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1.GUIDANCE AND INFORMATION LINKS

ALL FUNDING APPLICATIONS ARE SUBJECT TO THE ALLOCATION AND AVAILABILITY FUNDING FROM THE DEPARTMENT OF EDUCATION

All applicant Organisations should read the guidance notes regarding applying for the EA Funding Schemes for Regional and Local Voluntary Youth Organisations below completing an application. Outlined below are links to this information.

1. Guidance Notes for Applicants
2. Application Assessment Criteria
3. Terms and Conditions of EA Youth Service Funding for Voluntary Youth Organisations
4. Moderation and Monitoring of EA Funded Voluntary Youth Organisations
5. Financial Verification of EA Funded Voluntary Youth Organisations
6. Use of the Education Authority Logo for EA Funded Voluntary Youth Organisations

2.FUNDING PERIOD

Start Date	1st April 2023
End Date	31st March 2026

3.TARGETED DELIVERY AREAS

Assessment of application responses will be based in the context of delivery for the following target areas

Area
Northern Ireland Regionwide

4.MAXIMUM AVAILABLE AWARD

Max Available Cost Per Registered EA Local Voluntary Youth Organisation (unit) Member nomination*	Up to £3,000 per unit & up to a Maximum Award of £150,000 Per Annum

**As published per the funding website of list of organisations who have nominated you as Regional Voluntary Youth Organisation as part of registration with EA, not your own identified membership.*

****You are applying based on nominations by EA Registered Local Voluntary Youth Organisations at the point of application as part of this process, which may be subject to registration verification. If successful, this award value may be subject to change/review by your funding officer (increased or decreased award) at conditional offer stage based on verified nominations at that point. This will also include annual review throughout the period of the award and a review of proportionate mechanisms to support the allocation of funding to meet assessed need.***

5.ESSENTIAL CRITERIA

All applicant organisations must first pass the following criteria for their application. Applications who fail to meet the minimum grades outlined will NOT be assessed by panels.

Criterion	Minimum Grade Required
Organisations (including all partners in a collaborative application) are currently not in receipt of Regional Strategic Funding for the 2023-2026 period	Not in receipt of Regional Strategic Funding
Minimum of 10 EA Local Registered Member Youth Organisations who have nominated you as their Regional Voluntary Youth Organisation who provides them with support (or collectively across all partners in a collaborative application if appliable)	Minimum of 10 Required
Declaration and upload on your application that your organisation has suitable tenure and premises in place at the point of application, which include appropriate insurance, health and safety arrangements.	Required Evidence Provided
(If applicable) Letters of Support outlining the contribution of all joint applicants provided, who are verified as registered with the Education Authority Youth Service as a Regional Voluntary Youth Organisation.	Letter of support per joint application provided (Signed & Dated) and Verified Registration Status
Safeguarding and Child Protection Policies that meet the requirements outlined for the scheme (see requirements here**)**	All required areas covered in Policy
Organisation Governance Arrangements in place to meet the requirements of Bonafede status (see requirements here**)**	All required areas of governance covered in documentation, Signed & Dated
Application costs do not exceed the Maximum available award, Maximum available per unit and total per annum values (including any single one of those areas) outlined for this funding opportunity	Figures are equal to or less than the Maximum available award and in line with per annum values
Applicant Organisations provide the correct number of EA Registered Local Voluntary Youth Organisations who have Nominated them as their support Regional Voluntary Organisation as published on the EA funding website	Figure is equal to or less than the published at the time of application

6.APPLICATION ASSESSMENT CRITERIA

Applications which meet the above Essential Criteria will be evaluated by panels and scores weighted as outlined below. Applicant organisations are required to meet the minimum marks in ALL AREAS to be considered for award.

Criterion	Weighting	Available Marks	Minimum Marks Required
Delivering on Assessed Need	30%	300	**100**
Proven Successful Track Record of Regional Strategic Support areas response	30%	300	**100**
Quality Assurance and Successful Delivery of Funding Opportunity Plan Response	40%	400	**100**
Total	**100%**	**1000**	

7.EMBEDDING POLICY INTO PRACTICE

Delivery of all youth work (including awarded funding opportunities) are required to embed the follow Polices/Frameworks within the delivery of awarded plan

- Community Relations Equality & Diversity (CRED) Policy including the CRED Addendum
- Joint Department of Health and Department of Education Emotional Health and Wellbeing Framework

