CONTENTS

1. Guidance and Information Links
2. Funding Period
3. Targeted Delivery Areas
4. Maximum Available Award
5. Essential Assessment Criteria
6. Application Assessment Criteria
7. Cost Scoring Methodology
8. Operational Standards and Embedding Policy
9. Funding Opportunity Outline
10. Delivery Plan Submission Guidance
11. Key Performance Indicators



1.GUIDANCE AND INFORMATION LINKS

ALL FUNDING APPLICATIONS ARE SUBJECT TO THE ALLOCATION AND AVAILABILITY OF 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. Terms and Conditions of EA Youth Service Funding for Voluntary Youth Organisations
3. Moderation and Monitoring of EA Funded Voluntary Youth Organisations
4. Financial Verification of EA Funded Voluntary Youth Organisations
5. 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

DISTRICT ELECTORAL AREA	SUPER OUTPUT AREAS
Lisburn North	
Lisburn South	
Downshire East	
Downshire West	
Killultagh	
LOCAL YOUTH DEVELOPMENT PLAN AREA	**Lisburn Castlereagh City Council**

4. MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£104,379
Max Available Award Year 1 (2023-24)	£33,923
Max Available Award Year 2 (2024-25)	£34,784
Max Available Award Year 3 (2025-26)	£35,672

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
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 Local 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 bona fide status (see requirements here**)**	All required areas of governance covered in documentation
Application costs do not exceed the Maximum available award and per annum values outlined for this funding opportunity	Figures are equal to or less than the Maximum available award in line with per annum values

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

Criterion	Weighting	Available Marks	Minimum Marks Required
Delivering on Assessed Need Response	20%	200	**50**
Proven Successful Track Record Response	30%	300	**100**
Delivery Proposal Response	40%	400	**150**
Budget (see cost scoring methodology)	10%	100	N/A
Total	**100%**	**1000**	

7.COST SCORING METHODOLOGY

Costs will be evaluated on the basis using the figures provided in the application questions by all organisations to this particular funding opportunity. Marks will be awarded using the **Lowest Price Methodology**. In this methodology the lowest total cost scores **full marks** (100 marks) and the lowest total cost is divided by each of the other applications to this funding opportunity and multiplied by the marks available (100). The actual score therefore will be determined by the applicant organisations cost's distance from the lowest applicant organisations total cost. The cost is to include the following only;

- **Staff Salaries**
- **Programme Development**
- **Overheads**

These costs must be included on your application form where you are instructed to do so. **All assessment panel members will not have access to your costs or total marks awarded for cost.**

Applicants or Organisations who provide budget figures for funding opportunity in response to their application questions in will not be considered for assessment.

Applicants will be required to submit a detailed budget breakdown using the template provided. You must submit your original Excel Spreadsheet and not a PDF Version or other file types.

Example of Lowest Cost Methodology

Organisation	Total Cost	Lowest Price Methodology	Awarded Marks
Organisation 1	£1,000	Lowest Price	100 Marks
Organisation 2	£1,001	(£1,000 ÷ £1,001) x 100	99 Marks
Organisation 3	£1,500	(£1,000 ÷ £1,500) x 100	66 Marks
Organisation 4	£2,000	(£1,000 ÷ £2,000) x 100	50 Marks
Organisation 5	£2,500	(£1,000 ÷ £2,500) x 100	40 Marks

8.OPERATIONAL STANDARDS & EMBEDDING POLICY

If successful, organisations will be assessed as part of ongoing moderation and monitoring of funding by EA in the following areas;

Operational Standards

- Organisation are required to ensure the voice of children and young people, including wider stakeholders within the delivery area are consulted on regarding the design and delivery of services to meet identified need
- Robust quality assurance processes/systems are in place to ensure a culture of continuous improvement is in place relating to the awarded funding, and effective action is taken to address areas for improvement
- Reporting is completed in line with the terms and conditions of funding in the stated formats and within the stated dates

Embedding Policy

Delivery of all youth work (including awarded funding opportunities) are required to embed the follow Policies/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
- Shared Education Policy

9.FUNDING OPPORTUNITY OUTLINE

Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality		
Area of Action	**Participation**	
Why are we doing this:	• To provide provision to meet the assessed needs of Children and Young People in the designated area • To enable Children and Young People to feel a sense of belonging and make a positive contribution to their society • To reduce barriers to participation in Youth Services, ensuring section 75 needs are addressed, embedding CRED • To improve the emotional health and wellbeing of Children and Young People by embedding wellbeing for all as part of core provision • To support the delivery and achievement of the Local Youth Development Plan 2023-2026	
We will deliver: (Output)	**Delivery Requirement**	**When** (Plan Year/s)
Developing Youth Work Provision	• Delivery of youth provision for a minimum of 2 evening sessions per week over 48 weeks per year. Sessions must last a minimum of 3 hours and engage a minimum of 20 Children and Young People, aged 9-25 years, per evening • Sessions are planned and delivered to cater specifically for young people with disabilities and appropriate to cognitive delays and may include the delivery of social and recreational activities, groupwork and interpersonal work and other youth work methodologies maximising the strengths that exist within organisations and the community in which they deliver • A maximum of 5 sessions per annum can be dedicated to workforce development • Report annually on the membership for that period including the stage the membership is at in relation to the Youth Service Engagement Framework	2023-2024 2024-2025 2025-2026

Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality		
Area of Action	**All relevant Closing the Gap areas of action based on assessed need**	
Why are we doing this:	• To provide thematic based programmes to address the identified and need as part of developing youth provision • To support the delivery and achievement of the Local Youth Development Plan 2023-2026	
We will deliver: (Output)	**Delivery Requirement**	**When** (Plan Year/s)

Thematic Youth Work Programmes as part of Youth Provision	• Submission of a Delivery Plan for the 2023-2024 period for assessment (with following years being agreed annually) which details the thematic youth work programmes and approaches as part of your core provision which;
	• Is clearly linked to the Local Assessment of Need and Local Youth Development Outputs
	• Which addresses the specific needs of children and young people with SEND under the key areas for action of;
	  ○ Health and Wellbeing
	  ○ Living in Safety and Stability
	  ○ Inclusion, Diversity, Equality of Opportunity and Good Relations
	  ○ Learning and Achieving
	  ○ Participation
	  ○ Environment and Climate
	• be delivered to cater specifically for young people with disabilities and appropriate to cognitive delays
	• Results in the progression of children and young people against the youth work outcomes
	• Quarterly reporting on the progress and outcomes of thematic youth work programmes
		2023-2024
		2024-2025
		2025-2026

Youth Work Priority: Improving the Non-Formal Learning Environment		
Area of Action	**Participative Structures**	
Why are we doing this:	• To ensure the voice of children and young people informs decisions that affect them • To Youth Services contributes to UNCRC Article 12 – All Children have the right to have their voices heard and given due weight and consideration • To support the delivery and achievement of the Local Youth Development Plan 2023-2026	
We will deliver: (Output)	**Delivery Requirement**	**When** (Plan Year/s)
Youth Voice	• Inclusion in the Delivery Plan for the 2023-2024 period for assessment (with following years being agreed annually) which outlines the provision of effective and appropriate participative structures which ensure the voice of children and young people is included as part of the decision-making process within the delivery of the funded programme • Quarterly reporting on the progress and outcomes of established participative structures	2023-2024 2024-2025 2025-2026

10.DELIVERY PLAN SUBMISSION GUIDANCE

Based on this Funding Opportunity Outline, organisations must submit a delivery plan using **only the template provided**. Delivery plan submissions should only outline the thematic youth work programmes you will deliver and not the generic/core provision. **Organisation should read the Assessment Guidance before completing and submitting their delivery plan**

Detail provided under Programme Overview (max 750 characters per programme) will inform the Assessment of this section. Detail provided under Programme Overview must demonstrate:

- How it is linked to and based on the published Local Assessment of Need for this council area
- How it links to the **Closing the Gap Areas for Action** and **Participative Structures Area for Action** in the Local Youth Development Plan for this council area (Programmes outside the scope of this plan will not be considered or may impact the assessment mark of your application)

In addition, each programme must have all sections of each row created populated as noted below:

- Target Completion Quarter
- Area for Action Selection
- Target Number of Sessions
- Target Age Range
- Target Number of Participants
- Intended Youth Work Outcomes

Funding Opportunities lasting more than one year

You will be assessed as part of this application process on the submission of the first-year delivery plan only, for subsequent years within the funding opportunity (if applicable) your annual delivery plan will be agreed with your EA Funding Officer and Designated Senior Youth Officer for the Area Plan.

Please note: This delivery plan will be reviewed if successful as part of your conditional offer meeting and maybe subject to change in agreement with EA. In addition, this submission will form your target monitor for the funding period which will be submitted quarterly as part of the reporting requirements. This is to ensure a dynamic planning process to respond to the needs of children and young people and reduce bureaucracy.

11. 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 and within the Terms and Conditions that accompany the Funding Award Letter of Offer:

Priority Area	Key Performance Measure Delivery of all proposed Youth Work programmes within the timeframe agreed. Evidence of delivery and achievement of the outcomes, will be required during moderation visits or upon request from EA.
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 • £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)
Reporting	• Quarterly Reporting tasks completed accurately and submitted within the given deadlines • Annual Report submitted
Operational Standards and Embedding Policy	• Effective Quality Assurance process/framework in place, demonstrating continual improvement • Effective Stakeholder Engagement • Embedding of key policies relevant to Youth Work which must include CRED Policy, Health & Wellbeing Framework and Shared Education Policy
Delivery of Closing the Gap Outputs	• Operational delivery of provision in line with the published funding opportunity • All agreed Programmes delivered, achieving the intended outcome, within the timeframe agreed
Improving the Non-Formal Learning Environment	• Effective participative structures in place and delivered as agreed as part of your delivery plan