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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
7. Youth Service Volunteer Strategy 2023-2029

2.FUNDING PERIOD

Start Date	1st April 2023
End Date	31st March 2024

3.TARGETED DELIVERY AREAS

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

EA Locality Areas	Council Areas
North Locality	**Derry & Strabane, Causeway Coast & Glens, Mid & East Antrim, Antrim & Newtownabbey**
East Locality	**Belfast, Ards North Down, Newry Mourne & Down, Lisburn & Castlereagh**
Southwest Locality	**Mid Ulster, Fermanagh & Omagh, Armagh Banbridge Craigavon**

4.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£79,191
Max Available Award Year 1 (2023-2024)	£79,191

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 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
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 Track Record Response	30%	300	**100**
Quality Assurance and Successful Delivery of the Funding Opportunity 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 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 by panel.

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.REGULATED ACTIVITY

Does this funding opportunity delivery plan involve regulated activity with Children and Young people	No

Funding Opportunities which involve a regulated activity with children and young people will require organisations to provide a copy of their Child Protection Policy and where applicable when working with 18-25 year olds their Adults at Risk of Harm or in Need of Protection during the application process.

9.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

10.FUNDING OPPORTUNITY DELIVERY PLAN

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 training on service delivery • 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 Target Monitor • Update and Submission of Delivery plan with progress • Updated Budget Spend • Increased understanding of impact • Greater awareness of resources to effectively deliver quality services to Children and Young People	Completed per quarter by the following dates: 14/7/23 13/10/23 12/1/24 12/4/24	

Annual Report	• End of year report provided to EA outlining:
	  • Number of Courses Provided
	  • Number of Paid Part-time staff trained
	  • Number of Volunteer Staff trained
	  • Numbers gaining accreditation at the relevant level
	  • Overall satisfaction rating for all courses delivered
	  • Qualitative evaluation feedback from participants on all courses
		Completed and submitted by 12/4/24	

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 Joint Project Management Meetings	• Participation in quarterly project management meetings hosted by an EA representative with written information provided 2 weeks ahead of the agreed meeting date outlining;
	  • Current status of planned courses and level of sign up
	  • Current numbers engaged in training
	  • Training Evaluation information to date
	  • Quality assurance of training and outline of improvements made based on learning
	  • Emerging challenges & solution focused action planning
		Quarterly
		By 30th June 2023
		30th September 2023
		30th December 2023
		30th March 2024	

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)
Celebrating Success	• Achievements of youth work staff and volunteers celebrated and recognised through a regional event • Production of a short film highlight the delivery and success of the training which will be showcased as part of the celebration event • Good Practice identified and provided EA for sharing on the EA funding website	Achieved and Completed by 31/3/2024	

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 and volunteers • To develop action plans to improve service delivery • 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)
Quality Assurance of Training Provided	• Ongoing quality assurance of training provided with improvements made to the delivery of training • Minimum of 80% satisfaction reported by participants engaged in training	Ongoing and reported on quarterly through joint project management meetings with EA	

Youth Work Priority: Raising Standards			
Area of Action	**Promotion of Service & Opportunities**		
Why are we doing this:	• To ensure youth work staff and volunteers are aware of service opportunities open to them • To increase the participation of staff and volunteers in training linked to workforce development based on assessed need		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)

Promotion of Training Opportunities	• Successful of organisation works in partnership with EA who will share the course information and dates with relevant EA Funded and Registered Local Youth Organisations
	• Successful of organisation provides the online platform/process to manage course sign up which must include:
	  • Participant Name
	  • EA Registered Local Voluntary Youth Organisation Name (Verified and Validated as registered by EA)
	  • Paid/Volunteer Status
		Ongoing in line with training delivery plan	

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 provide accreditation routes for all youth work staff and volunteers • To build the capacity of Youth Work staff and volunteers • To support the Regional Youth Development plan outputs		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Accredited Youth Work Training for Part-time and Volunteer Youth Workers (North Locality)	• Minimum of 2 courses provided for part time and volunteer youth work staff provided free of charge • Minimum of 8 and maximum 15 Participants per programme with a minimum of 80% gaining accreditation • Training made available to all part-time staff & volunteers within EA Registered Local Voluntary Youth Organisations • Training delivered equivalent to OCN Level 2 accreditation or higher • Increased skills in the design and delivery of youth work programmes	Completed by 30th March 2024	

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 provide accreditation routes for all youth work staff and volunteers • To build the capacity of Youth Work staff and volunteers • To support the Regional Youth Development plan outputs		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Accredited Youth Work Training for Part-time and Volunteer Youth Workers (Southwest Locality)	• Minimum of 2 courses provided for part time and volunteer youth work staff provided free of charge • Minimum of 8 and maximum 15 Participants per programme with a minimum of 80% gaining accreditation • Training made available to all part-time staff & volunteers within EA Registered Local Voluntary Youth Organisations • Training delivered equivalent to OCN Level 2 accreditation or higher • Increased skills in the design and delivery of youth work programmes	Completed by 30th March 2024	

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 provide accreditation routes for all youth work staff and volunteers • To build the capacity of Youth Work staff and volunteers • To support the Regional Youth Development plan outputs		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Accredited Youth Work Training for Part-time and Volunteer Youth Workers (East Locality)	• Minimum of 3 courses provided for part time and volunteer youth work staff provided free of charge • Minimum of 8 and maximum 15 Participants per programme with a minimum of 80% gaining accreditation • Training made available to all part-time staff & volunteers within EA Registered Local Voluntary Youth Organisations • Training delivered equivalent to OCN Level 2 accreditation or higher • Increased skills in the design and delivery of youth work programmes	Completed by 30th March 2024	

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:

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 Closing the Gap 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 numbers of young people are met for all outputs on time ▪ Number of Targeted Programmes/Generic programme sessions are delivered ▪ Targeted Outcomes Achieved
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 ▪ Minimum 75% satisfaction rating from beneficiaries provided to EA in a report either annually or at end of project ▪ Satisfactory ETI inspection reports (if subject to an inspection)
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
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