

T:BUC Camps Programme Guidance and Support 2024 / 2025

Please read these Guidance Notes carefully before filling in the Application Form.

Closing date for receipt of all applications, with appropriate documentation, is Friday 9th February 2024 at 4pm

Applications can be submitted as follows: Online at www.eanifunding.org.uk/tbuc

The online system contains support materials to help complete your application(s). This includes guidance, terms and conditions and a FAQ section.

Additional support is available to groups on a 1 to 1 basis to help complete applications through the online funding portal. This may be requested by logging a request through tbuc@eani.org.uk or by phoning 028 905 6695 / 6429.

Late or incomplete applications will be rejected. The Education Authority will not accept any responsibility for applications that are delivered late or incomplete

A separate application form for each proposed T:BUC Camps Project must be submitted, each of which must recruit different young people, for each application

ALL APPLICATIONS ARE MADE SUBJECT TO FUNDING



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1. Background

The 'Together: Building a United Community' (T:BUC) Strategy, published on 25 May 2013, reflects the N.I Executive's commitment to improving community relations and continuing the journey towards a more united and shared society. The relevant strategic aim relating to young people is:

'To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations.'

The Executive Office (TEO) in partnership with the Education Authority (EA) is running another T:BUC Camps Programme across Northern Ireland in 2024/2025 subject to budget. The Education Authority (EA) is acting as Programme Administrator.

These guidance notes will assist in completing applications to the T:BUC Camps Programme for the period 1 April 2024 to 28 February 2025

Applicants are encouraged to take the opportunity to attend EA Funding Support Workshops, for advice and guidance before submitting their application. Details of the support workshops can be found at Section 5.

Successful applications are subject to funding being made available

2. Aim of the programme

The Programme is about building positive relations and long-lasting friendships among young people across all parts of the Northern Ireland community. Camps must therefore bring diverse groups together to get to know each other, try new experiences and help build longer term relationships between young people.

Good Relations learning must be at the heart of every Camp.

To be successful all Camps must:

- Have a significant good relations element throughout the Camp which must be clearly demonstrated in funding applications;
- Be run on a cross community basis and focus on ensuring correct variance of both Catholic and Protestant participants is met (further guidance at Section 8). Proposals are also strongly encouraged to include participants from other communities including ethnic minority communities and those of different racial backgrounds;
- Target young people aged 9 to 25 years;
- Provide social action opportunities (See Section 6 for details), and
- Be fun and be appropriate to the needs and interests of participants.

Camps are also a useful way for young people to learn and progress in leadership skills through peer mentoring, buddy systems or young leaders. This approach should be noted in the application if appropriate.

3. Who can apply?

Applications for support under this programme are invited from:

- EANI registered youth organisations
- Bona fide voluntary and community organisations (including churches/faith-based organisations, sports groups, arts groups etc.)
- Regional organisations that have experience in working with young people
- Councils
- Schools (additional guidance for schools is available at Appendix 4).

The programme **will not fund**:

- Organisations that are not formally constituted (i.e. they do not have a constitution or memorandum and articles of association)
- Organisations not operating on a “not for profit” basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects, or projects that could be carried out commercially. If in the reasonable opinion of the T:BUC Camps Assessment Panel(s), the organisation is a de facto commercial organisation, whatever the legal make-up of the organisation, then the Assessment Panel(s) will not fund that organisation. The decision of the Assessment Panel(s) is final in this regard
- Organisations that do not have both Public Liability AND Employers Liability Insurance
- Organisations that are unable to provide all the documentation as set at Appendix 2
- Organisations who have not fully completed their applications or do not provide a detailed project budget
- Organisations that are in poor financial health or cannot show effective financial control

4. How to apply

Applications can be accessed and completed online at www.eanifunding.org.uk/tbuc

- 1.** You will need to create an account on the online funding portal, or if your organisation already has an account, please use this to apply to this scheme. This will be the primary user for the Registration and Funding Portal. It is the responsibility of organisations to transfer their accounts as a result of staff changes, using the My Account Setting the tab on the top right of the page.
- 2.** Separate applications forms must be submitted for each proposed T:BUC Camp i.e. an organisation may submit more than one application. There must be a different group of young people benefiting from each camp.
- 3.** Please answer each question in the box provided. No additional documentation will be considered.
- 4.** Groups not registered with EANI Youth Services, will be expected to provide all required documentation before a Letter of Offer can be released.
- 5.** Furthermore, all safeguarding questions must be answered by groups not registered, and failure to do so, will mean the application will not be considered.
- 6.** Please ensure you always hit the “Submit” button when completing tasks in the portal.

Completed applications must be received by Friday 9th February 2024 at 4pm

It is important to remember an application form can only be assessed on the information provided. The Programme has been carefully designed to make the application process as easy and straightforward as possible. Paid help is unnecessary, and any costs incurred to do this, will not be covered.

5. Additional Support

I. EA Funding Support Workshops

Attendance at EA Funding Support Workshops is strongly encouraged as it will allow you to meet and network with other possible applicants, speak directly to members of the T:BUC team, receive support and guidance on programming, good relations, resourcing and how to make a good quality application to the T:BUC Camps Programme.

A list of dates and forum venues is available below:

A place at the EA Support Workshops can be booked online at [Education Authority Funding Workshop Events](#)

Further workshops will be held if numbers are greater than current availability.

