PLANNED INTERVENTION PROGRAMME

Terms and Conditions for the Use of Planned Intervention Funding for Successful Groups

Contents

INTRODUCTION 2

1. Introduction to Managing and delivering your Planned Intervention Programme 2

FUNDING PAYMENT & MONITORING 2

2. How the grant payment will be made 2
3. Midway Monitoring round of spend 2

FUNDING HEADINGS & ELIGIBLE COSTS 3

4. Staffing and Salaries 3
5. Programme 3

REPROFILING OR CHANGING YOUR PROGRAMME 4

6. Reprofiling Your Funding 4
7. Adjusting your Programme 4

BASELINE EVALUATION & REPORTING REQUIREMENTS 5

8. Participant Consistency and Attendance 5
9. Baseline and Exit Participant Evaluations 5
10. End of Programme Report 5

REQUIREMENTS FOR SUCCESSFUL APPLICATIONS 6

11. Planned Intervention Programme Monitoring Visits 6
12. Safeguarding & Child Protection 6
13. Risk Assessment 6

SUPPORT AND INFORMATION 7

Introduction

1. Introduction to Managing and delivering your Planned Intervention Programme

These Terms and Conditions set out how Planned Intervention funding, administered by the Education Authority on behalf of The Executive Office and the Department of Education, must be used by voluntary and statutory youth organisations.

Organisations must comply with these Terms and Conditions in line with their approved application.

The Education Authority may withhold or reclaim funding if there is a material change to the programme, non-compliance, or spend outside the approved purpose.

Funding Payment & Monitoring

2. How the grant payment will be made

For Successful organisations funding payments will be made by BACs using the banking information provided in your application. Funding payments are normally twice monthly and once monthly during the summer months. Your payment will normally be made two weeks after your letter offer depending on the payment windows. **Please note payments may be delayed if there are any issues with your bank account information or delay in any outstanding information requested by the Education Authority.**

3. Midway Monitoring round of spend

All programmes awarded before September each year will be required to submit a September Monitoring Round regarding spend to date. The return will be made available to all groups on the funding portal to complete this return between 1st and 30th September. You will be required to provide a total spend to date under programme and staffing costs, and projected spend until the end of the programme**. You will only be required to provide the headline figures (i.e. not a breakdown of spend) nor will you be required to provide receipt/invoice evidence, though this will still be required at the end of the programme.**

Funding Headings & Eligible Costs

4. Staffing and Salaries

Eligible Costs:
Funding may be used to pay staff who deliver the approved programme, whether full-time or part-time and on an organisation's payroll. Employers must comply with employment law, Education Authority guidance, and applicable JNC/NJC pay scales.

The off payroll working rules that affect both the public and private sector will be effective from April 2021. The purpose of IR35 is to determine whether or not a contractor is defined as an employee for tax purposes and therefore ensure that contractors pay the correct amount of tax. The client is the organisation who is or will be receiving the services of a contractor. They may also be known as the engager, hirer or end client. The client will be responsible for determining if the off payroll working rules apply. **Youth organisations in receipt of EA Funding (public monies) must strictly adhere to these guidelines, failure to do so may result in expenditure being disallowed at verification or vouching. See** Understanding off-payroll working (IR35) - GOV.UK

Ineligible Costs:
The funding cannot be used to pay redundancy costs or legal fees associated with the employee. It is incumbent on the management committees/employing organisations to ensure they operate within current legislation in relation to employment law, including JNC/NJC pay scales and associated allowances.

5. Programme

Eligible Costs:

- Transport costs for delivery programme by a Bonafide transport provider
- Accreditation/Training costs for young people to include badges and awards
- Food and Refreshments (promoting healthy eating) for delivery of the youth work programme
- Programme materials linked to the activity
- Entrance Fees/Activity costs/Residential Costs associated with the programme
- Hire of premises for events or programmes external to your base of operation (not hire of own building)
- Printing costs for materials associated with the youth programme e.g. flyers
- Equipment to facilitate programme/activity only – up to £500 per item
- Computer software or software licensing to facilitate programme/activity only – up to £500 per item
- Workshops delivered by external facilitators or tutors and paid via a Bonafide invoice are also considered programme costs.

Ineligible Costs:

- **ICT Equipment examples include:** computers, tablets, consoles, servers, network equipment, and audio-visual equipment.
- **Other ineligible costs include:** redundancy or legal costs; consultancy fees; membership fees; repairs or building maintenance; donations, gifts, or gift cards; insurance and overhead costs, bursaries to individuals; travel outside the United Kingdom or Ireland; unreceipted spend; or clothing purchases and large sports or leisure items. (note: T:BUC hoodies are provided centrally when baseline verification is complete).

Reprofiling or Changing your Programme

6. Reprofiling Your Funding

Throughout your delivery you can re-profile your awarded funding against the headings in your letter of offer of programme costs and staffing up to two times only. **It is important to note you CANNOT re-profile your funding 28 days before the planned end date as outlined in your application or subsequent adjustment approved.**

Deviation from the funding headings without approval will risk your spend not being approved.

Requests must include organisation name, application ID, programme dates, contact details, and a clear rationale using the official proforma on the Education Authority Funding website. Please note no expenditure should occur against proposed changes until written approval is received.

7. Adjusting your Programme

Your application has been awarded based on the programme submitted at application and responses to the assessment questions. Therefore, your programme cannot be adjusted. You can however adjust the delivery dates and times of your programme.

We appreciate that your application is made based on a budget being available and that there may be delays in issuing a letter of offer to groups as the Education Authority cannot progress to this stage until a budget is confirmed by TEO. **When the Education Authority can issue you with a letter of offer, you will also have the option to provide revised dates for the delivery of your programme as part of the online acceptance.** These revised dates however must be within the stated delivery window of the programme and maintain the same number of sessions and face to face hours you have been awarded to deliver over a minimum six week period.

Should there be a further need to adjust your programme delivery dates please email PlannedInternvetion@eani.org.uk and a member of the team will discuss with you.

Baseline Evaluation & Reporting Requirements

8. Participant Consistency and Attendance

- All young people must participate from start to end of the programme. Participants should not be substituted midway through.
- A record of attendance, signed by participants, must be maintained for each session.
- All sessions must be attended jointly by all participants; delivery cannot be split into smaller sub-groups.

9. Baseline and Exit Participant Evaluations

All funded projects are required to carry out individual baseline and exit surveys with each participant on the programme. You will have received two options with your letter of offer to complete this process, either digitally using a QR code provided with your letter of offer, or the completion of paper-based versions. Regarding paper-based collection, each applicant organisation will be required to enter these themselves through the online link provided (these will not be accepted in hard copy by the Education Authority). **Please note, applicant organisations who fail to comply with this requirement may not be considered for future funding under the scheme.**

These returns are monitored live (by submission), based on your start and end dates including target numbers on your application. If these are not provided a member of the team will follow up with each group to address the outstanding return.

It is assumed, based on your application, that the dates stated are the dates on which the programme is being delivered. If this is not the case, and this is the reason for no baseline or exit returns from your participants, you must request a programme adjustment as outlined in Section 7.

10. End of Programme Report

You will have six weeks to submit your programme report from the stated end date on your application form. You will submit this through the online portal providing the following information

- Outline of actual participation data
- Feedback on the programme to inform quality assurance
- Outline of your social action project
- Your final spend, including an upload income and expenditure form and receipts for vouching purposes

Please note that any identified spend that is not eligible, including unspent funds, will be returned to the Education Authority. If this is the case your group will be invoiced by the Education Authority for the relevant value.

Requirements for Successful Applications

11. Planned Intervention Programme Monitoring Visits

All funded projects are subject to Education Authority monitoring visits for quality assurance and verification. Attendance registers, session plans, and evidence of good relations learning must be available for inspection. **Non-compliance may affect future funding eligibility.**

Groups failing to provide satisfactory evidence risk recovery of funding or ineligibility for future funding rounds. Representatives of The Executive Office or Department of Education may also attend visits.

You will be notified by email by a member of the team if your Planned Intervention Programme has been selected for a monitoring visit. This will include guidance on how to prepare and what to expect.

12. Safeguarding & Child Protection

All organisations must have current safeguarding policies and procedures in place. Monitoring visits will check compliance with safeguarding requirements. Organisations must also demonstrate clear governance, quality assurance, and accountability systems to ensure safe and high-quality delivery. More information regarding governance and safeguarding arrangements can be accessed here.

13. Risk Assessment

Comprehensive risk assessments must be undertaken for all related activities. Organisations should maintain a risk register and use qualified or accredited activity providers where relevant.

Support and Information

Guidance, resources and updates: **www.eanifunding.org.uk/pip**

Email queries: **PlannedIntervention@eani.org.uk**

Notes


Northern Ireland
Executive
www.northernireland.gov.uk

T:buc
Changing for the better, together

T:buc
Planned
Interventions

Department of
Education

ea
Education
Authority