



# Registration & Generic/Non- Targeted Funding

Guidance for Local Voluntary  
Youth Organisations  
2023-2024

What You Need To Know



# Agenda

**01** What is Generic Non-Targeted Funding?

**02** Introduction to applying in 2023-2024

**03** Stage 1 – Registration with EA

**04** Stage 2 – Completing End of Year Report 2022-2023

**05** Stage 3 – Completing a 2023-2024 Application

**06** Application, Assessment & Award Timeline



# What is Generic Non-Targeted Funding?

Funding Stream Explained



# What is Generic/Non-Targeted Funding?

## Who is Eligible to apply?



### Voluntary Youth programmes delivered solely by Volunteers

All Education Authority registered youth organisations whose youth work is delivered by volunteers for example, uniformed organisations, church-based organisations, with young people aged 4-25 years.

## When is the Funding Available?



### Funding is Allocated Each Year Through Annual Application

Funding is for one year and applications will be publicly advertised annually on the EA Funding website. The level of funding available will be based on the hours of programme delivered and average attendance of young people.

## What can I use the funding for?



### Delivering your volunteer lead youth programme

You can use this funding as a contribution to your running costs. Full information around Eligible and Ineligible costs can be found in

[Terms and Conditions Here](#)

# More info on all Funding

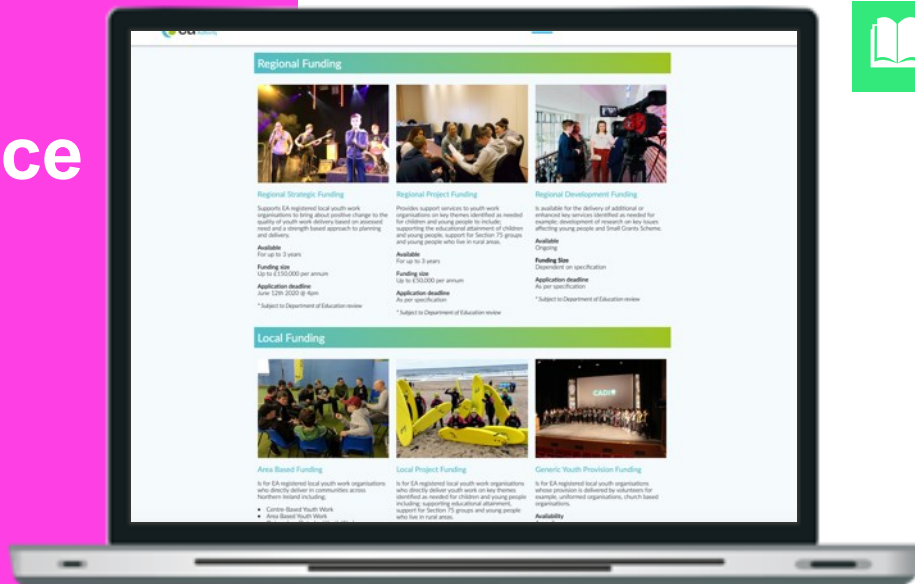
Dedicated



Youth Service

Funding

Website



More detailed information about all our funding schemes is available online at

[www.eanifunding.org.uk](http://www.eanifunding.org.uk)

We have a dedicated website for youth service funding on the This can be accessed at the address below.

[www.eanifunding.org.uk](http://www.eanifunding.org.uk)



# Introduction to Applying in 2023-2024


For Generic Non-Targeted Funding





# Registration and Application Process 2023-2024

STAGE	What You Need to Do
<b>1</b>	<p>Complete your annual re-registration or register for the first time with the Education Authority.</p> <p><u>If you are a NEW organisation, you can then skip to Stage 3</u></p>
<b>2</b>	<p>If you are currently in receipt of Generic/Non-Targeted Funding for 2022-2023, complete your annual report and upload your completed income and expenditure report on the funding portal.</p>
<b>3</b>	<p>Complete your Online Application Form for Generic Non-Targeted Funding through the online Funding Portal.</p>