8.FUNDING OPPORTUNITY DELIVERY PLAN

Youth Work Priority: Raising Standards			
Area of Action	**Stakeholder Engagement**		
Why are we doing this:	• *To ensure the views of EA registered member organisations are listened to and used to inform service delivery* • *To ensure information is provided to EA registered member organisations to inform effective service delivery* • *To recognise the achievements of EA registered member organisations* • *To ensure the voice of youth work staff, young people and other key stakeholders informs the design and delivery of services* • *To critically reflect on the planning and delivery of services* • *To assess the development of new or additional services based on need* • *To ensure decisions are evidence based*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Quarterly updates to EA Registered Local Members	• Information provided quarterly to members highlighting upcoming events and opportunities for Organisations and Young People • Information provided by EA shared with EA Local Registered Membership Organisations	Achieved and completed by 14/7/23 13/10/23 12/1/24 12/4/24 12/7/24 11/10/24 10/1/25 11/4/25 11/7/25 17/10/25 16/1/26 17/4/26	

Youth Work Priority: Raising Standards			
Area of Action	**Delivering on Assessed Need**		
Why are we doing this:	• *To ensure all services are delivered to meet the assessed needs of youth work staff, children and young people* • *To ensure resource allocation is aligned with the needs of youth work staff, children and young people and aligned with policy*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Effective Resources to Measure Youth Work Outcomes	• Provide a range of ongoing resources to support the effective measurement of quality youth work using the; 1. Engagement Framework 2. Outreach/Detached Framework 3. Youth Work Outcomes Framework • Minimum of 3 Examples of good practice provided to EA for sharing on the EA funding website annually	Ongoing and As Required	
An Annual Training Needs Analysis with all EA Member Organisations	• Assessment of Training Needs Completed annually to inform workforce development strategy considering as a minimum training required in the following areas: • *Governance including Health and Safety* • *Safeguarding and Children Protection* • *Youth Work Curriculum prioritising Health and Wellbeing* • *Development of Volunteers in line with EAs Volunteer Strategy* • Summary report of findings reported to EA Annually	Achieved and Completed by 30/6/2024	

Youth Work Priority: Raising Standards			
Area of Action	**Proportionate Reporting on Youth Service Outcomes**		
Why are we doing this:	• *To provide evidence of the impact of youth work on the lives of children and young people* • *To provide evidence of the impact of support services to EA Locally Registered Youth Organisation Members* • *To measure the success of service delivery*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Quarterly Monitoring Reports	• Update and Submission of EA Balanced Scorecard • Update and Submission of Delivery plan with progress • Updated Budget Spend	Completed per quarter by the following dates: 14/7/23 13/10/23 12/1/24 12/4/24 12/7/24 11/10/24 10/1/25 11/4/25 11/7/25 17/10/25 16/1/26 17/4/26	

Annual Report	• End of year report provided to EA outlining:
	  • The effectiveness, impact and outcomes of Quality Assurance Systems
	  • The Development and effectiveness of the tools and support provided to membership organisations to measure the progress of children and young people
	  • The delivery and impact training delivered to EA Member organisations
	  • Effectiveness of Safeguarding children and young people
	  • Satisfaction Report from members on support services provided
		Year 1 completed and submitted by 12/4/24
		
		Year 2 completed and submitted by 11/4/25
		
		Year 3 completed and submitted by 17/4/26	

Youth Work Priority: Raising Standards			
Area of Action	**Quality Assurance**		
Why are we doing this:	• *To ensure quality services are delivered to meet the needs of youth work staff, children and young people* • *To develop action plans to improve service delivery for all youth work staff, children and young people* • *To foster a culture of continuous improvement of and critical reflection on service delivery*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
An Effective Quality Assurance System/Process	• Effective Quality Assurance System/Process provided for all EA Registered Local Members (if not already present) • Quality Assurance Practice fully implemented with all Member Organisations	Achieved and Completed by 30/6/2024	
A high level of Satisfaction with members across all support areas	• Report the EA Local member Satisfaction across each area noted below: 1. Quality Assurance Support 2. Support to Measure youth work outcomes 3. Membership Services 4. Safeguarding & Child Protection Support 5. Workforce Development 6. Curriculum Support 7. Representation on behalf of EA registered Member Organisations 8. Organisational Governance Support • Results of Satisfaction provided as part of the annual report to EA	Achieved and Completed by 12/4/24 11/4/25 17/4/26	

Youth Work Priority: Developing the Non-Formal Education Workforce			
Area of Action	**Workforce Development**		
Why are we doing this:	• *To ensure youth work staff including volunteers are trained to best respond to the current needs of children and young people* • *To recognise and celebrate the contribution of staff to youth work practice* • *To ensure succession planning to meet service delivery needs*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)

