Education Authority

Terms & Conditions for the use of Generic/Non-Targeted Funding by Voluntary Youth Organisations 2026-2027

For all Youth Organisations in receipt of EA Youth Service Funding

Funding Scheme for Regional and Local Voluntary Youth Organisations

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Author
Education Authority
Youth Service Funding Support & Assurance

Produced by
Education Authority Youth Service
40 Academy Street
Belfast
BT1 2NQ
www.eani.org.uk/youth
www.eanifunding.org.uk
Email: youthfunding@eani.org.uk

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@eayouthservice
Education Authority Youth Service

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Contents

01 Introduction Page 4

02 Payment Frequency Page 5

03 Approved Use of Funding Page 6 & 7

04 Funding Restrictions – Ineligible Costs Page 8 & 9

05 Unspent Funding at Year End or End of Project Page 10

06 Receipts & Vouching Process Page 10

07 Support & Information Page 11

Introduction

This document outlines the terms and conditions for the use of funding allocated to Local Voluntary Youth Organisations in receipt of Generic/Non-Targeted Funding. All organisations are required to follow the terms and conditions outlined in this guidance when spending or using Education Authority funds.

The Education Authority's intention is that the funds will be paid to the grant recipient in full. However, without prejudice to the Education Authority's other rights and remedies, the Education Authority may at its discretion withhold or suspend payment of any funds at any time if:

- **the grant recipient uses the funds for purposes other than those for which they have been provided;**
- **the Education Authority reasonably considers that the grant recipient has not made satisfactory progress with allocation of grants;**
- **the Education Authority reasonably believes that the activities of the grant recipient may bring the reputation of the Department of Education or the Education Authority into disrepute;**
- **the grant recipient provides the Education Authority with any materially misleading or intentionally inaccurate information;**
- **the grant recipient fails to perform its obligations under its award; or**
- **there is any change of control pertaining to the grant recipient's governance arrangements**

Should the grant recipient be subject to financial or other difficulties which are capable of having a material impact on its effective performance against the award(s) it holds, it will notify the Education Authority as soon as possible so that, if possible, and without creating any legal obligation, the Education Authority will have an opportunity to provide assistance in resolving the problem or to take any necessary action in the circumstances.

Payment Frequency

For Generic/Non-Targeted Funding will be one payment for the Award on acceptance of the Letter of Offer.

Payments for Generic/Non-Targeted funding can only be paid via BACS into the organisations bank account which must be in the name of the registered organisation. Should there be any change in your organisations bank details you must notify EA in writing to youthfunding@eani.org.uk

Payment can only be made once the offer has been accepted and all outstanding returns have been received and verified as appropriate.
Where an EA Invoice has been raised to a group for reimbursement of an underspend against a prior year grant this must be paid to the EA before any further payment of GNT grant can be made.

For newly registered groups, a verification visit carried out by a Senior Youth Worker must take place. Only Organisations that have met the requirements of the Verification Assessment and are successful in application for registration can be approved for funding.

Funding should only be accepted by units that are currently operating. Please note that if throughout the year, your unit ceases to operate you must notify EA in writing to youthfunding@eani.org.uk This may result in your grant funding either in part or in full having to be reimbursed to EA.

Programme Costs – Eligible

Funding provided can be used to support the programme costs for your organisation. This is to cover costs **in relation to young people** such as: -

- Transport costs for delivery of youth work programme by a bona-fide transport provider
- Accreditation/Training costs for young people to include badges and trophies
- Food and Refreshments 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
- Volunteer Access NI fee
- Volunteer mileage and subsistence in accordance with an agreed policy
- Workforce development training outside of what your designated Regional Strategic RVYO (if applicable) can provide or that will be provided through the Youth Service Workforce Development Strategy will need to link directly to delivery of the funding opportunity and be approved by written consent in advance from the appropriate EA Officer. (This needs to be attached to a bona fide invoice as EA will request this at verification stage)
- Equipment to facilitate programme/activity only – up to £3000 per item - **refer to Capital Cost Items Limits listed below**
- ICT equipment to facilitate programme/activity only – up to £3000 per item – **refer to Capital Cost Items Limits listed below**
- Computer software or software licensing to facilitate programme/activity only – up to £3000 per item – **refer to Capital Cost Items Limits listed below**
- **Facilitator costs** – A unit can engage a facilitator for delivery of a programme/activity or training. The new off-payroll working rules that affect both the public and private sector came into effect in April 2021. The purpose of IR35 is to determine whether a facilitator is defined as an employee for tax purposes i.e., should be paid through units' payroll and included under your staffing budget heading, or if the facilitator is registered with HMRC as self-employed and can be included under your programme budget heading

- **It is the responsibility of the organisation to establish the facilitator status under the HMRC IR35 guidelines.**
- The tool to check an individual's employment status can be found using this link https://www.gov.uk/guidance/check-employment-status-for-tax
- After you have used the link above, please ensure you print and save the results for your own records. This needs to be attached to a bona fide invoice as EA will request this at verification stage.

Overheads - Eligible

Overheads Funding can be used to cover the units general recurring facility costs for the period and activities associated with the annual funding period. This includes:

- Heat
- Lighting
- Water bills
- Premises/Activity provider insurance to deliver the work i.e. buildings/contents/public liability insurance (For uniformed organisations this amount is set by your relevant headquarters body)
- Licences to deliver the funded youth work programme e.g. TV/Netflix
- Rented accommodation OR contribution to the rent for the delivery of services
- Administration e.g., stationery, postage, telephone, broadband, mobile handset within capital threshold and usage
- Photocopying costs
- Cleaning materials
- Minibus Road tax, MOT fee only, fuel or insurance of organisation owned vehicle

If you have a query regarding eligibility of expenditure that you wish to seek clarification on, please email youthfunding@eani.org.uk and a member of the team will respond. The response should be kept by the organisation, as this may be requested at verification stage.

Funding Restrictions – Ineligible Costs

Staffing

As outlined in the terms of the scheme, Generic/Non-Targeted funding is for organisations operated solely by volunteers and as such the funding allocated cannot be used to pay for the following

- Salaries
- Redundancy Payments
- Access NI fees for paid youth work staff
- Travel/Mileage and subsistence claims for paid youth work staff
- Training for paid youth work staff
- Uniform
- Accreditation costs

Capital Cost Items – Note change to Capital Limits effective from 01/04/2025

Funding is allocated from the EA Youth Service "Revenue" budget and as such the funding cannot be used to purchase "Capital" cost items. This capital restriction applies to the following three categories.

1. **Information Communication Technology (ICT) Equipment** costing **over £3000** per item.

   This is items defined as:

   - Computers (Desktop or Laptop)
   - Games Consoles (Xbox, PS5 etc)
   - Tablet devices (iPads, Tablet PC's)
   - Servers
   - Components for ICT Equipment such as replacement internal hard drives
   - Peripherals such as Printers, Scanners, Photocopiers and portable memory
   - Network equipment such as Wi-Fi Access Points, Network switches or routers

2. **Computer Software or Software Licencing (Intangibles)** costing over **£3,000** per item/licence.

   This is items defined as:

   - Subscriptions to software
   - Purchase of perpetual licenced software

- Purchase of subscriptions to online services

3. **Equipment** costing over **£3,000** per item.

   This is items defined as:

   - Audio Visual Equipment such as Cameras, Camcorders, Speakers, Data Projectors, Lights, TVs and all accessories associated with such equipment
   - Sports and leisure equipment
   - Furniture and fittings
   - Or any other types of equipment

In addition to Staffing and Capital Cost restrictions the funding provided can not be used for the following items: -

- Payment of or Contribution to Membership fees with internal or external organisations either for staff or on the behalf of children and young people
- Workforce development training that has not been approved by written consent in advance from the appropriate EA Officer.
- Uniform
- Clothing is not permissible (Exceptions may apply when approved in advance by written consent from the EA Funding Support Officer, evidence of the approval will need to be attached to a bona fide invoice as EA will request this at verification stage)
- Donations/Vouchers/Gifts of any description
- Fund Tuck Shops
- Repairs to furniture or equipment or fixed plant equipment
- Repair, refreshment or maintenance required for the building or grounds
- Bank fees
- Legal fees or Costs
- Consultancy services or fees, either 3rd party or from within the organisation

If you have a query regarding eligibility of expenditure that you wish to seek clarification on, please email youthfunding@eani.org.uk and a member of the team will respond. The response should be kept by the organisation, as this may be requested at verification stage.

Unspent Funding at Year End

All funding not spent under the scheme reported through your income and expenditure returns at the end of each financial year must be returned to the Education Authority. **Funding cannot be transferred to the following year.**

Where underspends or ineligible costs are identified on your Units Income & Expenditure End of Year Return the EA Youth Service will raise an invoice to request the return of any funds not spent. Directions on how to make payment will be provided on the Invoice.

PLEASE ENSURE THE EA INCOME AND EXPENDITURE FORM IS CORRECTLY COMPLETED. ONCE THE EA I&E FORM HAS BEEN SUBMITTED ON THE PORTAL NO FURTHER CHANGES CAN BE MADE OR ACCEPTED AT ANY STAGE. THE UPLOADED AND SUBMITTED INCOME & EXPENDITURE WILL BE USED FOR VERIFICATION.

Receipts & Vouching Process

Depending on the **total level of funding organisations receive across all funding opportunities you have been successful in**, you will be required to comply with the receipting and vouching process outlined below. More details regarding the Vouching and associated verification process can be accessed here.

Total Annual Funding Awarded	Level of Receipting and Vouching
Up to £5,000 per annum	• **Income and Expenditure Report Only (Groups must retain all original Invoices and Bank Statements as per statutory regulations) Random physical sampling exercises will be carried out.**
Over £5,000 to £30,000 per annum	• **Income and Expenditure Report** • **Original Invoices/Receipts & Bank Statements. (To be submitted to the EA on request)**
Over £30,000 per annum	• **Income and Expenditure Report** • **Original Invoices/Receipts & Bank Statements** • **Financial Verification Visit**

Failure to facilitate this process will result in your funding being withheld or withdrawn and may affect future funding applications. All original documentation must be retained for a period of seven years in accordance with statutory regulations.

Support and Information

Please visit the Education Authority Youth Service Support Section for more information and guidance at

www.eanifunding.org.uk

Email: youthfunding@eani.org.uk

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