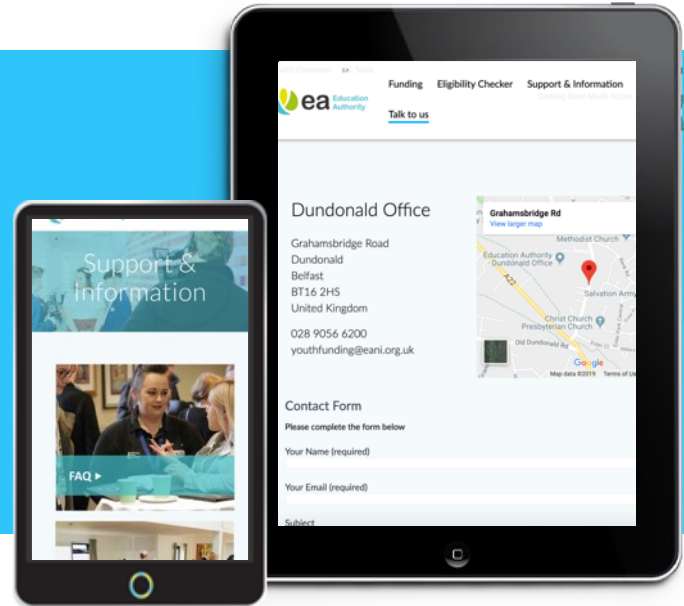
# Online Support Resources

## Support & Information Resources

Our dedicated funding website has a support & information section loaded with resources to help you complete your application. This includes demonstration films and step by step guidance

## Talk to us

Our dedicated funding website also contains a section to help you connect with EA through a range of methods, with a dedicated email address and online contact form!



FAQs



Resources



Annual Reports



Sample Completed Application Forms



Step by Step Guidance Films for Online Applications





# Stage 1 – Registration with EA

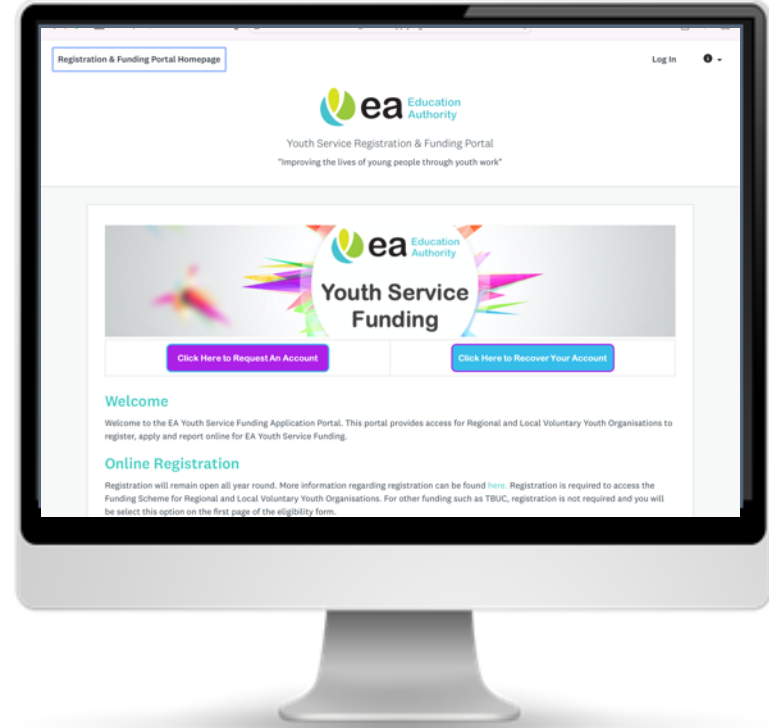
For First Time Registrations or Annual Registration



# Benefits of Registration with EA

- Reduced rates at EA Outdoor Learning Centres for activities and overnight stays
- No need to provide additional compliance evidence when applying for relevant funding streams
- Easier Access to additional funding such as T:BUC Camps programme or Planned Intervention

Annual Registration is each Year in April and open all year round to new organisations



# New Registration or Re-registration

## Which of these applies to my organisation

### New Registration

My organisation has not been registered with the Education Authority Youth Service nor has been in receipt of Voluntary Local or Regional Funding during 2022-2023.

**Units in receipt of TBUC Camps Programme or Planned Intervention Funding only are still regarded as a New Registration for all other Funding Streams**

### Re-Registration Annual requirement

My organisation is currently registered with the EA Youth Service and is in receipt of EA Funding during 2022-2023 (**this excludes TBUC Camps Programme or Planned Intervention Funding**)

Registration is required by every organisation both Local and Regional.

Please Note:- The questions asked for a Regional Organisation will differ from that of a Local Organisation and will ask if you provide support to EA Registered Local Voluntary Youth Organisations



[Play Demonstration Film – How to Complete the online Registration Form](#)

# How to Register with the EA Youth Service

Step	Not Registered with EA
1	Prepare the documents you will require for registration such as safeguarding policies and governance document
2	Request an Online Account for Our Funding Portal (Visit <a href="http://www.eanifunding.org.uk">www.eanifunding.org.uk</a> and select “Register with EA”)
3	Once your portal account has been issued, complete the Online Registration Form ensuring all questions are answered and applicable safeguarding and governance documentation uploaded before signing and submitting



[Play Demonstration Film – How to Complete the online Registration Form](#)

# How to Re-register with the EA Youth Service

Step	Previously Registered with EA
<b>1</b>	Prepare the documents you will require for registration such as safeguarding policies and governance document
<b>2</b>	Log on to your online account (Visit <a href="http://www.eani.smapply.org">www.eani.smapply.org</a> )
<b>3</b>	You will be prompted to update your registration form before you can continue to access the current funding opportunities



[Play Demonstration Film – How to Complete the online Registration Form](#)

# What information will I need to provide on the registration form

Form Section	Information Required
<b>Registration Type</b>	You will first be prompted to select your registration type, as this guidance is for Local Voluntary Youth Organisations you will select this option
<b>Organisation Information</b>	You will provide your organisation contact information (where you deliver youth work) and select if applicable or provide the name of a Regional Voluntary Youth Organisation who provides you with support to deliver youth work
<b>Management Committee/Board Membership</b>	Here you will provide the names and email addresses of your Chairperson, Secretary, Treasurer and Leader in Charge (This can also be equivalent of these role for your organisation)
<b>Membership &amp; Staff/Volunteer Information</b>	<b>In this section you will provide breakdown of your current membership by the outlined age bands, and numbers of paid full-time, part-time staff currently funded by EA and volunteers</b>
<b>Safeguarding and Health and Safety Information</b>	A requirement of registration is that all organisations provide their most recent version of their safeguarding policy. You will only need to provide this once unless you update it next year. In addition organisations are required to declare they have appropriate insurance and health and safety practice in place to delivery programmes with children and young people
<b>Confirmation you deliver Youth Work in line with DE Policy and Curriculum</b>	EA Youth Service can only fund and register youth organisations who delivery youth work in line with the Model for Effective Practice and DE Policy Priorities for Youth. Organisations will be required to declare this is the case on their registration form.

New Organisations will receive a Verification Visit from an EA Officer before funding will be awarded



[Play Demonstration Film – How to Complete the online Registration Form](#)



## Stage 2 – Completing End of Year Report 2022-2023

If currently in receipt of 2022-2023 Generic/Non-Targeted Funding

If you are a  
new  
Organisation  
you can Skip  
this stage!



# Annual Report

If your organisation has been in receipt of 2022-2023 Generic Non-Targeted (G/NT) funding from the Education Authority you will not be able to apply for 2023-2024 funding until you submit your Annual Report through the funding portal.