Training Plan	• Training Plan developed and delivered for the period of funding based on the training needs analysis of member organisations covering;
	  • *Governance including Health and Safety*
	  • *Safeguarding and Children Protection*
	  • *Youth Work Curriculum prioritising Health and Wellbeing*
	  • *Development of Volunteers in line with EAs Volunteer Strategy*
	• Training Plan Provided to EA based on priority areas noted
	• Support to organisations provided at the request of EA as a result of issues/concerns highlighted as part of Moderation Visits or ETi Inspections
		Achieved and Completed by 30/9/2024	

Youth Work Priority: Improving the Non-Formal Learning Environment			
Area of Action	**Participative Structures**		
Why are we doing this:	• *To enhance the voice of youth work staff, children and young people in delivery of services* • *To enhance the role youth work staff, children and young people have in the decision-making process* • *To provide modern high-quality youth work provision to effectively meet the needs of youth work staff, children and young people*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Representation and Collaboration for Local EA Registered Member Organisations	• Participation in EA Youth Service Conferences and Stakeholder Engagement Events representing EA Local Member Organisations	Ongoing and As required	
Participative Structures	• Ensure all EA Local Member organisations have participative Structures in place to ensure the voice of children and young people is included the design and delivery of services	Ongoing and As required	

Youth Work Priority: Transforming the Governance & Management of Non-Formal Education			
Area of Action	**Local Organisation Governance Support**		
Why are we doing this:	• *To ensure local voluntary youth organisations deliver practice in line with current legislation and government policy for the delivery of youth work*		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Governance Support to EA Local Registered Members	• Provide at the request of EA or the Local Registered Member organisation for governance guidance and support in the following areas; 1. Legal & Insurance 2. Audit 3. Financial 4. Risk Management 5. Education Visits Practice 6. Capital/Estate & Asset Management 7. Child Protection & Safeguarding including AccessNI Support • Provide Policy and Procedures, Guidance and Advice support based on assessed need and emerging legislation affecting youth work delivery • Support to organisations provided at the request of EA as a result of issues/concerns highlighted as part of Moderation Visits or ETi Inspections	Ongoing & As Required	

Youth Work Priority: Transforming Governance and the Management of Education			
Area of Action	**Collaborative Sectoral Delivery**		
Why are we doing this:	• To ensure resourcing and opportunities funded under regional funding are shared across the sector • To improved effective management of resources • To improving networking across the youth work sector and improve service delivery for children and young people • To build on and develop collaborative approaches to service delivery		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Representation and Collaboration as part of the Regional Funded Groups Delivery Forum	• Collaborative Working across all regional award funded organisations and youth work sectors, including Regional Statutory Services • Shared resourcing and learning • Networking of organisations to improve and connect service delivery	Bi-Annually In May and October	

9.KEY PERFORMANCE INDICATORS (KPIS)

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

KPI Description	Performance Measure
Moderation	• **Maintain a minimum level of "Good" Moderation visits carried out by an EA Officer. Moderation visits will be carried out by EA on the following frequency dependent on funding:** ▪ Up to £30,000 per annum funding - 1 moderation per annum ▪ £30,001 – £60,000 per annum funding - 2 moderations per annum ▪ £60,001 - £80,000 per annum funding - 3 moderations per annum ▪ £80,001 or more per annum funding - 4 moderations per annum
Financial Verification & Receipting and Vouching	• **Maintain a minimum level of "Satisfactory" financial verification visits carried out on a basis of one per annum by an EA Officer for the period of the funding. N.B. follow up financial verifications maybe required where concerns are noted. Verification, Receipting and Vouching are carried out on the following frequency** ▪ Up to £2,999 total funding received per annum only required a return of the Income and expenditure Report at end of year or project term ▪ £3,000 to £29,999 total funding per annum requires the return of income and expenditure report at end of year or project term along with Original Receipts/Invoices and Statements ▪ £30,000 or more total funding per annum requires the return of income and expenditure report at end of year or project term along with Original Receipts/Invoices and Statements AND a Financial Verification Visit by an EA Officer(s).
Delivery of Raising Standards Outputs	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved ▪ A Quality Assurance Framework/System is in place and reported on as outlined in delivery plan ▪ EA member organisations must report a minimum satisfaction rating of 80% for the following areas; ○ Safeguarding & Child and Adult Protection support ○ Quality Assurance support ○ Support to Measure and Evaluate Youth Work Outcomes Support ○ Workforce Development Support ○ Governance Support ○ Representation and Collaboration Support ○ Curriculum Support ○ Membership Services Provided ▪ Summary Satisfaction report covering all areas noted above provided to EA Annually ▪ Satisfactory ETI inspection reports (if subject to an inspection)

KPI Description	Performance Measure
Developing the Non-Formal Education Workforce	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved ▪ Reports Provided on Time
Improving the Non-Formal Learning Environment	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved