme.

Attendance at workshops can be registered through Eventbrite at www.eafunding.eventbrite.co.uk

Date of workshop	Time
Mon 14th March 2022	6pm-7.30pm
Wed 23rd March 2022	10.00-11.30am
Mon 4th April 2022	6pm-7.30pm

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. It is a very useful resource for Planned Intervention Programmes to.

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

Support during this period can also be sought from:

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@causewaycoastandglens.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

Northern Ireland Community Relations Council
The main office number is 02890 27500 and this is their preferred method of contact during the Pandemic. Email is also active through info@nicrc.gov.uk

CLOSING DATE FOR APPLICATIONS

Tues 12th April 2022 at 4pm

12. Appendix 1 – Assessment Matrix

PLANNED INTERVENTION PROGRAMME2022

ASSESSMENT MATRIX

Agreed Threshold:	

Name of youth group	
EA Reference Number	
Assessment Date	

ESSENTIAL CRITERIA

Applicant group is registered with the Education Authority and demonstrates a good track record in delivering projects, completing financial monitoring and submitting returns by deadline. *Please note you must have fully completed all paperwork and evidence associated with successful grants from this Programme, for previous years to pass this essential criteria*	Yes/No
Application was received by deadline	Yes/No
Programme will be delivered between 1st June 2022 and 7th November 2022	Yes/No
Programme targets young people most at risk, aged between 10-25 and diverts young people away from becoming involved in sectarian activities, civil disorder or other types of anti-social behaviour	Yes/No
The programme must take place in an interface area or in an area where there is the potential for severely heightened unrest	Yes/No
Group size is one group per application to a maximum of 25 young people	Yes/No

Essential criteria must all be achieved or an application cannot be considered

Area identification (Section 3)			Score (max 20)
0 - 4 points	Area not noted for sectarian activities, civil disorder		
5 - 9 points	Area/s of recently identified heightened sectarian activities/civil disorder		
10 - 14 points	Area/s of high sectarian activities/civil disorder		
15 - 20 points	Severely heightened sectarian activities/civil disorder/ interface/hotspot		
If in an area not noted as above: 15 - 20 points	Clear rationale, with very good evidence provided to justify application in areas not noted for sectarian activities or civil disorder on grounds of young people's involvement from an area during key times.		
COMMENTS:			

Targeting of young people through recruitment (Section 4)			Score (max 20)
0 - 4 points	Unsatisfactory recruitment process which is not open and not targeted		
5 - 9 points	Young people already targeted because they are at risk and process is satisfactory		
10 – 14 points	Good evidence that young people targeted because they are at high risk		
15 - 20 points	Very good recruitment process to recruit young people at high risk.		
COMMENTS:			

Achievement of Outcomes 1 – 3. (Section 5)		Score (max 20)
0 - 4 points	No description provided of how outcomes will be achieved	
5 - 9 points	Some description provided of the achievement of outcomes, but vague and non-specific	
10 - 14 points	At least one outcome is well described in how it will be achieved, and/or descriptions demonstrate an understanding and appreciation of they will be achieved.	
15 - 20 points	Excellent descriptions provided of how outcomes will be achieved in at least two, with a third having a very good description.	

COMMENTS:

Value for money (Numbers; Profile of young people targeted; Outcomes; Impact)		Score (max 10)
0 - 4 points.	Does not demonstrate value for money and no evidence of impact on anti-social behaviour, with no targeted young people	
5 - 7 points	Partially demonstrates value for money with some evidence of impact on targeted young people	
8 - 10 points	Clearly demonstrates value for money with good or excellent evidence of impact on targeted young people	

COMMENTS:

OVERALL COMMENTS:

Signed:_____   Date: _____

Panel Chairperson

13. Appendix 2- Social Action

Social Action

Social action is not a compulsory element but encouraged through the Planned Intervention programme.

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

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

Within a divided society, a youth led social action project aimed at promoting goodwill across both communities or within a community targeted through the Planned Intervention Programme, can contribute to 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/key decision making roles
- Advocating on behalf of young people in their communities through research, presentations, interviews
- Campaigning in their communities on issues significant to them in a range of ways e.g. digital media
- Developing resources for their community

A feasible social action project will:

- Clearly demonstrate how the social action activity contributes towards the Programme outcomes.
- Support young people to confer the learning achieved through the Programme, 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.

Successful groups will be expected to ensure they evaluate the impact of their social action activity through their Evaluation Report.