Once your organisation has registered and the annual report and completed income and expenditure form has been submitted, you can then create a new G/NT application for 2023-2024 on the funding portal

Report Section	What will I need to Provide
<b>Membership Breakdown</b>	Provide the numbers of young people by age band for your registration period of 2022-2023
<b>Engagement Framework Information</b>	Provide the number of young people per stage on the engagement framework based on your membership
<b>Actual Funding Used</b>	Provide details of how much of your funding award in 2022-2023 you spent
<b>Income and Expenditure</b>	Upload a copy of your completed income and expenditure report (Provided with your letter of offer and available on the EA website) for the 2022-2023 period

All reports are subject to an EA Verification check, and we may request your original receipts. These should be retained for Auditing purposes



[Play Demonstration Film – How to Complete Your Annual Report](#)







# Stage 3 – Completing a 2023-2024 Application

For Generic Non-Targeted Funding



## What You Will Need!

Besides completing the online registration form you will need to provide documentary evidence outlined in this section when making a funding application with EA



### Update or Complete Registration



[More Guidance Here Online](#)

### Provide your Governance Arrangements

If you do not have a Government Funding Database Number you will need to provide your governance document, e.g. Your Constitution



[More Guidance Here Online](#)

### Provide your Safeguarding Policies

All Organisations must have a safeguarding policy in place when working with children and young people

**More Guidance Available on our Website**



# How to create a new Generic/Non-Targeted application



[Play Demonstration Film – How to Apply  
for Generic Non-Targeted Funding](#)



# Generic/ Non-Targeted Application 2023-2024

If you are a newly registered organisation or you have just completed your annual report for 2022-2023, you can select the Generic/Non-Targeted funding Stream and start a new Application for 2023-2024 through our funding portal

Application Section	What will I need to Provide
<b>Main Contact Information</b>	The main contact information who EA will be touch with regarding any queries over your application
<b>Governance Information</b>	If you have a Government Funding Database Number you will provide it here, if not you will be required to upload a copy of your governance document for assessment
<b>Confirm Safeguarding Information</b>	Confirm your safeguarding policy remains the same or upload a revised copy for assessment
<b>Delivery &amp; Membership Information</b>	You will be asked to provide a breakdown of the total number of weeks delivered, total hours of delivery per week, total registered membership and average <u>weekly</u> attendance. This information will be used to assess your funding award.
<b>Bank Account Information</b>	If you have already provided this information as part of another application with EA you will only be asked to check it is still correct. New Organisations will be asked to provide this once.

All applications subject to an EA Verification Check and we may visit or contact you to verify the accuracy of information provided on your application form as part of our Audit Process



[Play Demonstration Film – How to Apply for Generic Non-Targeted Funding](#)



## GENERIC/NON-TARGETED PROGRAMME INFORMATION

*PLEASE NOTE: The information you provide in this section may be subject to verification by the Education either through documentary evidence submission or an onsite verification visit by EA officer.*

*Providing inaccurate information may result in your organisation not being awarded funding OR in the case where an award has been issued recoupment of the funding awarded by EA OR a formal letter of offer been withdrawn.*

### Total Registered Membership

*This should only be the total number of members currently registered with your organisation, i.e. you have a membership registration form on file for each member.*

*On your EA Registration Form you stated you had 150 registered members.*

100

### Total Number of Operational Weeks Per Year

*Total number of weeks your programme is provided per year delivered between the 1st of April to the 31st of March*

28

### Total Hours of Programme Provided Per Week

*Total Face to Face hours with children and young people provided per week (not including setup and takedown)*

4

### Average Weekly Attendance

*Average number of young people that attend your programme PER WEEK across all sessions delivered per week*

53





### Calculating Hours of Programme per week

- This is the total opening hours per week
- Example

<b>Correct Calculation</b>	<b>Incorrect Calculation</b>
Monday 6-9pm = 3hours	Monday Under 5's 6-7pm = 1 hour Under 8's 6.30-8.30pm = 2 hours Under 12's 7.30-9pm = 1.5 hours Total = 4.5 hours





### Calculating Average Weekly Attendance

- This is the average number of registered members who attend each week
- If you have 150 registered members
- How many of that 150 attend each week
- If a member is able to attend two sessions in a week they can only be counted once.
- **Issues arise when groups submit a figure above the total number of registered members**