TBUC 25/25 Funding Support Workshops

Dates/Times	Venues
Wednesday 10 th January 2024 19.00 - 21.00	Belfast Mountcollyer YC
Tuesday 16 th January 2024 19.00 - 21.00	Armagh Epicentre
Wednesday 17 th January 2024 13.00 - 15.00	Derry / Londonderry Derry Youth Office
Tuesday 23 rd January 2024 15.30 - 17.30	Online Workshop - Schools Only
Tuesday 23 rd January 2024 18.30 - 20.30	Online Workshop – Open to all

*Please note schools may also attend any of the public workshops

*One to one sessions will be facilitated at the end of each of these sessions on request

Groups may contact EA T:BUC staff to discuss alternative arrangements via the email address below Email: tbuc@eani.org.uk

• Good Relations Resources

The EA T:BUC team launched the 2nd edition of their T:BUC Camps Good Relations Resource pack in 2021. This resource is packed full of great ideas, session plans, activities, and reflections to help groups plan, design, deliver, monitor, and evaluate their programmes.

This resource was designed to the specific design of the previous years models of 3 stages (Pre, Camp and Post Camp) It is still recommended for use by groups, as the session plans relate to the developmental nature expected of Camps. All sessions must be adapted to the age and needs of each group of young people.

Groups may access a digital copy of the resource through the link below:

<https://www.youthonline.org.uk/wp-content/uploads/2021/09/GRRP-design-web-low-quality.pdf%20>

Hard copies will be made available to successful groups who attend training and offered to everyone delivering camps in 2024/25

II. District Council Good Relations Officers

Located in every District Council area, Good Relations Officers are responsible for promoting Equality and Good Relations work across the area and providing training and support. Applicants may also wish to seek advice and guidance regarding their applications from their local Good Relations Officer within their District Council or from the Community Relations Council.

Council	Email	Phone No.
Antrim & Newtownabbey	Jen.cole@antrimandnewtownabbey.gov.uk	028 90340 112
Ards & North Down	donna.mackey@ardsandnorthdown.gov.uk	07970 847772
Armagh, Banbridge & Craigavon	nicola.mahood@armaghbanbridgecraigavon.gov.uk	028 3752 9600 Ext 3307
Belfast City	mccartneygodfrey@belfastcity.gov.uk	02890 320202 Ext 6020
Causeway Coast & Glens	patricia.harkin@causewaycoastandglens.gov.uk	07598 403773
Derry & Strabane	angela.askin@derrystrabane.com	028 7125 3253 Ext 8220
Fermanagh & Omagh	carol.follis@fermanaghomagh.com	0300 303 1777 Ext 21174
Lisburn & Castlereagh	lynsey.gray@lisburncastlereagh.gov.uk	028 9254 7851

Council	Email	Phone No.
Mid & East Antrim	janet.shearer@midandeantrim.gov.uk	028 9335 8312
Mid Ulster	paula.kelly@midulstercouncil.org	0300 013 2132
Newry Mourne & Down	martina.flynn@nmandd.org	0330 137 4689

III. Community Relations Council (CRC)

The Community Relations Council (CRC) was formed in January 1990 as an independent company and registered charity. It was set up to promote better community relations between Protestants and Catholics in Northern Ireland and, equally, to promote recognition of cultural diversity. Its strategic aim is to promote a peaceful and fair society based on reconciliation and mutual trust.

CRC staff can be contacted by telephone: 028 9022 7500 or email: info@nicrc.org. Further details about their work can be found on their website: www.community-relations.org.uk.

Note: The above is not and does not set out to be, an exhaustive list of relevant organisations and resources, however, they will be able to support both the application process and ideas for recruitment and programmes.

6. Programme Design

The programme design and application must demonstrate how the group's proposal provides opportunities for young people to participate in a process with a distinct beginning, middle and end (including sustainability of friendships beyond the life of the funded programme)

All T:BUC Camps activity must take place between 1st April 2024 and 28th February 2025

All associated paperwork, to include evaluation information and claims for expenditure, must be submitted no more than 6 weeks after the completion of the project. Original receipts are also required for all programmes.

Considerations when Building a TBUC Camps Programme

- Young people and groups must be adequately informed about, and prepared for the T:BUC Camp experience in order to truly benefit from it.
- Local contexts and issues will differ, and participants will have varying starting points, needs and expectations. Consideration should be given to matching young people according to their readiness/willingness to embark on this process.
- T:BUC Camps can be a vehicle to progressing existing relationships as well as developing new ones. The process must include time for learning and engagement. This could include information sessions for participants and their families, joint project design sessions and meeting on an informal/social basis.
- All young people who intend to participate in the Camp should attend all of the programme sessions
- All elements of the camp must include a demonstrable, substantive good relations element.
- It should be noted that any single identity/preparatory work must be carried out, over and above, the designated face to face contact with all participants. Applicants must demonstrate within their application the need to carry out any single identity work.
- Camps can be residential or day camps of at least 2 consecutive days with a third follow up day shortly afterwards
- Ultimately, camp activities should be attractive to young people and provide opportunities to break down barriers.
- There should be opportunities to try things young people wouldn't normally do, set themselves challenges and feel part of something positive.
- Camps should allow "down time" and social time, in recognition that camp can be challenging, and that people need to get to know each other outside structured activities.
- Camps should be unique from other good relations projects and should concentrate on young people really getting to know one another and developing bonds that will continue.
- All young people who have participated at the beginning of the camp should attend right through until the end
- Camps must include a social action activity. This should empower young people to take the lead in delivering a project which will benefit the communities they come from, and promote the positive role which young people are playing in building a united community (for further information see Social Action within this section).
- The T:BUC Programme should provide the foundations for ongoing long-term relationships and therefore leave a legacy beyond the camp. This may, for example, include local celebration events.

When designing the project, please note:

- Projects are encouraged to be at least 6 weeks in nature, which will make it more developmental and more likely to meet Programme Outcomes. In the event of the Programme being oversubscribed preference will be given to groups whose projects last for at least 6 weeks.
- It is important for the future development that the young people continue to be central to the planning, design, and evaluation of the programmes.
- There must be significant relevant good relations elements throughout the programme
- At the outset a baseline should be completed by all young people completing a TBUC programme
- Young people should explore the meaning and nature of TBUC
- A celebration event to close the programme, inviting parents and other key stakeholders is strongly recommended.
- Participants must be drawn from Northern Ireland.
- Faith-based/religious organisations may apply for support that meet the objectives of the funding scheme.
- Projects will not be considered if they have already taken place or duplicate what already exists.
- All camps must operate on a cross community basis and include Catholic and Protestant participants, and proposals which include participation from other communities, including ethnic minority communities and those of different racial backgrounds, are strongly encouraged (see Section 8 on Young People for further details).
- All T:BUC Camps must provide a safe, inclusive, and welcoming environment for partners and participants.
- Camps must offer a range of age appropriate activities or focus on a specific theme according to young people's interests (e.g. arts, adventure, music, dance, digital media, sport, education).
- Participants must be in the 9-25 age range. Groups may, however, use their own discretion in targeting suitable age bands within that range, as consideration must be given to the need for age appropriate activities
- When recruiting participants, it is recommended to focus on the geographic proximity of the participants. Young people should be from the same locality to facilitate the building of longer-term friendships, however there may be exceptions
- All young people, their parents/caregivers and staff must be aware of safeguarding procedures for your group/organisation, the designated child protection officer clearly identified, with a phone number visible throughout the project.
- Youth work approaches, including the use of session plans, session evaluations and outcome monitoring is recommended good practice.

Please also consider the following:

- Inclusion of young people who are not attached to youth groups, or who are excluded from school;
- Recruitment of participants from various social/ethnic/gender/disability backgrounds is strongly encouraged;
- Camps will normally be based in Northern Ireland and must be at least 2 consecutive days with a third follow up day shortly afterwards, Please see the section below, which sets out when a camp may be held outside Northern Ireland;
- Development opportunities for young people e.g. in the design of the project, as peer leaders and, as appropriate, for young people to take on roles and responsibilities at camp which would positively contribute to their own and others' experience; and
- We expect NEW young people to be given the opportunity to be involved in T:BUC programmes each year. You may only work with a similar group again, if you demonstrate in your application that this programme has an even deeper good relations context and allows young people to build on their experiences from the previous year and explore issues in a more developmental process.

SOCIAL ACTION

Social action projects are an essential component of a T:BUC Camp and can consist of:

- Community Projects: Gardening, litter pick, graffiti removal etc.
- Fundraising
- Raising awareness of issues in their communities to local councils, schools or others in authority
- Advocating on behalf of young people in their communities through research, presentations, letter writing, interviewing
- Campaigning in their communities on issues significant to them in a range of ways e.g. digital media
- Developing resources for their community
- T:BUC Trees Programme (See Appendix 3)

A feasible T:BUC social action project will:

- Clearly demonstrate how the social action activity contributes towards the T:BUC outcomes.
- Support young people to confer the learning achieved through T:BUC Camps, to the wider communities in which they live.
- Reflect the efforts young people are willing to jointly make, to improve the lives of people in their communities.

Within the Application Form please detail how you will support the young people to take part in a leadership and development opportunity of this nature, and support them to plan and implement the social action activity (including deciding upon type and activities for the social action activity and record its impact).

Please note: Funding for the social action activity should not exceed 10% of the total T:BUC funding request. Prior to implementing the proposed social action activity, please ensure it will benefit all communities involved and contribute towards the T:BUC outcomes. The evaluation form will require the following:

- Description of the social action activity
- Its location
- Number of young people involved
- Impact of the project as perceived by the young people, through their own evaluation
- Comment on the overall contribution to good relations with the T; BUC Camp and comment from the local community and/or stakeholders, where applicable

Providing Young People with Recognised Qualifications

In previous years, some camps have offered qualifications to participants. By offering qualifications it can add value to both the Programme and to the participants. The cost for providing qualifications may be funded under this scheme but must involve all the participants and enhance the good relations learning from the programme.

Applicants should ensure that any proposed qualifications are in keeping with the ethos and aim of the scheme.

Larger Regional Camps and Partnership Working

Partnership working is encouraged, and applications may involve a collaborative partnership between two or more organisations. Experienced organisations may wish to run larger-scale camps.

Applications from regional organisations, or from local collaborations, with the more experienced groups taking the lead and helping to build the capacity of smaller more inexperienced groups are encouraged.

However, if a regional or partnership approach is to be taken, consideration should be given to accommodating groups/young people based in the same locality to facilitate the building of longer term relationships between the young people involved

Travel Outside of Northern Ireland

Organisers are encouraged to base their Camps within Northern Ireland, however, travel to Great Britain and Ireland will be permitted where it can be demonstrated that there is an added significant good relations benefit, and/or that this would represent better value for money.

It should be noted that camps must operate within the fixed budget for each band of funding and proposed travel outside NI must be affordable within these parameters.



7. Programme Outcomes

T:BUC Camps Programme Outcomes and associated indicators are essential in measuring the success and impact of the Programme. These outcomes are linked to the key priorities and shared aims set out in the T:BUC Strategy.

T:BUC Priority & Shared Aim	T:BUC Camps' Programme Outcomes
<p>Our Children & Young People: To continue to improve amongst our children and young people and to build a community where they can play a full and active role in building good relations.</p> <p>Our Cultural Expression: To create a community which promotes mutual respect and understanding, is strengthened by its diversity and cultural expression is celebrated and embraced.</p>	<p>Positive attitudinal change towards people from different backgrounds.</p> <p>Sustained contact & friendships developed between young people from different backgrounds.</p> <p>Young people have a better understanding and respect for cultural differences.</p>

The outcomes will be used as the measure of success for the Camps Programmes. Applicants are expected to demonstrate how the project will deliver against the T:BUC Camps outcomes. Sections 3 and 4 of the Application Form provide an opportunity to do this and there is additional guidance provided in the left-hand column in these sections of the form.

Participants will be required to complete baselines, which are digital, and to redo this at the conclusion of the post camp. This will be used to measure the progress young people have made against outcomes. This baseline must be administered according to the instructions and no changes are allowed. Further guidance on baselines is available from www.eani.org.uk/tbuc

Applicants are therefore, required at Section 5 of the Application Form, to comprehensively outline the programme of activities, and how they relate to good relations throughout their camp. Appendix 1 provides a worked example of the type of detail expected.

8. Young People

CAMPS MUST BE RUN ON A CROSS COMMUNITY BASIS AND THE MAJORITY OF PARTICIPANTS MUST BE CATHOLIC AND PROTESTANT YOUNG PEOPLE

Proposals are strongly encouraged, to include participation from;

- Young people aged 9-13, 14-18, 19-21 and 22-25
- Young people from other communities including ethnic minority communities
- Young people from different races
- Young people from both urban and rural areas.
- Young people who aren't attached to youth groups or who are excluded from school

(1) As far as possible, the number of participants should be relatively equally split between Catholic and Protestant young people. It can be difficult to achieve an equal split (i.e. 50% Catholic and 50% Protestant) and there is, therefore, some flexibility. Groups may have a variance of 20% between the numbers of young people who are Catholic and Protestant.

(2) Young people who don't identify as Catholic or Protestant (No religion and Other) are encouraged to be part of the programme and with the increasingly diverse nature of communities, they should be confident in participating in safe and inclusive camps.

(3) Please note that young people from other communities including ethnic minority communities and those of different races, whilst included in the overall number of participants at camp, should not be taken into consideration when calculating the cross-community (Catholic/Protestant) split.

Example 1: Band 1 Minimum of 10 young people

Youth Camp A: 4 Protestant, 4 Catholic and 2 young people other religion, 2 no religion

Example 2: Band 3 Minimum of 40 young people

Youth Group B: 17 Protestant, 14 Catholic, 9 young people other religion, 0 no religion

(4) When recruiting participants, groups must also focus on the geographic proximity of the participants. Young people should be from the same locality to facilitate the building of longer-term friendships. There may, however, be exceptions to this. For example, when young people are from rural communities they may live further apart. If you need to reach beyond your local areas to meet the variance requirements of the programme, you can provide a rationale for this in application. You must however provide an explanation of how those friendships will be sustained, therefore meeting this key outcome of the programme.

Reasons for recruiting young people who do not live in close geographic proximity should be outlined in the "Recruitment" section on of the Application Form in **Section 4**

(5) Camp organisers should ensure young people are made aware of the requirement to complete the whole camp programme, and recruit those who are committed to doing so. Organisers may also want to recruit more than the minimum number of young people required for the band of funding they are applying, (see Section 8 of the Guidance Notes) to ensure that the minimum numbers are maintained throughout the camp, even if some participants are unable to complete the programme.

THE SAME YOUNG PEOPLE SHOULD COMPLETE ALL OF PROGRAMME

- (6) It is important to avoid a young person being involved in more than 1 camp. Camp organisers should take this into consideration when recruiting participants.
- (7) Parents/Guardians should be engaged in the process as appropriate, throughout the camp

9. Governance, Child protection & Safeguarding

As a project involves young people under the age of 18, all organisations must have a child protection policy in place.

New guidance on the changes to pre-employment checking and safer recruitment practices for employers in voluntary units and schools was published by the Department of Education on 10th January 2014, entitled "Disclosure and Barring Arrangements: vetting requirements for those working or providing a service in youth organisations." The document is available on www.education-ni.gov.uk

The safeguarding guidance from the Department of Education has been updated and published in April 2017 (updated August 2020) Please see further details in link below:

<https://www.education-ni.gov.uk/publications/safeguarding-and-child-protection-schools-guide-schools>

All groups who are not registered with the Education Authority must provide copies of policies outlined in **Appendix 2** of this guidance.

Checks on safeguarding will be carried out in all EA monitoring visits of T:BUC Camps Programmes.

Groups must confirm the following for their group and all staff members, that they:

- Know protocols to protect young people by attendance at a training session and mechanisms to do this;
- Know of the process and documentation for reporting;
- Are aware of the need to inform parents and young people of protocols and mechanisms to do this;
- Are aware of need to display the name and contact details of designated child protection officers at all events and activities, and understand how to do this;
- Are aware of agreed protocols for child protection between groups if partnering with another group;
- Know who the designated and deputy designated child protection office is for each event and activity

Staff Supervision Ratios

Camp organisers must ensure adequate staff supervision of the young people, using the ratios laid down by the Children Order (NI) 1995. This states that for young people aged 11-18 years the ratio should be 1:15.

If additional staff are required outside the normal ratio of 1:15, applicants should provide an explanation of this requirement at **Section 6** of the Application Form and the assessment panel will take this into consideration.

Please note all additional needs on you application form, due consideration will be given during the Assessment Process

10. Risk Assessment Guidance

Where successful applicants propose to support the Good Relations programme with the use of residential work or activities, including outdoor or adventurous activity, or where members of the public can access the facility, a comprehensive risk assessment must be undertaken, and approved through their respective management structure.

Groups are required to indicate in their application that they have a risk assessment process. Each organisation **MUST** maintain a risk register for all their programmes and activities

The use of activity providers who have obtained the Sport NI and DCAL supported 'Adventuremark' accreditation, does not negate the need for applicants to ensure a risk assessment for their group has been completed

11. Funding Available

Programme funding is separated into four bands depending on the number of participants involved. Allocated funding is subject to specific restrictions please ensure you read Terms and Conditions at www.eani.org.uk/tbuc

The four bands are as follows:

- Band 1: Mini Camp **MINIMUM 10 participants:** - **Maximum available award - £3,750**
- Band 2 : Midi Camp **MINIMUM 20 participants:** - **Maximum available award - £7,500**
- Band 3: Grand Camp **MINIMUM 40 participants:** - **Maximum available award - £15,000**
- Band 4: Super Camp **MINIMUM 60 participants:** - **Maximum available award - £22,500**

The table below details the Maximum Award of Funding, Minimum number of Young People and Minimum number of hours of face to face delivery pertaining to each Band

BANDING	Band 1 - Mini Camp	Band 2 - Midi Camp	Band 3 - Grand Camp	Band 4 - Super Camp
Maximum award of funding	£3,750	£7,500	£15,000	£22,500
Minimum number of young people	10	20	40	60
Minimum Number of hours of face to face	10	15	18	25

Face to face engagement hours will not include meetings and/or sessions when all the young people are not there.

12. Assessments & Award Process

T:BUC Camps' Programme Outcomes	Assessment Criteria
<p>Our Children & Young People:</p> <ul style="list-style-type: none"> • Positive attitudinal change towards people from different backgrounds.. • Sustained contact & friendships developed between young people from different backgrounds. 	<ul style="list-style-type: none"> • The project encourages and facilitates positive attitudinal change towards people from different backgrounds. • The project provides opportunities for friendships to develop throughout the T:BUC Camps' process and facilitates young people to maintain links after the project is completed
<p>Our Cultural Expression:</p> <ul style="list-style-type: none"> • Young people have a better understanding and respect for cultural differences. 	<ul style="list-style-type: none"> • The project content and delivery is aimed at challenging stereotypes, increasing understanding and respect for cultural difference and develops positive relationships between young people from different backgrounds.

Additional Themes	Assessment Criteria
Recruitment	The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds and those outside established groups/structures. Young people should be recruited from the same locality to facilitate the building of longer-term friendships.
Value For Money	The project represents value for money

Innovative projects may include;

- Youth or peer led Camps
- Creative ways of integrating Good Relations work with activities
- Pioneering or original ideas
- New and interesting ways of engaging with young people
- Innovative recruitment of young people not engaged with youth service and/or excluded from school and other 'hard to reach' young people

An application can only be assessed on the information provided. The assessment process is set out in Section 12 and will be completed as quickly as possible.

- (1) All applications will be logged on receipt.
- (2) Applications will be checked to make sure they meet the eligibility criteria as set out in the Terms and Conditions document. If an application fails to meet the criteria, you will be asked to resubmit before the closing date, or it will not proceed.

Applications received before 4pm on 26th January 2024 are those that will only be reviewed for essential criteria checks, and feedback pre -assessment. Applications received after this date and failing essential criteria may not be invited to resubmit.

Applicants are strongly advised to submit their applications early, to access this additional measure of support.

- (3) Assessments will be carried out by an Assessment Panel, chaired by the Education Authority, using a standardised scoring matrix (Terms and Conditions) Applicants should note the weighting given to each criteria and the scoring system outlined in the matrix. It is the responsibility of each applicant to ensure that all relevant information is included on the Application Form.
- (4) Applications will be ranked against the criteria following this stage of the assessment process.
- (5) An officer of the Education Authority, not directly involved with the assessment process, will carry out a moderation of the scores allocated by the Assessment Panels to ensure a fair and consistent approach has been taken across all panels.
- (6) Applications with identified weaknesses following the assessment process may be invited by the Education Authority to a workshop to provide support and advice to bring applications up to the required standard. Having attended this workshop, applicants may be invited to resubmit. These applications may be awarded funding subject to availability of budget.
- (7) If an application is successful, the information supplied on the form will be uploaded onto the Government Funding Database.

Successful Applications

If an application is awarded funding, a formal Letter of Offer will be issued by the Education Authority. Successful groups will receive 100% payment up front.

Unsuccessful Applications

If an application has been unsuccessful, the organisation will be informed in writing of the decision. Feedback will be provided to individual applications in writing if requested through tbuc@eani.org.uk

13. Monitoring & Evaluation

Groups must comply with and contribute to the evaluation requirements for the Programme.

This will include completing an evaluation report, administration of baselines (at the beginning and end of camp) and providing a statement of accounts accompanied by original receipts. The evaluation will measure both project and programme level progress against the T:BUC Camps outcomes. Staff are expected to take the time to critically reflect on the project's impact, the learning for them and the young people involved.

T:BUC Camps may receive an EA monitoring visit for the purpose of evaluation, quality assurance or stakeholder engagement. All new groups to T:BUC Camps Programme will be monitored.

Department of Education and The Executive Office will also visit some camps for the purposes of stakeholder engagement.



Appendix 1 - Programme of activities, a worked example

Outline of your programme of activities <i>Please ensure you specifically highlight your good relations content</i>	Dates delivered and venue	No. of face to face hours
<p>EXAMPLE SESSION</p> <p>The young people come together for an induction session to cover: Getting to know you games, to include name games and team building exercises</p> <ul style="list-style-type: none"> • (From T:BUC GR Resource pack) Why go, what's in a name, alphabet cluster • Hopes & Fears, to be completed individually on post-its and then explored as a group discussion • Overview of the programme & consultation with participants • Baselines • Session evaluation 	<p>3rd July</p> <p>7.00pm - 9.30pm at ABC Youth Centre</p>	<p>2.5 hours</p>
<p>EXAMPLE SESSIONS</p> <p>Day 1</p> <p>The young people will travel together to the residential venue</p> <p>Session 1</p> <ul style="list-style-type: none"> • Residential orientation and briefing from Centre staff, Team building games/ exercises- continuation from pre-camp exercises <p>Lunch</p> <p>Session 2</p> <p>Outdoor Education Session (Mixed groups) Dinner</p>	<p>4th August</p> <p>Great Outdoors Centre</p>	<p>11.5 hours</p>
<p>EXAMPLE SESSIONS</p> <p>Session 3</p> <p>Good relations session</p> <p>(Using T:BUC GR resource pack)</p> <p>Alphabet cluster, Ideal Island, Four corners exercise,</p> <p>Session evaluation</p>	<p>5th August</p> <p>Great Outdoors Centre</p>	<p>6 hours</p>
<p>EXAMPLE SESSIONS</p> <p>Educational Visit</p> <p>Guided mural tour in Belfast</p> <ul style="list-style-type: none"> • Debrief and evaluation of visit • Recap quiz 	<p>5th September</p> <p>7.00pm - 9.30pm</p> <p>CDE Youth Centre</p>	<p>2.5 hours</p>

Appendix 2 - Documentation Required By Groups Not Registered with EANI

If you are not registered with EANI the following documents will need to be uploaded with your application form.

- A copy of your governing instrument, constitution, rules, or articles of association (signed and dated as adopted)
- Signed letter of support showing evidence that each of your partners are committed to the process
- Child protection policy
- Insurance details
- Provide proof of qualification to qualify for the higher pay range
- Copy of bank statements for the last three months.

Further Information can be found at

:<https://eanifunding.org.uk/wp-content/uploads/2020/08/Youth-Service-Guidance-on-Governance-Documents.pdf> and

<https://eanifunding.org.uk/wp-content/uploads/2020/01/Youth-Service-Guidance-on-Safeguarding-Policies-1.pdf>

Appendix 3 - Further Opportunities

I. T:BUC Trees Initiative

T:BUC Trees is a social action opportunity delivered in partnership by The Executive Office and the Education Authority supporting young people to further contribute positively to their environment

Further Details on TBUC Trees will be shared with all successful groups in 2024-25

II. Camps in the community Programme

Camps in the Community (CITC) are budget dependent and are normally additional opportunities coordinated by the EA T:BUC Staff Team that bring groups who have undertaken T:BUC Camps together to further build on relationships, share good practice and celebrate achievement. CITC have been operational for the past 6 years and are held on several sites during Autumn and Winter each year. This programme is a key aspect of the T:BUC Camps programme and applicants should keep dates in mind and communicate these opportunities to young people once dates become available.

All information pertaining to the CITC Programme for 2024/2025 will be shared with successful groups via email. Please note there are no additional costs to participating for groups and it is a fantastic opportunity for groups to:

- Network and make connections with facilitators and other camp staff and groups;
- Learn more about T:BUC and other opportunities;
- Build and strengthen their capacity to deliver and manage programmes;
- Engage with EA/TEO/DE and others, such as elected representatives and ETI team.

For young people it will:

- Further develop their friendships and allow them to make new friends;
- Recognise and celebrate their commitment and progress;
- Allow them to have fun and learn from each other;
- Give them the opportunity to share good practice;
- Allow them to learn about social action and be upskilled to be able to deliver a programme in their own areas or share their experiences of what they have completed;
- Provide an opportunity to learn about other opportunities such as the T:BUC Ambassadors Programme.

Several films have been made on previous events and you can review them on the TEO managed Youtube channel “T:BUC Social”.

III. T:BUC Ambassadors Programme

The pilot of the T:BUC Ambassadors Programme started in 2020 and is budget dependent. The programme is normally available to all young people aged 16-19 who were participants in the 2023/24 T:BUC Camps Programme as, to be an Ambassador, the young people will need to have taken part in a full T:BUC Camps Programme.

The aim of the Ambassadors Programme is to:

- Ensure young people are central to the planning, design, and evaluation of the T:BUC Camps programme;
- Provide the Ambassadors with opportunities to consider the impact of conflict and the role they can play in peacebuilding;
- Raise the profile of good relations and the T:BUC Camps Programme;
- Provide a pathway for young people from a T:BUC Camps programme;
- Develop young people through experiential learning on the theme of Good Relations;
- Maximise the voice of young people in the T:BUC Camps Programme and wider afield;
- Link the Ambassadors to the annual One Young World conference (This would be supported and funded through EA www.oneyoungworld.com)

Further information will be shared via email to all successful groups

You can find out more about current work of Ambassadors through this Facebook link:

<https://bit.ly/3wcdFSY>

Appendix 4 - Additional Guidance for Schools

THIS DOCUMENT SHOULD BE READ TOGETHER WITH THE
GUIDANCE FOR T:BUC CAMPS PROGRAMME 2024-2025

1. Introduction

Please note, ALL schools are welcome to apply to the T:BUC Camps Programme, who can meet the requirements of the scheme

Within the T:BUC (Together Building a United Community, 2013) strategy is the specific aim relating to young people, which states:

“To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations”

For Shared Education Schools, this strategy can be linked directly with the Shared Education Strategy in NI, which states:

The Shared Education Act (Northern Ireland) 2016 means there is legislative provision in relation to Shared Education and the Department of Education and the Education Authority have a duty under the Act to encourage, facilitate and promote Shared Education. In a NI context shared education means the education together of:

- those of different religious belief, including reasonable numbers of both Protestant and Roman Catholic children or young persons; and
- those who are experiencing socio-economic deprivation and those who are not, which is secured by the working together and co-operation of two or more relevant providers.

The Act further defines the purpose of shared education as to –

- deliver educational benefits to children and young persons
- promote the efficient and effective use of resources
- promote equality of opportunity
- promote good relations; and
- promote respect for identity, diversity, and community cohesion.

The T:BUC Programme is about building positive relations and long-lasting friendships among young people across all parts of the Northern Ireland community. Camps must therefore bring diverse groups together to get to know each other, try new experiences and help build longer term relationships between young people.

Schools should be aware that individual T:BUC projects should be embedded in their overall Shared Education Action Plans.

Schools must ensure ALL compliance requirements are met for T:BUC Funding as per details in guidance document and in letter of offer.

2. Links Into School

The T:BUC Camps opportunity can enhance the provision of Shared Education in the following ways:

- Provide specific programmes targeting Good Relations;
- Provide evidence for areas of the curriculum;
- Enhance relationships between young people through significant interactions;
- Allow for developmental and fun opportunities between school populations;
- Target specific groupings within the school to facilitate relationship building;
- Provide specific induction or transition support and learning.

3. Requirements for T:BUC Camps

T:BUC Camps have very specific requirements:

(3.1) Good relations learning must be at the heart of every camp.

(3.2) All camps must:

- Have a significant good relations element throughout the the Camp which must be clearly demonstrated in funding applications
- Be run on a cross community basis and include participants from Catholic and Protestant communities, proposals are also encouraged from other communities including ethnic minority communities and those of different racial backgrounds;
- Target young people aged 11 to 19 years; and
- Be fun.

(3.3) Partnership working is encouraged, and applications may involve a collaborative partnership between two or more organisations and / or schools. (Additional guidance in **section 6**)

(3.4)

- The term ‘camp’ is used throughout, but does not necessarily mean residential, because 2 consecutive days together would be sufficient.
- Significant Good Relations is integral to the programme, and should be evident throughout the programme
- Projects are designed to achieve the 3 outcomes, one of which is ‘fun’ so projects should be active, engaging and serve to strengthen relationships between the young people.
- Residential opportunities are encouraged and are shown to be very beneficial to the young people; however 2 consecutive days, will suffice.
- Schools should provide an exit strategy designed to promote the continuation of friendships and relationships.

(3.5) There is an application process, as described in **Section 4**, which is completed by the applicant. This undergoes an assessment process, and if successful, schools will be provided with a Letter of Offer. (Additional guidance in **Section 10 & Appendix 4**)

4. Links to the Curriculum

A T:BUC programme can be linked to most areas of the curriculum, to achieve better learning, engagement and understanding. The project hours can be used alongside any of the following suggestions:

- English, speaking and listening, creative writing, report writing
- Music, choir, musical arrangements, performance
- Drama, role play, production
- RE, ethics
- History, History of the Troubles, Northern Ireland, UK, Irish History
- LLW, skills and attributes
- School ethos

5. Financial Arrangements

(Additional information in **Terms and Conditions Guidance**)

FOR THE PURPOSES OF THIS SCHEME, SCHOOLS ARE CONSIDERED AS NON- REGISTERED ENTITIES

Schools are therefore required to provide evidence of all the accompanying documents highlighted in Appendix 2

This will allow greater flexibility in both spend and evaluation.

- When completing the Application Form, schools must provide the bank details into which the funding could be paid.
- This account must have 2 signatories and be audited each year, with clear processes and procedures for procurement, salaries, fees, entrance charges etc.
- Financial monitoring must be ongoing to ensure that the spend is both appropriate and efficient and all quarterly expenditure sheets returned within timeframe
- The details provided in the guidance document will apply to schools. Rates of pay must be paid at the stipulated amount for work completed outside normal school hours (**See Appendix 3**), but **NOTE there is no sub cover provided via the T:BUC Camps programme**

Schools will be expected to cover these themselves, complete the project out of school hours and/or bring in specific staff or tutors to undertake the project.

6. Support

(Additional guidance in **Section 5**)

Support will be provided to schools by EA T:BUC officers through an online Funding Application Support workshop which is available for schools only staff, see section 5. Staff may also register for the other public workshops if these dates are more suitable. Any additional queries can be logged through tbuc@eani.org.uk

Schools are encouraged to work with the Shared Education Development Officers to complete their application and link it into the Shared Action Plan.

Additional support may also be sought from NICIE, CSSC and CCMS, as appropriate. Local Council Good Relations Officers and Community Relations Council will also offer support and guidance

7. Evaluations

(Additional guidance in **Section 13**)

Projects will be required to complete the following for evaluation purposes and to determine impact

- Baseline at the start and end of the programme
- Quarterly financial monitoring spend
- Financial and evaluation return at end of programme - within 6 weeks of completion

8. T:BUC Trees, Camps in the Community & Ambassadors Programme

Schools are encouraged to be involved in the many aspects of the Camps Programme, and further details can be found in **Appendix 3** of the guidance notes.

7. Case Studies

“The T:BUC programme has been very beneficial for the schools in the Banbridge Area; it has been instrumental in building bridges between communities, encouraging our young people to share experiences of transitioning between primary and post-primary schools and developing long lasting friendships”

R. Woods, St Patricks College, Banbridge

“The T:BUC programme played a pivotal role in our KS2-3 transitions programme for our current cohort of Year 8s. The experience allowed the pupils to form friendships in informal contexts ahead of the academic year beginning. The post-camp element has also enabled us to develop a Year 8 Literacy project for the pupils, to elongate the experience. We have received positive feedback from staff, pupils and parents and carers in relation to the programme and, in particular, how it helped the Year 8s settle into life at Foyle College.”

B McGowan & B Duffy, Foyle College

“This funding has been amazing for our school. There is a positive buzz around, pupils are getting involved in cultural sessions and are loving it. Other teachers and pupils are intrigued by the flags of the world and T:BUC posters up all around the school.

“The whole process has been so easy to get around, the help and support from the T:BUC team has been fantastic. They are always on hand even if just for a simple question.”

D McDaid, Year Head, Rossmar Special School

“This has been such a positive and truly wonderful programme for our school to be involved in. To see pupils, take a step outside their comfort zone, try something new and appreciate the experience has been exceptional to witness. It has definitely given us as a school a new perspective on how using various cultural methodologies can move us forward. Next year we hope to expand and apply for 2 programmes which will enable us to get many more pupils engaged, both younger and older students.”

C Clements, Principal” Rossmar Special School

Appendix 5 - Assessment and Awards Process

Name of Group:		Assessment Date:	
Eligibility Criteria			
The applicant is eligible with a good record of meeting previous evaluation requirements			Yes / No
Project must take place between April 25 – February 25			Yes / No
Project run on a cross-community basis and meets the required variance			Yes / No
Project targets 9-25 year olds living in Northern Ireland			Yes / No
Projects must take place in Northern Ireland, Great Britain and Ireland			Yes / No
Significant good relations element throughout the Camp			Yes / No
Project must offer a range of age appropriate activities			Yes / No
Project has minimum of <ul style="list-style-type: none"> i. Band 1 -Mini Camp 10 Hours ii. Band 2- Midi Camp 15 Hours iii. Band 3-Grand Camp 18 Hours iv. Band 4-Super Camp 25 Hours v. Social action is indicted within the camp 			Yes / No Yes / No Yes / No Yes / No
Project has a minimum number of young people participating required by the band of funding applied for			Yes / No
Scoring Guidance			
Our Children and Young people (weighted score of 5)			
The project provides opportunities for friendships to develop at all stages of the T:BUC Camps' process) and facilitates young people to maintain links after the project is completed. (Section 4)			
Score	Scoring Criteria	Score Given (0-20)	Total score (= score x weighted score)
0 - 4 Points	Poor adherence to criteria / little evidence		
5 - 9 Points	Moderate adherence to criteria / limited degree of evidence		
10 - 14 Points	Good adherence to criteria / degree of evidence		
15 - 20 Points	Exceptional/outstanding adherence to criteria / degree of evidence		
Comments			
Our Children and Young people (weighted score of 5)			
The project content and delivery is aimed at challenging stereotypes, increasing understanding and respect for cultural difference and develops positive relationships between young people from different backgrounds.			
Score	Scoring Criteria	Score Given (0-20)	Total score (= score x weighted score)
0 - 4 Points	Poor adherence to criteria / little evidence		
5 - 9 Points	Moderate adherence to criteria / limited degree of evidence		
10 - 14 Points	Good adherence to criteria / degree of evidence		
15 - 20 Points	Exceptional/outstanding adherence to criteria / degree of evidence		
Comments			

Our Children and Young people (weighted score of 5)			
The project encourages and facilitates positive attitudinal change towards people from different backgrounds			
Score	Scoring Criteria	Score Given (0-20)	Total score (= score x weighted score)
0 - 4 Points	Poor adherence to criteria / little evidence		
5 - 9 Points	Moderate adherence to criteria / limited degree of evidence		
10 - 14 Points	Good adherence to criteria / degree of evidence		
15 - 20 Points	Exceptional/outstanding adherence to criteria / degree of evidence		
Comments			
Recruitment (weighted score of 3)			
The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds and those outside established groups/structures. Young people should be recruited from the same locality to facilitate the building of longer term friendships.4)			
Score	Scoring Criteria	Score Given (0-20)	Total score (= score x weighted score)
0 - 4 Points	Poor adherence to criteria / little evidence		
5 - 9 Points	Moderate adherence to criteria / limited degree of evidence		
10 - 14 Points	Good adherence to criteria / degree of evidence		
15 - 20 Points	Exceptional/outstanding adherence to criteria / degree of evidence		
Comments			
Value for Money (weighted score of 2)			
The project offers value for money			
Score	Scoring Criteria	Score Given (0-20)	Total score (= score x weighted score)
0 - 4 Points	Poor adherence to criteria / little evidence		
5 - 9 Points	Moderate adherence to criteria / limited degree of evidence		
10 - 14 Points	Good adherence to criteria / degree of evidence		
15 - 20 Points	Exceptional/outstanding adherence to criteria / degree of evidence		
Comments			
Assessment Panel's Recommendation for Funding			
Is the application recommended for funding?		Yes No	
Please provide additional comments including, for example: <ul style="list-style-type: none"> If the application is recommended for funding subject to certain conditions, please list the conditions that apply. Please highlight any examples of good practice or creative and innovative projects.			

Please provide additional comments including, for example:

- If the application is recommended for funding subject to certain conditions, please list the conditions that apply.

Please highlight any examples of good practice or creative and innovative projects.

Notes:

Assessment Panel Chair's Signature	
Date	
Name of independent reviewer:	
Is the score awarded to the group correct? YES No (Please Circle)	Comments:

