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1.GUIDANCE AND INFORMATION LINKS

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 September 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
East Locality	**Belfast, Ards North Down, Lisburn & Castlereagh, Newry Mourne & Down**
Successful Organisations will work in partnership with other successful organisations for Regional Project Funding Opportunities: 23-RP-002, 23-RP-003, 23-RP-005, 23-RP-008 and EA Regional Statutory Youth Services.	

4.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£25,728
Max Available Award Year 1 (2023-2024)	£25,728

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	Letter of support per joint application provided (Signed & Dated)
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
Stakeholder Engagement and Assessment of Need Response	20%	200	**50**
Proven Successful Track Record Response	30%	300	**100**
Quality Assurance and Successful Delivery of Funding Opportunity Plan 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 200	99 Marks
Organisation 3	£1,500	(£1,000 ÷ £1,500) x 200	66 Marks
Organisation 4	£2,000	(£1,000 ÷ £2,000) x 200	50 Marks
Organisation 5	£2,500	(£1,000 ÷ £2,500) x 200	40 Marks

8.REGULATED ACTIVITY

Does this funding opportunity delivery plan involve regulated activity with Children and Young people	YES

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 youth work on the lives of children and young people • To provide evidence of the impact of support to EA Statutory and Locally Registered Voluntary Youth Organisation • 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 Score Card • Update and Submission of Delivery plan with progress • Updated Budget Spend	Completed per quarter by the following dates: 12/1/24 12/4/24	

Annual Report	• End of year and end of project report provided to EA outlining:
	  • Number of young people supported
	  • Numbers of programmes delivered
	  • Number of young people progressing against each youth work outcome
	  • Outline of innovative programmes and approaches that positively impacted the wellbeing of children and young people
	  • Numbers gaining accreditation at the relevant level if applicable
	  • Overall satisfaction rating for participants engaged in project
	  • Summary Qualitative evaluation feedback from participants on
	• Where appropriate provide evidence of assessed need in the area of work which is evidence based
		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 develop and building on youth sector collaboration • To ensure information is provided to EA registered member organisations to inform effective service delivery • To ensure the voice of volunteers, 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)

Project Delivery 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;
	  • Summary of engagement with children and young people for that period
	  • Sharing of innovative approaches to support vulnerable
	  • Quality assurance delivery and outline of improvements made based on learning
	  • Emerging challenges & solution focused action planning
	• To coordinate information and opportunities to for support to both voluntary and statutory sectors
		Quarterly in September December March	

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)
Ongoing Quality Assurance of the delivery of Early and Continuous Intervention Project	• Ongoing quality assurance of support provided with improvements made to the delivery • Culture of continuous improvement fostered within the collaborative project	Ongoing and reported on quarterly through collaborative Delivery 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 Early & Continuous Support Opportunities	• Successful organisation(s) works in partnership with EA to share project support opportunities to Statutory and EA Registered Local Voluntary Youth Organisations • Successful organisation(s) works in partnership with EA (and other funded partners) to facilitate and a support pathways for children and young people engaged in local statutory and voluntary youth organisations based on their needs	Ongoing in line Project delivery plan	

Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality			
Area of Action	**Participation**		
Why are we doing this:	• To ensure the voice of children and young people influence the decision-making process • To improve the delivery of services to meet the needs of children and young people • To ensure pathways of wrap around support are in place based on what young people need and where they are at		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Support for the Regional Youth Voice Project	• Ensure the voice of vulnerable children and young people is represented and heard as part of the Regional Youth Voice Project • Voice of children and young people is considered as part of the decision-making process related to service delivery	Ongoing	

Pathways of Support for Vulnerable Children and Young People	• Pathways of support provided for children and young people based on assessed need through support to OR support from;
	  • Local Statutory and/or Voluntary Youth Provision
	  • REACH Emotional Health and Wellbeing Programme within Schools
	  • Voluntary and Statutory Tackling Paramilitarism Programme – Engage
	  • Tackling Paramilitarism Programme - Connect
		Ongoing based on the needs of children and young people	

Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality			
Area of Action	**Emotional Health and Wellbeing**		
Why are we doing this:	• To develop a culture within all youth settings values and recognises the emotional health and wellbeing needs of all children and young people • Provide early support programmes through small and large group work programme to support the emotional health and wellbeing needs of vulnerable children and young people		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Wellbeing for All Programmes	• Appointment staff to Co-design (and where appropriate co-delivery with project partners) to provide thematic Wellbeing for all Programmes within Registered Local Voluntary/Statutory Organisations based on programme support requests • Delivery of a minimum of 3 face to face sessions (3 hours per session) per week over 21 weeks • Delivery in line with partnership agreement and outcomes of the DE Emotional Health and Wellbeing Framework	Ongoing Based on Agreed Identified Need	
Early Support Programmes	• Appointment of staff to Co-design (and where appropriate co-delivery with other project partners) Early Support Programmes within Registered Local Voluntary/ Statutory Organisations based on programme support requests • Delivery of a minimum of 4 face to face sessions per week over 21 weeks • Delivery in line with partnership agreement and outcomes of the DE Emotional Health and Wellbeing Framework	Ongoing Based on Agreed Identified Need	

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	• Fostering of collaborative Working across all regional funded organisations and regional statutory youth services • Shared resourcing and learning • Networking of organisations to improve and connect service delivery	September & January	

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 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 ▪ 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