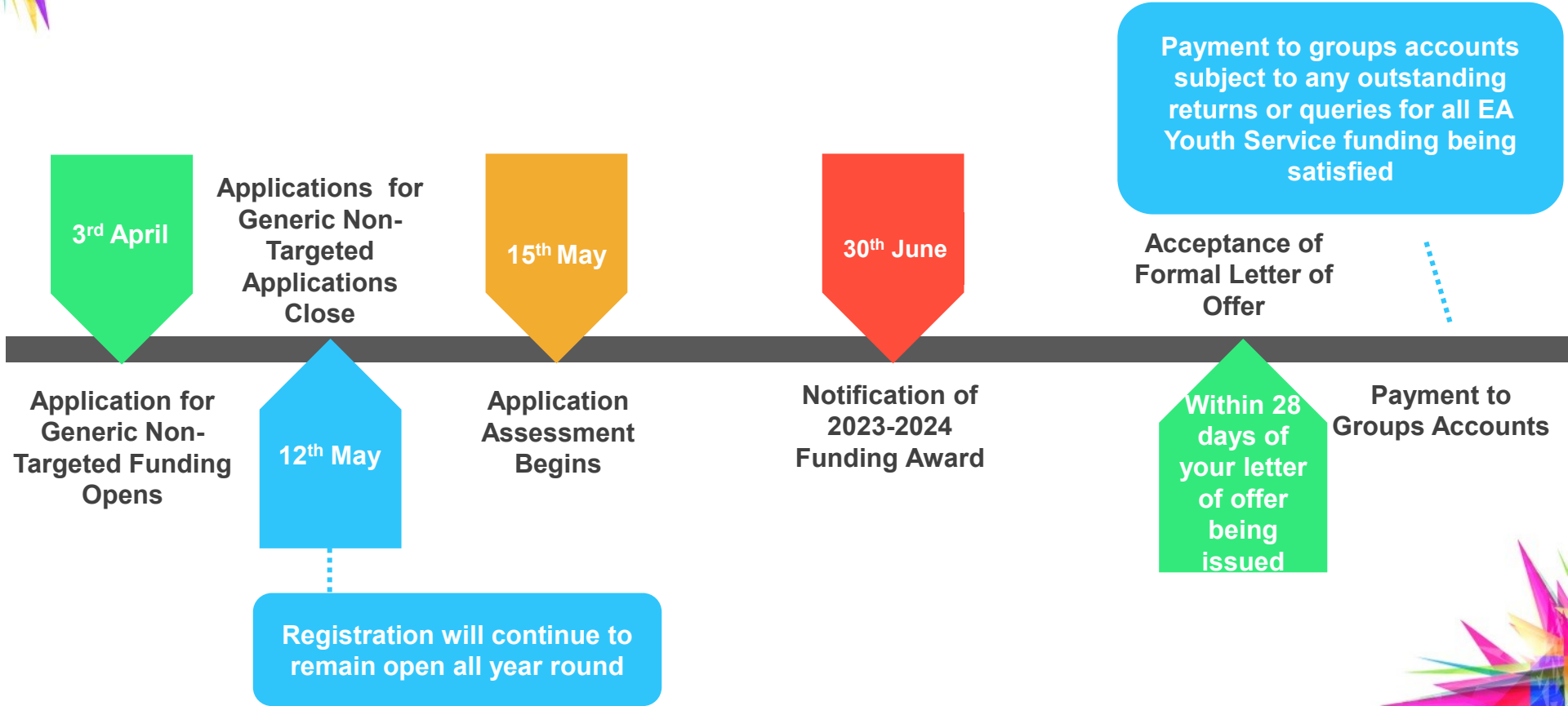


# Application, Assessment & Award Timeline

For 2023-2024 Generic Non-Targeted Funding



# Application, Assessment & Award Timeline





# Help Available

If you have any issues with the application or funding process, please email [youthfunding@eani.org.uk](mailto:youthfunding@eani.org.uk) in the first instance.

Key Contact:



Application and  
Funding  
Support Team

[youthfunding@eani.org.uk](mailto:youthfunding@eani.org.uk)





**Questions  
& Answers**



# Thank you

**For attending our information session on the  
EA Funding Scheme for Regional and Local  
Voluntary Youth Organisations**